



Community Eligibility Provision (CEP) Unpaid Meal Charge Policy

Nosotros Academy Charter School operates the National School Lunch Program (NSLP) and School Breakfast Program (SBP). As required by USDA and the Arizona Department of Education (ADE), all School Food Authorities (SFAs) must maintain a written unpaid meal charge policy, even when all students receive free meals under the Community Eligibility Provision (CEP).

Scope

This policy applies to **Nosotros Academy Charter School** operating under CEP.

Communication

This policy is provided in writing to all households with enrolled students at the beginning of each school year. The policy is distributed to all school and district staff responsible for meal service and collections. Copies are available on the district website and at the nutrition services office.

Meal Charges Under CEP

All enrolled students receive one reimbursable breakfast and one reimbursable lunch per day at no charge. Due to meals being free to all students, the district does not anticipate unpaid meal charges for standard meals. If a student purchases a second meal or à la carte items, charges may apply, and parents/guardians are responsible for payment.

Prohibited Practices

In compliance with **ADE HNS 14-2017**, the following are prohibited:

- Publicly identifying students with unpaid balances.
- Requiring students with negative balances to use a separate meal line.
- Using wristbands, stamps, or other physical markers.
- Denying or discarding a reimbursable meal due to unpaid balances.

Continuity of Meal Service

Regardless of account status, all students will receive a full reimbursable meal.

Monitoring and Review

This policy will be reviewed annually and updated to meet USDA and ADE requirements. Compliance will be verified during Administrative Reviews conducted by ADE Health & Nutrition Services.

Contact Information

For questions regarding this policy, please contact: KPHILLIPS@NOSOTROSACADEMY.ORG.

In accordance with federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or



activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, [AD-3027](#), found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. **Mail:** U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410;
2. **Fax:** (202) 690-7442; or
3. **Email:** program.intake@usda.gov.