

## USDA Requirement (April 4, 2017)

### Local Charge Policy:

"No later than July 1, 2017, all school food authorities (SFAs) operating National School Lunch and/or School Breakfast Program must have a written policy in place to address situations where children participating at the reduced price or paid rate do not have money to cover the cost of a meal at the time of the meal service."

### **Managing Paid Student Accounts:**

YCJUSD believes all students who are hungry shouldn't go without a meal. To assist families, YCJUSD does not charge the student for a reduced-price meal. To improve the ease of family funding their students paid accounts, CNS allows the following:

1. Cash payment
2. Prepaid accounts using cash, personal checks
3. Third Party payment system (mySchoolBucks.com) for internet payments

The district is aware however that time to time the parent forgets to add monies to the cafeteria account and or the student may forget or lose their lunch money. For these reasons, the district allows the student to carry a negative account and thereafter notify the parents of the need to pay.

#### Negative accounts and notification plan:

- a. Elementary school: - \$12.00 limit
  - i. CN Staff provides negative letter notices to all elementary households at negative \$5.00
  - ii. CN Staff calls home at negative \$8.00 and above
  - iii. CN Staff notifies CN Office and School Office when no responds from home and negative balance is at \$ 12.00
- b. Middle school: - \$5.50 limit
  - i. Students are informed at the POS station when they are in low or in negative balance.
  - ii. CN Staff calls home at negative \$ 5.00 and greater.
  - iii. CN Staff notifies CN Office and School Office when no responds from home and negative balance is at \$ \$ 5.50
- c. High school: - \$ 2.75 limit
  - i. Students are informed at the POS station when they are in low or in negative balance.

**Alternate Meal:** An alternate meal is given to a paid student when they have reached their negative balance limit. An alternate meal contains: choice of milk, fruits and vegetables. The student also has an option to go to the office to call home or obtain monies from the school special fund for school meals. Upon giving an alternate meal, the POS cashier will select the "Alternate Meal" button for accountability purposes; it is not a reimbursable meal. Kitchen leads at the elementary and middle school sites will report to the Child Nutrition Office and the school office those students that have received one or more alternate meal(s). Special coordination between the school office and the Child Nutrition Office will take place to contact the parent / guardian of the student to explore the possibility that the family is eligible for the free or reduced-price meal and, or ensure the student has adequate financial resources in their cafeteria account.