

MANTECA UNIFIED SCHOOL DISTRICT

Nutrition Education Department

Meal Charge Policy

1.0 Purpose:

To provide students with healthy meals each day and establish uniform procedures for students and parents/guardians who wish to charge lunches to their student meal accounts in the event the student lacks lunch money or food.

2.0 Scope:

Nutrition Education Department: Responsible for maintaining charge records and notifying the parent/guardian of outstanding balances.

School District: Responsible for supporting the Nutrition Education Department in collection and/or outreach activities.

Parent/Guardian: Responsible for payment of outstanding balances within 90 days of accrued charges.

3.0 General Guidelines:

- 3.1 A computer-generated point of sale system will be used to identify and record all payments, charged meals, as well as for collection of payments.
- 3.2 Charge meals do not apply to students upon approval of Free and Reduced Meal Benefits.
- 3.3 Student accounts accrue year to year.
- 3.4 No a la carte items may be charged.
- 3.5 No adult meals may be charged.
- 3.6 Balances may be checked at any time by logging into <https://www.mypaymentsplus.com> or calling the Nutrition Education Department.
- 3.7 Alternate meals are not offered. Charged meals will be the same meal available to all students.
- 3.8 Students will pay for meals at the district's published standard rate each day unless qualified for Free or Reduced priced meals.

4.0 Opt-Out Option:

- 4.1 Parents/guardians have the option of opting out of the Charge process.
- 4.2 Opt-Out forms are provided to all returning students on an annual basis and transfer students upon enrollment.
- 4.3 Parents/guardians choosing this option will receive an Account Block letter mailed to the household explaining that meals will not be provided to students without money on funds on their student account.
- 4.4 Students with an Account Block and have no cash or money on their account will be reported to Nutrition Education office.

- a. Parents/guardians will be notified by the Nutrition Education office that their child went through the line without funds and to please work with their student or add funds to the student account.
- b. The student will not be charged for this first meal.
- c. If a student attempts to get lunch 3 times without funds the Account Block will be removed from the account and the parent/guardian will be notified in writing.

5.0 Payment Methods:

- 5.1 District Office: Payments can be made on student lunch accounts in the Nutrition Education Office during office hours via cash, check or credit card.
- 5.2 Online: Payments can be made at any time with a debit/credit card or checking account by logging into <https://www.mypaymentsplus.com>.
- 5.3 Cafeteria: Payments can be made in your school cafeteria via cash or check.
- 5.4 School Office: Presale envelopes are available in the school site office. Payments can be made in the office with a presale envelope via cash or check.

6.0 Payment Timelines:

- 6.1 Payments are due upon receipt of the Charge notifications.
- 6.2 Failure to pay – Follow Meal Charge Collection Procedures.