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## Nutrition Services 2019/2020 Elementary School Meal Charge Policy

Every student registered at a school in our district is automatically assigned a meal account. Each meal account is tied to your student's District ID Number. We use Titan School Solutions, a point of sale program, to maintain our student's meal accounts and to run our point of sale stations in each of our schools. Your student's account stays the same school year to school year. We encourage parents to take advantage of our meal account system and to pre-pay money on your students account.

### Elementary School Meal Prices

Breakfast Meal Price	\$1.75	Elementary Lunch Price	\$2.50
Milk	\$0.50		

Breakfast and lunch are served daily in our cafeterias. All meals are accounted for based on your student's eligibility. If your student is qualified for paid meals they will be charged for any meals they are served. This also includes any student who is not yet qualified for free/reduced meal benefits. Any student who accrues charges prior to being qualified for free/reduced meal benefits is responsible for paying for those charges.

Per Oregon House Bill 3454 all students will be fed daily no matter their charge balance. Our nutrition staff will not share with your student their balance while serving them a meal and they will not remind your student to bring money or to make a meal account payment. It is important to understand that this negative meal account balance will be the guardian's responsibility to pay and manage. We encourage guardians to pre pay money on your student's meal account and keep that positive at all times.

If you do not want your student(s) to be allowed to charge meals please call all our office to go over that procedure. We will need written notification and a signature (letter or email) prior to making that adjustment to your student(s) account.

### Communicating Meal Account Balances

Weekly we will send an email to guardians of students who have a negative meal account balance. *(Email addresses are generated by what the school enters into their student database system.)*

Monthly we will mail letters home to those students who are **-\$50.00** or more in debt. This letter will be to keep you aware of your student's meal account balance.

### Negative Balance Responsibility

Your student(s) balance positive or negative will stay on their account for the duration they are with D6. Negative balances will not be voided or forgiven at the end of the school year.

**We strongly encourage households to consider applying for free/reducing priced meal benefits. All schools have paper applications available, you can apply online at: <https://district.ode.state.or.us/apps/frlapp/>, or you can apply in the Titan Family Portal at <https://family.titank12.com>.**

## A La Carte Purchases

We do not allow students to charge a la carte purchases. To purchase an a la carte item the student must have cash or money in their account.

## Depositing Money on Your Student's Account

### 1. Check or cash at the school

- a. Please make checks payable to Central Point SD. To keep payment's safe please place in a secure envelope with your student(s) name written on the envelope and the amount of the deposit.

### 2. Online at <https://family.titank12.com>

- a. Create an account
- b. Apply for free/reduced benefits
- c. Make payments
- d. Set-up auto payments

### e. Set-up low balance notifications

### 3. Apply for free/reduced prices meals:

- a. Fill out the application in your registration packet and turn into your school
- b. Download an copy to print from home on our website, [www.district6.org](http://www.district6.org), under About US click on Food Services, on our Home page click on the applications link, top left
- c. Fill out an online application <https://district.ode.state.or.us/apps/frlapp/>

**Non-Discrimination Statement:** This explains what to do if you believe you have been treated unfairly."In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: <[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html)>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov) <<mailto:program.intake@usda.gov>>.

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