

## **MILLARD SCHOOL DISTRICT**

### **UNPAID MEAL CHARGE PROCEDURE**

The Millard School District recognizes that a healthy, nutritious meal will help aid in student readiness and ability to learn. Our district participates in the National School Lunch and Breakfast Programs and our students are offered meals which follow the guidelines set up by the United States Department of Agriculture (USDA). In return, our district receives federal reimbursement for the meals we serve. The Child Nutrition Program in our district is intended to be self-sufficient without financial support from the general fund. Unpaid meal accounts put a financial strain on the budget of both our Nutrition Program and the general budget.

Our goal is to provide a consistent procedure regarding method of payment, parent/guardian notification for delinquent student accounts, and collection methods for charges in the Millard School District.

#### **METHOD OF PAYMENT:**

Millard School District accepts pre-payment for school meals from cash, checks, or money orders at the school office or by using the online payment system. Cash is also accepted at the meal line computer. Payments made using the online system may charge additional fees which are not determined by the district and do not benefit the district. Be aware that online payments may take 2-3 days to post to the student account.

Payments should clearly indicate the student where the money is to be credited.

A \$20 fee for returned checks will be issued from the school. This must be paid in cash.

If a student or family qualified for free meals, no payments are due with the exception of students at Delta High School. Students qualifying for free or reduced meals are required to pay for any items not considered part of a reimbursable meal (to be a reimbursable meal the student must take 3 of the 5 meal components, one must be a fruit or vegetable). The afternoon snacks in the vending machine at Delta High are not considered reimbursable.

#### **PARENT NOTIFICATION:**

Schools will notify the parent/guardian of student accounts with low or negative balances in meal account. Automated notifications will be sent by PowerSchool announcements. These messages will be sent out on Monday and Thursday afternoons each week as emails, texts or phone calls depending on the parent preference. Notifications will start when a full pay student account is at \$10 and a reduced pay student account is at \$2 (\$5 for a Delta High School reduced pay student). Parents may also be contacted directly by the school with a phone call, text, or a letter home.

Students may be asked to take notifications home to parents, but the school will never ask the student to remind the parent to pay on the meal account. The school will not single out or embarrass a student who has a delinquent account, i.e. no marks such as stamps, no child will be talked to in front of others about the situation, meal will not be different from what other students are eating, or no meals will be taken away.

### **STUDENT ACCOUNTS:**

Students with Free Meal Status are eligible to receive one free lunch and breakfast every day. This meal must be reimbursable according to guidelines set by USDA. Any meal that isn't considered reimbursable must be paid for or charged to the student's account.

Students with Reduced Meal Status are eligible to receive a school lunch at the reduced price of \$0.40 and breakfast for \$0.30. These meals must meet the USDA guidelines for a reimbursable meal or the student's account will be charged for full price for the items taken.

Students with Paid Meal Status must pay the price for the meal set by the district within the parameters of federal and state guidelines.

### **DELIQUENT ACCOUNTS:**

Elementary and Middle school students will be allowed to charge 2 weeks of lunch meals to their account after the balance reaches zero. After this point, the student will be given an alternate meal by the lunch workers. This meal will include foods which other students could purchase that day. If the negative balance continues at this point, the parent will be asked to provide a sack lunch for the student. The parent will receive 24 hour notice before the sack lunch should be provided.

High school students will not be allowed to eat at the school when their balance reaches zero. Once payment has been received, the student may continue to eat.

If a student is without money for meals on a consistent basis, the administration will investigate the situation closely and take action as needed. Parents should be reminded or encouraged to apply for free or reduced meal prices during the year.

### **REFUNDS AND REMAINING BALANCES:**

Money remaining in a student account will be carried over to the beginning of the next school year. Money may be transferred to a siblings meal account if necessary. Refunds for amounts greater than \$5 will be given to students not planning to return to a Millard School District school for the next year. At the end of 12<sup>th</sup> grade, a student may request refunds of their meal account if the amount is over \$5. All request for refunds must be given to the school or district office by a parent/guardian.

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- (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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