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Effective July, 1, 2023

## ***International Community School Meal Charge Policy 2023-2024***

Federal Requirement states the ICS meal charge policy works in complement to the public announcement of meal eligibility requirements in 7 CFR 245.5 and is consistent with the involvement required in 7 CFR 210.12. This document is to clearly communicate a meal charge policy, and spells out how students who pay the full or reduced price cost of a reimbursable meal, are impacted by having insufficient funds on hand, or in their “Lunchtime” account to purchase a meal at the time of service.

ICS aims to provide nutritious meals to students during the school day. Students may receive breakfast and lunch at no charge if they qualify based on Federal guidelines. Children who don’t qualify for free meals may be eligible to purchase subsidized meals at the reduced price or paid rate. However, sometimes students who don’t qualify for free meals would like breakfast or lunch, but don’t have the funds to cover the cost of the meal at breakfast or lunch. Some of those students also carry a negative balance.

We pledge to communicate privately with individual families about their child’s outstanding balance directly over the phone, by email and with discrete reminders in a plain white envelope, sealed and sent home with the student. ICS would be willing to provide a payment plan to help families reach a goal of no meal debt.

After a threshold of \$20, children who are unable to pay will discreetly receive an alternate meal. We will not single out a child or use any identifying markers on children with unpaid meal charges. This alternate meal will be simple, but include all the required nutrients based on general meal requirements at 7 CFR 210.10. These usually involve a sandwich entree, a fruit /vegetable and plain milk. Accommodations will still be made for children who are considered to have a disability under 7 CFR 15b.3 and whose disability restricts their diet, when the restriction is supported by a medical statement signed by a State licensed healthcare professional. This requirement is included in Federal regulation at 7 CFR 210.10(m)(1).

## ***ICS Meal Policy Specifics:***

- If students are unable to pay for their meal at breakfast or lunch, they can charge only up to \$20.00 worth of meals
- Alternate meals will be served if a student owes \$20 or more
- Meals will be presented whenever possible as a sack lunch (brown paper bag) outside of the cafeteria, in the nurse's office or the classroom just before lunch time.

### ***Civil Rights Statement***

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, audiotape, 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](mailto:program.intake@usda.gov)
- This institution is an equal opportunity provider.

For questions please call 404-499-8969