

Cleveland Parent Advisory Council (PAC) Hot Lunch Subsidy Program

Policy & Procedures

1. Purpose

The PAC Hot Lunch Subsidy Program strives to provide equitable access to the school's hot lunch program for every child. The program reflects our community's commitment to inclusion, well-being, and removing barriers to participate.

2. Rationale

The PAC recognizes that:

- Hot lunches provide convenience and nutritional support for students.
- Participation in shared lunch programs fosters a sense of belonging and inclusivity.
- Financial circumstances vary, and no child should be excluded from PAC initiatives

By establishing a subsidy program, the PAC upholds its values of equity and community support.

3. Program Guidelines

3.1 Eligibility

- Subsidies are available to families
- All requests will be kept **strictly confidential**.

3.2 Subsidy Amount

- The subsidy provides **up to \$10 per hot lunch, per child**.
- Families are responsible for any remaining balance above this amount.
- Subsidies apply only to the meals ordered and cannot be carried over to future orders.
- The subsidy is **capped at \$100** per child.

To provide clarity, here are examples of how the subsidy is applied. The table below each scenario details the amount of each meal, the covered amount by PAC, and the remaining amount parent is responsible for:

- **Scenario A:** You order 6 meals for a total of \$65. Upon application approval, PAC will pay \$53.50. You are responsible for the remaining \$11.50.

Meal	Meal Total	Amount Covered by Subsidy	Amount Parent Responsible for
1	\$15.00	\$10.00	\$5.00
2	\$9.50	\$9.50	\$0
3	\$6.00	\$6.00	\$0
4	\$12.25	\$10.00	\$2.25
5	\$14.25	\$10.00	\$4.25
6	\$8.00	\$8.00	\$0
TOTAL	\$65.00	\$53.50	\$11.50

- **Scenario B:** You order 5 meals for a total of \$40. Upon application approval, PAC will pay the full amount of \$40.

Meal	Meal Total	Amount Covered by Subsidy	Amount Parent Responsible for
1	\$10.00	\$10.00	\$0
2	\$4.50	\$4.50	\$0
3	\$6.00	\$6.00	\$0
4	\$9.75	\$9.75	\$0
5	\$9.75	\$9.75	\$0
TOTAL	\$40.00	\$40.00	\$0

- **Scenario C:** You order 12 meals for a total of \$155.50. Upon application approval, PAC will pay \$100 (per-term maximum limit reached by Meal 10). You are responsible for the remaining \$55.50.

Meal	Meal Total	Amount Covered by Subsidy	Amount Parent Responsible for
1	\$16.00	\$10.00	\$6.00
2	\$10.50	\$10.00	\$0.50
3	\$15.00	\$10.00	\$5.00
4	\$14.25	\$10.00	\$4.25
5	\$11.50	\$10.00	\$1.50
6	\$15.50	\$10.00	\$5.50
7	\$13.00	\$10.00	\$3.00
8	\$12.25	\$10.00	\$2.25
9	\$11.00	\$10.00	\$1.00
10	\$10.00	\$10.00	\$0
11	\$13.50	\$0	\$13.50
12	\$13.00	\$0	\$13.00
TOTAL	\$155.50	\$100.00	\$55.50

3.3 Application & Decision Process

1. Application Submission

- After fully reading this Policy, parents/guardians who wish to apply can submit the online application form, which is sent by email at the start of each ordering period.
- Parents/guardians must submit one application per child.
- Applications must be submitted by the stated deadline per term.

2. Decision-Making

- Subject to available funds, families who apply will be granted the subsidy.

3. Confidentiality

- Applications and related information are kept strictly confidential.
- Information is shared only with the **Subsidy Committee** (Hot Lunch Coordinator, School Administration).

3.4 Funding

- The program is funded through PAC fundraising initiatives, profits from the Hot Lunch program, and direct donations into the subsidy program.
- Allocations are managed to ensure sustainability of the program throughout the school year.

3.5 Review & Continuation

- This continues to be a pilot program. The PAC will review the program and its policy annually.
- Adjustments may be made to funding availability, subsidy limits, or application processes based on community needs and resources.

4. Commitment to Families

The PAC is committed to creating a welcoming, supportive school community where every family feels included. No child should be excluded from participating in PAC-sponsored programs due to cost.