

## LUNCH PROGRAM CHARGE POLICY

NAME OF LOCAL EDUCATION AGENCY: Lebanon Borough School

IMPLEMENTATION DATE: September 6, 2022

### Policy:

- If money is owed for lunch, the district must contact the student's parent or guardian with a **First Notice** of the debt. The parent or guardian has 10 school days to pay the amount due.
  - If the parent or guardian does not make a full payment by the end of the 10 school days, a **Second Notice** must be provided to the parent stating that lunch will not be served to the student beginning one week from the date of the Second Notice unless the payment is made in full.
- School Staff cannot make exceptions to this policy
- School food service staff will be trained annually on this requirement.