



Utah Military Academy

“Integrity first; Service before self; Excellence in all we do.”

Hill Field campus
5120 South 1050 West
Riverdale, UT 84055
(801) 689-3013

Camp Williams campus
3901 West Waterbury Drive
Lehi, UT 84043
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info@utahmilitaryacademy.org intel@utahmilitaryacademy.org

Utah Military Academy Lunch Policy

A. Purpose and Background

- National School Lunch Programs are federal programs in which this school participates in. Pricing policies for school meals are determined at the local level, including decisions about whether or not to extend credit to parents who do not have meal money in their cadets' accounts or whether or not to provide alternate meals to such cadets.
- Utah Military Academy receives partial reimbursement for meals served to cadets who do not qualify for free meals. Parents must make payments to a cadet's account to make up the difference between the federal reimbursement and the cost of the meal. This policy applies only to school meal payments, not a la carte sales.
- If cadets qualify for free or reduced-price school lunch, their meals are reimbursed in whole or in part with federal funds. Otherwise, the meal reimbursement is minimal and parents are expected to pay for their cadet(s)' meals.

The purpose of this policy is to explain how Utah Military Academy will notify parents/guardians about: money owed for cadet meals; of the school's procedures for providing meals if cadet accounts are delinquent; to assure and remind parents and school employees that cadets will never be confronted or embarrassed about money owed for school meals and to inform parents regarding special diet requests.

B. Policy Components

Parents shall receive information:

- about school meals and special diet request procedures;
- stating the price of the meals;
- informing parents how they may provide payment for meals;
- informing parents how they/their cadets qualify for reduced-price or free meals;
- informing parents of the policy for delinquent accounts

Utah Military Academy will provide applications for free/reduced-price meals to parents. The school shall also provide the school's designated meal prices.

Accompanying information about the prices of school meals, parents will receive an application for free and reduced-price meals. The application is available in a variety of languages at:

<https://www.fns.usda.gov/cn/translated-applications>

The school will provide paper applications for parents who do not have access to on-line forms.



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If the cadet's family receives benefits from the Special Nutrition Assistance Program (SNAP), the Family Employment Program (FEP) or the Food Distribution Program on Indian Reservations (FDPIR), the household qualifies for meals at no charge, once the school receives notice of the cadets of family's eligibility, and does not have to complete or submit a free/reduced-price form. Utah Military Academy will send the household an email/letter informing parents of a cadet's eligibility for free meals. If a parent or family qualifies under one of these programs and has not received such a letter before school starts, the parent should contact the school food service department.

C. Payments and School Verification

1. Utah Military Academy must verify at some point in each cadet's meal service, that the meal is reimbursable or non-reimbursable.
2. We will credit meal payments from parents to the cadet's account within 24 hours. This assures all funds are accurately applied to meal accounts as soon as possible before cadets are selecting school meals.
3. If a cadet/family qualifies for free meals, no payments are due.
4. If a family qualifies for reduced-price, the school will charge no more than \$.40 for lunch.
5. Parent payment options for cadet meals may include.
 - a. Parents may use an automated payment system, using debit, checking or credit cards, for one or all of their cadet's, allocating the funds to individual cadet's accounts. There are no additional fees for the use of a credit card.
 - b. Parents may make payments to the school by mail or hand delivery. Payments should clearly indicate the account to which the funds should be credited (cadet's name and amount, if several cadets attend the school). Utah Military Academy accepts checks and/or cash at the school, and credit and /or debit card at

<https://secureinstantpayments.com/sip/cart/event.php?EID=4435> (Parents should note the school policy for checks returned to the school for insufficient funds)

D. Identification of Delinquent Accounts

1. Utah Military Academy will identify family or cadet accounts that do not have adequate balances to pay for cadet meals. We will identify these accounts weekly and notify parents by the automatic email system. We will contact parents, as parents have directed, on the automated meal payment system, or by phone, text or email, to allow parents to indicate how they wish to make payments. We may ask cadets to take notifications addressed to the parent home with them; however, **the school will not tell cadets to remind their parents to send money to the school. It is the parent's responsibility to pay the cadet's account. Asking cadets to remind parents is inappropriate.**



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2. The school may use any of the following options (or other reasonable options) for cadet meals if a cadet's meal account is inadequate:
 - a. cadets may bring a sack meal from home.
 - b. Schools may continue to provide full meals to cadets and notify parents that their account is delinquent. The School may decide on a yearly basis if they will use collection efforts to pay for meals. Schools shall maintain documentation of parent notice.
3. The School is not required to provide a meal at no cost if a cadet does not qualify for a free meal. Because federal funds may not be used for the expenses of these meals, the school must use state, local or other funds to cover the cost of the meals. The school will provide notice to parents at designated times during the school year of the school's policy for providing meals to cadets when accounts are delinquent or when delinquent. If a cadet's account is delinquent, the school may offer the cadet an alternate meal if needed.

E. Delinquent Balances and School Procedures

1. We will notify parents of cadets with delinquent balances in their school lunch accounts by such methods as:
 - a. The automated school lunch payment system
 - b. E-mail to the parent
 - c. Written notice sent to the parent by mail
 - d. Telephone conversation with the parent.
2. If parents have been notified, no payment is received, and the amount owed exceeds \$25.00, the account may be turned over to a collection agency (no federal funds may be used for the collection of funds). Utah Military Academy will notify parents at least twice annually concerning their procedures for the collection of past-due accounts. Collection fee of \$50.00 will be assessed in addition to the amount owed. We may use collection agencies to collect on delinquent accounts.
3. Utah Military Academy may complete an application for free/reduced- price meals on behalf of the parents, if school personnel have knowledge of the parent's financial circumstances and parents give permission. The school will notify parents that an application has been completed on their behalf ("Eligibility Manual for School Meals," August, 2013, pg. 36).
4. We may use collection agencies to collect on delinquent accounts.

F. Special Diet Requests Procedures

We at Utah Military Strive to make sure all cadets receive Healthy nutrition. Should your student have any special needs or request we will be happy to work with you on an individual basis.

Dietary substitutions

Dietary Substitutions that do not meet the NSLP guidelines must have a Medical statement request filled out and signed by a licensed Medical Doctor (MD), Physician's Assistant (PA), Osteopathic Physicians (DO) Advance Practice Registered Nurses (APRN) Naturopathic Physicians (ND or NMD). For programs operating in Bureau of Indian Education schools, the Indian Health Service requires that prescribing practitioners have Drug Enforcement Administration licenses. This form is available in the front office as well as from the food service department. The form will be copied and a copy will remain in the students file as well as with the food service department. Once the food service department receives the signed form the Food Service director will assess the request and the necessary substitutions will be made. The school food service director will also note the need for substitutions on the students account and a pop up reminder will display on the account at every service.



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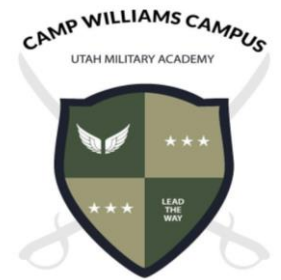
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Milk Substitutions

Milk is a required component to be offered to all students and it is their right to refuse to take milk. Should the student have a need for a milk substitution the above-mentioned form is required. Juice is not an allowable substitution for milk.

Personnel Preferences

Every attempt is made to accommodate food preference and does not require a form. Food preferences are different in nature to a medical need for substitution. Should your student have a preference every attempt is made to accommodate them within the NSLP guidelines by the School food service department. The most common food preferences are vegetarian and no pork. Here at Utah Military Academy we offer a full salad bar that has choices that meet most of the personnel preference and remain in compliance with the guidelines. Utah Military Academy is not required to make accommodations for personnel preferences.

Should you have any other questions or concerns please contact the Food Service Director Mrs. Green or contact the main office.