

WESTMINSTER SCHOOL DISTRICT
NUTRITION SERVICES DEPARTMENT

MEAL CHARGE POLICY
2020-2021

Westminster School District's Nutrition Service Department recognizes proper nutrition is essential to students' mental, physical, and academic growth. In accordance with State law & District policy, Nutrition Services will provide all students in transitional kindergarten through eighth grade, participating in the National School Breakfast and Lunch programs, whether at the free, reduced, or paid rate, a reimbursable breakfast and/or lunch meal that meets USDA requirements in compliance with the Health Hunger-Free Kids Act of 2010 (HHFKA).

Students are not permitted to charge individual food items such as milk, juice, or a-la-carte snacks that are not a part of a reimbursable meal. All such purchases must be paid in advance or at the time of purchase.

If a student's food service account has unpaid meal fees and reaches a negative balance, his/her parent/guardian will be notified via an email message alert, and an automated voice message alert of the account status.

The department shall not attempt to collect unpaid meal debt from a student.

If a student's food service account reaches a negative balance of greater than \$20.00, the department will do the following:

- Conduct a direct certification match to confirm the student is not entitled to benefits
- Send a negative balance letter along with a meal application requiring full payment be made within ten (10) days from the date of the notice
- Place a call to the parent/guardian to collect payment.

In case of continual insufficient funds, the Superintendent or designee may contact the parent/guardian to:

- Ensure that appropriate services are being provided and to evaluate individual circumstances to determine if assistance is needed in completing an application for free or reduced-price meals.
- Enter into a repayment plan with the student's parents/guardians for payment of the student's unpaid meal balance.

Cash Transactions (COVID 19)

To ensure the health and safety of students and staff we ask that parents minimize cash payments.

We encourage families to fund student accounts on-line using the myschoolbucks.com website. Families can add money electronically using a check or credit card from a computer or mobile device using this website.

Personal checks are also accepted in the lunch lines, at curbside pick-up locations, or through the drop box at each school site (when school is in session). Money remaining in a student's account at the end of the year will carry over into the next school year.

Distance Learning Models (COVID 19)

During the COVID 19 emergency, to support students participating in alternative learning models, Westminster School District Nutrition Services will offer a curbside meal pick-up. During this time, parents are permitted to pick up meals on behalf of students. If a parent is picking up meals and a student's account has a negative balance the parent will be notified of the amount due and the department may attempt to collect the payment.

The district's efforts to collect debt shall be consistent with district policies and procedures, California Department of Education (CDE) guidance, and 2 CFR 200.426.

**WESTMINSTER SCHOOL DISTRICT
FOOD SERVICES DEPARTMENT**

MEAL CHARGE POLICY



MEAL POLICY

In accordance with district policy, all students in transitional kindergarten through eighth grade, participating in the National School Breakfast and Lunch programs, whether at free, reduced, or paid rate, will receive a full reimbursable breakfast and/or lunch meal that meets USDA requirements in compliance with the Health Hunger-Free Kids Act of 2010 (HHFKA).



NOTIFICATION

The Meal Charge policy is provided to all families at the start of the school and families transferring to the school mid-year in the registration packet. A copy of the Meal Charge policy is also included in the meal application.

INSUFFICIENT FUNDS

When a student's food service account has a negative balance, his/her parent/guardian will be informed via an email message alert, automated voicemail, or in writing, that full payment is due within ten (10) school days from the date of notice.



CONTINUAL INSUFFICIENT FUNDS

In case of continual insufficient funds, school district personnel will contact the parent/guardian to:

- Ensure that appropriate services are being provided and to evaluate individual circumstances to determine if assistance is needed in completing an application for free meals.
- Enter into a repayment plan with the student's parents/guardians for payment of the student's unpaid meal balance.

CHECK YOUR BALANCE AND PAYMENT OPTIONS

Payments may be made in person or online through the My School Bucks Portal at www.myschoolbucks.com

The online system allows parents/guardians to:

- Make online payments to their child's food service account.
- Check food service account balances to ensure that sufficient funds are available for breakfast and/or lunch.
- Set up automatic recurring payments.
- Set up low balance e-mail message alerts.
- Remotely monitor their child's meal account.
- Submit an online application for free and/or reduced meals.



NEED ASSISTANCE?

Visit the Westminster School District Food Service website from the WSD District website, directly at wsdnutrition.com, or by calling WSD Nutrition Services Department at 714/893-3865.