

SANGER UNIFIED SCHOOL DISTRICT CHILD NUTRITION

PROCEDURE TITLE	Meal Charge and Notifications Procedure
EFFECTIVE DATE	8/1/2016
APPROVED BY	Director of Child Nutrition

REVISION HISTORY

REVISION NUMBER	DATE	COMMENTS
	08/1/16 7/14/17	Initial JG Updated

PURPOSE

To identify the on-going process to notify households on the meal account balances. To standardize documentation of household notifications for meal account balances in Point-of-Sales Franklin.

RESPONSIBILITY

Child Nutrition Accounting Personnel

GUIDELINES

Meal account balance notification will be conducted daily by the assigned Child Nutrition Accounting employee following standard household notification procedures. Procedures are applicable at sites that are NOT CEP.

MEAL CHARGES

Despite the student's account balance or eligibility status, the student will continue to receive the regular lunch as menued. A receipt is generated by MCS/Newton and given to the student. When meals are charged they are counted on the day of consumption. The meal continues to be recorded in MCS/Newton using the Alternate Meal key.

HOUSEHOLD NOTIFICATION PROCEDURES

If the student's meal account reaches a negative balance, Child Nutrition Services will be notifying households following the procedures below:

- The first notification letter of the negative balance will be sent by mail on a weekly basis when the negative balance is less than \$10.00.
- When the nonpayment continues and the negative account balance reaches greater than \$20.00, the parents or guardian will be contacted via telephone and notification letters will continue to be sent by mail.
- After all reasonable steps have been taken to recover repeated nonpayment and the negative balance continues to grow, Child Nutrition Services will work with each student's school site to find resolution to the financial obligation.
- At the end of each school year, all school sites will receive a list of the negative balances owed from the prior year.
- Unresolved financial obligations may affect permissible activities at school sites. Parents can pay prior year negative balances at the Child Nutrition Central Office at 1199 Commerce Way, Sanger, CA 93657.
- Meal charges will continue to accrue until the end of the school year.
- Students do not have a charge limit throughout the school year. The parent or guardian may give written notification to the Child Nutrition Office when they would like a charge limit placed on their students' account.

MEAL ACCOUNT PAYMENT OPTIONS

School meal account payments can be made at your student's school site cafeteria by cash, check or online at www.myschoolbucks.com. Please note that the online payment system has a payment fee. Payments can also be made at the Child Nutrition Services central office at 1199 Commerce Way, Sanger, CA 93657, M-F 7:00 am to 4:30 pm.

The "**Cash Collection Procedure**" procedure will be followed when a meal account payment is made.

HOUSEHOLD NOTIFICATION DOCUMENTATION PROCESS

All household contacts made for negative meal account notifications, must be documented Franklin/MCS System.