

Hawthorn Academy Student Meal Payment and Unpaid Meal Procedures

The purpose of these procedures is to clarify the process by which parents purchase their children's meals at the school and the responsibility of the school to provide meals to students whose parents fail to pay for their meals.

1. Hawthorn Academy participates in the National School Breakfast Program and National School Lunch Program. In order for students to receive meals under these meal programs, **parents are required to pay for their children's meals in advance (unless they qualify for free meals or they qualify for reduced-price lunch)**. Meals may be paid with cash or check through the front office or paid online through the parent portal. If the school receives two insufficient fund checks, the school will require cash or payments online.
2. Parents may pay for meals in advance for the current school year only. An up-to-date account will be kept for each student. As it is the parent's/guardian's responsibility to be informed about their student's account balance, parents/guardians may request the current balance by contacting the school office or emailing the school's Kitchen Manager/Director during regular school hours.
3. **When a student's meal account becomes insufficient with funds (in the negative) to pay for Meals, the student's family will be notified twice a week, by email and text, with the negative balance the student has.**
4. Unpaid Meal charges are considered "delinquent debt" when payment is overdue. The debt is considered delinquent as long as it is considered collectable and efforts are being made to collect it.
5. A la carte items (extra milk, water bottles and extra entree) can be purchased with the student's meal account if the student has money in their meal account. Students **will not** be allowed to go into debt (go into the negative) in their meal account in any amount for A la Carte items.
6. Families can **submit an application for Free & Reduced Meal Benefits at any time during the school year**. Click **here** to print out a form in English and **here** for Spanish. You can also apply directly from your Aspire Account [Here](#).
7. Parents have until the last day of the current school year to inquire with the School Meal Director or School Office for reimbursements of funds still in the student's account if their child **will not** be attending HA the next year. If no reimbursement request is made, the balance of funds left in a Withdrawn Student's account will be transferred to a sibling, if any, of the withdrawn student still attending the school or to the school's donation account. The balance of funds for Students who continue at HA the next year will be carried over into the next school year.
8. Students who have qualified for free meals are not required to pay for meals at the school. In addition, per Utah Code § 53F-2-423, students who have qualified for reduced-price meals are not required to pay for lunch at the school.