

# MANTECA UNIFIED SCHOOL DISTRICT

Nutrition Education Department

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## Meal Charge Policy Communications

### **1.0 Purpose:**

To provide information to households regarding Board Policy/Administrative Regulation 3551, as required by United States Department of Agriculture 7 CFR, Section 245.5 and 7 CFR, Section 210.12.

### **2.0 Scope:**

Nutrition Education Department: Responsible for providing written notification of the Charge Policy to each household at the start of each fiscal year and to households transferring to the school throughout the year.

School District: Responsible for supporting the Nutrition Education Department in dissemination activities.

Parent/Guardian: Responsible for understanding the Charge Policy and Opt Out options.

### **3.0 Charge Policy Notifications:**

- 3.1 Written notification of the charge policy is included in the student handbook. The student handbook is provided to all returning students on an annual basis and transfer students upon enrollment.
- 3.2 Staff members responsible for policy enforcement receive a copy of the meal charge policy during annual staff development training.
- 3.3 Notification of the meal charge policy is sent to households with notification of delinquent debt.
- 3.4 Other ways families are informed of the Charge Policy:
  - a. Automated Phone Calls/Emails
  - b. Back to School Nights
  - c. Department Website

### **4.0 Notification of 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.

## **5.0 Notification of Debt on Meal Accounts:**

- 5.1 **Letters Home:** A letter will be mailed home twice a month to all families of student(s) who owe money on their meal account. The balance owed is based on (-0.01 to the highest negative amount). The letters will be printed on pink paper only.
- 5.2 **Automated Phone Calls:** Weekly phone calls will be made to the parent/legal guardian of student lunch accounts that have a negative balance. Daily phone calls will be made to meal accounts that have a negative balance of \$50.00 or more.
- 5.3 **Automated Emails:** Weekly emails will be sent to the parent/legal guardian of student meal accounts that have a negative balance on the last Friday of every month. Daily emails will be sent to meal accounts that have a negative balance of \$50.00 or more.
- 5.4 **Intervention:** Accounts reaching \$50.00 will be forwarded to the site principal. The principal shall:
  - a. Notify parents of the delinquent debt.
  - b. Encourage families to complete a Free and Reduced Application.