



Meal Charge Policy School Year 2023-2024

This Unpaid Meal Policy (UMP) ensures Lee Montessori Public Charter Schools (PCS) operates under the Federal school meal programs. This policy will cover all students in grades PK3-6. This policy shall be used for school lunch, the only meal for which Lee Montessori PCS charges families. This policy allows students to be charged per meal based on the amount Lee Montessori has stated for the year.

Families can apply for Free and Reduced Meals (FARM) by requesting a FARM application from the school. All families are required to complete a FARM form at the beginning of the school year. For assistance with this application, the designated officials are as listed:

Name	Title/Relationship to the School or District	Email Address
Joshua McComas	Director of Operations	joshua@leemontessori.org
Juanita Allen	Food Service Manager Brookland Campus	juanita@leemontessori.org

If students receive a change in FARM status the student will receive a written notice within 10 days of the change of meal plan.

Families pay for meals through a portal or phone app called MealManage. Meals can be paid for in advance at the daily rate of \$4.85 per meal (during School Year 23-24). Meals are available for purchase up to 1 month in advance. Families who do not prepay will be charged the day after their student participates in the school lunch program.

Families will be notified of unpaid balances through automatic notifications sent via the app. Balance notifications are sent weekly.

Under no circumstances will Lee Montessori deny meals to students who have delinquent account balances. The school will make every reasonable attempt to support families who fall behind on meal payments. Excessive unpaid meal charges will be addressed on a case by case basis.