

## **Unpaid Meal Charge Policy**

Washington Yu Ying strives to provide access to healthy and nutritious meals to all students at all times, regardless of a student's ability to pay. All students receive the same meal (allergen appropriate) when eating school lunch. There is no "alternate meal" provided to students with large lunch debt. Washington Yu Ying also participates in the School Breakfast Program, which does not charge students for a breakfast meal.

Students do not pay for school lunch at the time of service. Rather a student's meal account is charged for the meal at that time. There is no dollar limit to the amount a student can charge. However, Yu Ying encourages families to pay ahead for a child's meal when possible.

Washington Yu Ying sends a weekly email notification to inform all parents of each child's current lunch balance - either money owed or lunch credit available. In addition to balance information, this notice includes information about how to apply for the free and reduced meal (FARM) program under the National School Lunch Program (NSLP). Applications and more information are available at the main office front desk or by contacting [reception@washingtoneyu.org](mailto:reception@washingtoneyu.org). Parents with questions about lunch balances should contact [lunchbilling@washingtoneyu.org](mailto:lunchbilling@washingtoneyu.org).

Although no child will be denied a meal if he or she has a lunch debt, students with lunch or REEF debt exceeding \$100 may not register, attend or drop into REEF, Yu Ying's optional paid before and after care program.

The Director of Operations manages delinquent meal charges in consultation with the Chief Operation Officer and the Executive Director. Families with outstanding debt are encouraged to apply for the FARM program via email, phone calls and school communication folders. Families can contact the Director of Operations at [lunchbilling@washingtoneyu.org](mailto:lunchbilling@washingtoneyu.org) to inquire about payment plans and special circumstances the school should be aware of. At all times the school communicates with the parents and guardians of the household, not the children. Washington Yu Ying does not pursue formal debt collection with outside agencies.

This policy is included in our family handbook which is posted on our school portal.