Imagine School at Broward
9001 Westview Drive
Coral Springs, FL 33067
954-255-0020

School Meal Charge and Unpaid Meal Policy

Imagine School at Broward is committed to ensuring that all students have access to nutritious meals while maintaining responsible management of student meal accounts. This policy outlines procedures for meal charges, unpaid meal balances, and account management. All enrolled students are assigned a meal account upon registration. Parents/guardians are required to create a parent account and link their student(s) through School Payment Portal at www.schoolpaymentportal.com. It is the responsibility of the parent/guardian to monitor the student's meal account regularly and report any discrepancies.

Imagine School at Broward participates in the National School Lunch Program and School Breakfast Program, including the Free and Reduced-Price Meals (FRL) Program. Eligibility is determined based on household income and family size. Applications must be completed annually to determine eligibility. Applications are available through the school. Parents/guardians will receive written notification of their child's eligibility status:

- During the first week of September for applications submitted during the first week of school; or
- Within ten (10) school days of the school's receipt of a completed application.

Meal Pricing:
Breakfast - Paid Students: $2.50, Reduced-Price Students: $0.30
Lunch – Paid Students (Elementary): $4.50, Paid Students (Middle School): $4.75, Reduced-Price Students: $0.40
Meal prices are subject to change as approved by the school and applicable program requirements.

A reimbursable meal is a complete meal that meets all United States Department of Agriculture (USDA) meal pattern requirements, including the required food components and serving sizes appropriate for the student's age or grade group. To qualify as a reimbursable meal, students must select all required meal components as determined by USDA guidelines.

Non-reimbursable meals and items include, but are not limited to: second meals, a la carte items, snack items, and individual food items purchased separately from a complete meal. Students who do not select a reimbursable meal may be charged for individual items purchased. Free and Reduced-Price Meal benefits do not apply to non-reimbursable meals or à la carte purchases.

When school meals are offered for field trips, students whose parents/guardians have requested a school-provided meal on the field trip permission form will be charged according to their approved meal status (paid, reduced-price, or free).

Students' meal eligibility status (free, reduced-price, or paid) shall be kept confidential. No student will be identified or singled out based on meal account status or eligibility.
No student will be denied a reimbursable breakfast or lunch due to an unpaid meal balance.
Students with an outstanding meal account balance exceeding $25.00 may not purchase non-reimbursable meals, à la carte items, or snack items until the balance is reduced below the established limit.

Notification of Unpaid Balances
Parents/guardians of students with an unpaid meal balance of $25.00 or more will receive written notification during the first week of each month. The school will review the student's meal account and eligibility status to ensure that the student is receiving the correct meal benefit classification. If an error is identified, appropriate corrections will be made.
School staff may also work with families to:

- Restrict account purchases to reimbursable meals only;
- Discuss payment arrangements; and/or
- Assist families in completing a Free and Reduced-Price Meal application if eligible.

Any outstanding meal account balance must be resolved before student records are released to another school, as permitted by applicable laws and district procedures.

Meal Account Security
Students must use their own assigned meal account when purchasing meals or food items. Students will identify themselves using their school-issued identification card or approved meal account system. Cashiers will verify student identity before completing transactions. Students are prohibited from using another student's meal account, including the accounts of siblings.

Policy Distribution
A copy of this School Meal Charge and Unpaid Meal Policy will be provided to all families upon enrollment and will be made available upon request

☐ I have read and I understand the Charge Policy and Unpaid Meal Policy and Procedures

_____ _____
Student Name Homeroom Teacher

_____ _____
Parent Signature Date