



## National School Lunch Program Information

### Map Academy Charter School Offers Meals at No Cost for Students

Map Academy Charter School will be participating in the National School Lunch Program and the School Breakfast Program. As part of this program, all schools will offer healthy meals every school day at NO COST to the students due to the implementation of the Community Eligibility Provision for school year 2023-2024. Students will be able to get breakfast and lunch at school without having to pay a fee or submit a household application.

#### Non-Discrimination Statement:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

2. fax:  
(833) 256-1665 or (202) 690-7442; or
3. email:  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

## **Civil Rights Complaint Procedure**

Map Academy Charter School will comply with the Civil Rights Requirements outlined in FNS Instruction 113-1 and the 2016 Memorandum of Understanding between United States Department of Agriculture Food and Nutrition Service Civil Rights Division and the Massachusetts Department of Elementary and Secondary Education, Office for Food and Nutrition Programs. If a participant, parent/guardian, or potential participant reports a concern that involves a federally or state protected class we will inform, accept, document, and share the complaint or concern in accordance with the procedures outlined here.

Inform: the person to whom potential discrimination may have or perhaps they feel have potentially occurred and their right to file an official complaint. Consider if parental/guardian notification is appropriate.

- Offer to share the complaint process steps and let them know it can be submitted anonymously.
- Ask if they would like to submit an official complaint.
- If no, ask the person how you can help. Clarify what they want you to do with the information they are giving you. This may be a person who is reporting a concern because they want you/someone to help them and is NOT interested in submitting an official Civil Rights Complaint.
- When the person reports satisfaction that the issue has been resolved, no further steps need to be taken.
- If yes, walk them through USDA's complaint process and clarify if they want to use USDA's process on their own or if they want you to "accept" their complaint or help them submit to USDA.
- If they would like to submit the complaint on their own, ask if you can do anything else to help resolve the issue in the meantime and no further steps need to be taken.
- If they would like you to "accept" the complaint: Accept, Document and Share the Complaint per instructions below.

Accept: an official complaint in any form.

- Remember before beginning this step: Someone can be "reporting a concern" they would like addressed but NOT submitting an official Civil Rights complaint. Be sure to clarify what their intention is. If they choose NOT to submit an official Civil Rights complaint continue to reach a resolution that is mutually agreed upon.
- How SO accept complaints should be determined at the local level and described here. Note when developing these procedures there are some things you will want to keep in mind.
- The complaint procedures cannot prevent a complaint from being accepted.
- Procedures cannot require that following the complaint process be a pre-requisite for

accepting a complaint

- The school can't require that a complaint only be submitted through one form, or person or at a specific date/time. They can offer the use of a standard form or refer them to a specific person but ultimately if a person wants to submit a complaint verbally in the moment that complaint needs to be accepted.

Document: The complaint in a complaint log specific to Child Nutrition Programs.

- How was the complaint given? In writing or verbally?
- Staff member who received the complaint must transcribe it.
- Essentially, whoever receives a complaint needs to document the event by filling out the fields on the complaint log.
- If a complaint is given verbally a detailed record of the complaint must be taken.
- At a minimum, the log must contain the complainant(s) name, contact information, the location (including country), nature and date of the alleged discrimination. Name of individual(s) and organization(s) alleged to have engaged in discrimination, basis of alleged discrimination, date of referral to FNS CRD, the findings of any investigation by FNS, and a descriptive disposition of the final complaint including any corrective action planned or taken.<sup>3</sup>

### **Meal Modification Guidelines**

Map Academy Charter School participates in the School Breakfast Program (SBP), and National School Lunch Program (NSLP) and will provide reasonable modifications to the program meals or meal service to accommodate children with disabilities.

Our program ensures that breakfast and lunch offered meet the respective meal pattern requirements set by the USDA and will make reasonable modifications to accommodate children with disabilities. We will make substitutions to meals at no extra charge for children with a disability that restricts the child's diet on a case-by-case basis when supported by a written statement from a State licensed healthcare professional.

Section 504, the ADA, and Departmental Regulations at 7 CFR part 15b define a person with disability as any person who has a physical or mental impairment which substantially limits one or more "major life activities," has a record of such impairment, or is regarded as having such impairment." (See 29 USC § 705(9)(b); 42 USC § 12101; and 7 CFR 15b.3.) "Major life activities" are broadly defined and include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. "Major life activities" also include the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions. (See 29 USC § 705(9)(b) and 42 USC § 12101.)

Meals that do not meet the program meal pattern are not eligible for reimbursement unless supported by a medical statement; however, we will accommodate requests related to a

disability that are not supported by a medical statement if the requested modifications can be accomplished within the program meal pattern.

If you have a medical statement please [fill this form out](#) and return to Map Academy Charter School, Attn Heather Sears, School Nurse at [hsears@themapacademy.org](mailto:hsears@themapacademy.org) or mail to Map Academy Charter School, Attn: Heather Sears, 11 Resnik Rd. Plymouth, MA. 02360

[USDA meal modification guidelines](#)

Meal Charge Policy:

## **Regulations and Guidelines**

This policy is informed by regulations and guidelines published by the United States Department of Agriculture under the National School Lunch Program, Massachusetts General Law, and the Massachusetts Department of Elementary and Secondary Education's Office for Food and Nutrition Programs.

## **Policies**

### **Policy on Communicating Student Food Account Balances**

Parents are responsible for knowing the amount of their child's food account balance.

Parents may view their child's food service account balance at anytime by looking in PowerSchool using their Parent Portal Access. Parents of students who have a negative account balance will receive an email communicating the negative balance amount until it is rectified. The use of automated telephone calls will also be employed for the collection of delinquent accounts. Parents may set up automatic replenishment of their child's account through the district's online payment processor to avoid negative account balances.

### **Policy on Charging Meals and a la carte Items**

A child will not be denied a school meal because of parental negligence as we know this unfairly punishes children and impedes their ability to learn. Students who have a negative fund balance may charge a la carte items to their account only when those a la carte items are accompanied by a meal. Students who have a negative account balance cannot further their indebtedness by purchasing a la carte items without a meal.

So called "alternative meals" i.e. peanut butter and jelly or cheese sandwiches will not be used as substitutes as this identifies the child as having a delinquent account in front of their peers and will likely not provide any added incentive for the parent to

pay.

### **Policy on Delinquent Debt Collections**

Payment for negative account balances may be made at anytime using the district's online payment processor. Parents can access this feature via their PowerSchool Parent Portal access account. Students may also rectify their account by paying cash or by check to the cashier at their school. Parents may also rectify negative accounts by making a check payment to the Shrewsbury School Department and mailing it or dropping it off at the Food Service Director's Office, Shrewsbury High School, 64 Holden Street, Shrewsbury, MA 01545.

When a student account balance goes negative to a sum that exceeds three times the cost of a lunch meal, this will be considered a delinquent account. The Food Service Director, in consultation with the school cafeteria manager, will then begin collection efforts with the respective parent or guardian. The Food Service Director may also share a negative account balance report periodically with school principals because this information may be useful as an additional symptom of a larger problem that the student and their family are experiencing. If attempts by the Food Service Director do not result in payment, then the delinquent account will be sent to the School District Business Office. The Business Office will attempt collection through parent/guardian communications.