

Troy City Schools Charged Meals Policy

It is the intent of Troy City Schools to provide an opportunity for each student to eat a nutritious breakfast and lunch during the school day. It is also the policy of Troy City Schools to comply with all federal program regulations pertaining to the National School Breakfast and National School Lunch programs. As per the federally governed Child Nutrition Program regulations, uncollected meal charges constitute a bad debt and are unallowable.

Students may charge five or one week of meals (breakfast and lunch). This service is designed to cover the situation of a student forgetting or losing meal money. **This service does not provide a line of credit for continuous meal charges.** Students and staff are encouraged to deposit money into their meal accounts regularly, whereby a draft of the account may be made on a daily basis as the meal is purchased.

Each week cafeteria managers will send home charge notices to parents and submit a charge report to school principals. The school principal is responsible for collecting any unpaid charges to the Child Nutrition Program. If the principal is unable to collect the outstanding charges from the student's parent/guardian, funds will be recovered from a nonpublic local fund.

A la Carte items may not be charged. Adults will not be permitted to charge meals.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

This institution is an equal opportunity provider.