

**WESTMINSTER SCHOOL DISTRICT**  
**NUTRITION SERVICES DEPARTMENT**

**MEAL CHARGE POLICY**

Westminster School District's Nutrition Service Department recognizes proper nutrition is essential to students' mental, physical, and academic growth. In accordance with district policy, all students in transitional kindergarten through eighth grade, participating in the National School Breakfast and Lunch programs, whether at the free 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).

A school lunch consists of an entrée, fruit, vegetable, juice and milk. A school breakfast consists of an entrée, fruit, juice and milk.

Students who wish to purchase individual food items such as milk, juice or snacks separate from a meal or in addition to a meal must pay for such purchases 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 of their account status by an email message alert, an automated voice message, or via a written notice sent home with their student.

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

If a student's food service account reaches a negative balance of greater than \$10.00, 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 the case of continued unpaid balances, the Department will continue its collection efforts using automated email alerts, voice mail alerts and phone calls to contact the parent/guardian in order to:

- Determine if assistance is needed in completing an application for free meals.
- Collect payment of the student's unpaid meal balance.

The [myschoolbucks.com](http://myschoolbucks.com) website is for parents/guardians to monitor their child/children's food services account. Families may check their account balance transaction history and add money electronically from a computer or mobile device using this website. Money may also be added to a student account via cash or check at the school site or Food Services Office. Money remaining in the account at the end of the year will carry over into the next school year.

The district's efforts to collect debt shall be consistent with district policies and procedures, the cost to recover the unpaid meal charges cannot exceed the actual debt owed (California Department of Education (CDE) guidance, and 2 CFR 200.426).

**WESTMINSTER SCHOOL DISTRICT  
FOOD SERVICES DEPARTMENT**

**FOOD SERVICE 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 for 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.

**UNPAID MEAL CHARGES**

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



**CONTINUAL UNPAID CHARGES**

In the case of continued unpaid charges, school district personnel will contact the parent/guardian 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](http://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](http://wsdnutrition.com), or by calling WSD Nutrition Services Department at 714/893-3865.