

# North County Joint Union School District

## Meal Charge Policy

### Purpose:

The goal of the North County Joint Union School District is to provide students with healthy meals each day. However, unpaid meal charges place a large financial burden on our School District. The purpose of this policy is to ensure compliance with federal reporting requirements for the USDA Child Nutrition Program, and to provide oversight and accountability for the collection of outstanding student meal balances.

It is the parents/guardian's responsibility for meal payments to the food & nutrition program and to ensure the accounts are kept current. Notices of deficit balances will be sent at regular intervals during the school year.

The intent of this policy is to establish uniform meal account procedures throughout the North County Joint Union School District and to ensure all stakeholders are aware of said procedures.

### Policy:

**Payment:** All students not Directly Certified or without a qualifying Free & Reduced application on file will pay for meals at the published standard rate each day. The current rates for full priced meals are \$3.00 for lunch and \$1.50 for breakfast. Reduced pricing is 40 cents for lunch and 30 cents for breakfast. Parents are encouraged to prepay for meals by either utilizing our online payment system at MySchoolBucks.com, bringing cash or check to the school office or food service department, or by sending payment with the student to the cafeteria.

**Student Meals:** The North County Joint Union School District will not deny a student a reimbursable meal, nor will the District pursue payment directly with a student during the meal service time. All collection efforts will be made via a letter being mailed home, an automated call home or a direct telephone call made by school staff. All charges must be paid by the end of school year.

**Ala Carte Items:** North County Joint Union School District will not allow charging of ala carte items. Ala Carte is defined as any food purchase made other than a reimbursable meal and includes but is not limited to: Second meals, Water, Milk, and Leftovers.

**Applications:** All families that are not Directly Certified are encouraged to complete an Application for Free or reduced meals at any time during the school year. Eligibility for Free or Reduced meals will carry over for 30 days into the next school year. Any family without a Free or Reduced application on file after 30 days (or who haven't been Directly Certified) will be changed to a Paid status and meals will be charged to the family. Families may apply online at MySchoolApps.com. Paper applications are available in the school office and the Food Service Office as well as in Back to School and Registration Packets.

**Records:** All school cafeterias possess computerized point of sale/cash register systems that maintain records of all charges and payments. Questions regarding student's charges and or payments can be answered by contacting the Food Service Manager at 831-637-5574 x109 or 106.

**Refunds and Unclaimed Funds:** Refund requests for withdrawn and graduating students without younger siblings will be issued upon request to the parents/guardians listed in the Student Information System. This request must be made no later than June 15<sup>th</sup>. Any unclaimed funds will be forfeited to the North County Joint Union School District for payment of Bad Debt.

**Financial Hardship:** If a student is without meal money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced-price lunches for their child.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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 Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877- 8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), 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  
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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