

# Fullerton School District

## Nutrition Services

### Meal Charge Policy

#### I. Purpose

The goal of Fullerton School District is to provide students with healthy meals to support wellness and academic success. Nutrition Services graciously feeds every student who enters the meal service line. The District is required to ensure compliance with federal reporting for the USDA Child Nutrition Program and to provide oversight and accountability for meals being served.

#### II. Policy

The intent of this policy is to establish uniform meal account procedures throughout the District.

A. Complete breakfast, lunch, supper and snacks are required to be taken by each student.

- Complete breakfast consists of at least 3 of the following items: meat/meat alternate, grain, milk, fruit or vegetable. Students are required to take at least one fruit or vegetable.
- Complete lunch consists of at least 3 of the following different components: meat/meat alternate, grain, milk, fruit or vegetable. Students are required to take at least one fruit or vegetable.
- Complete snack consists of at least 2 of the following items: meat/meat alternate, grain, milk, fruit or vegetable.
- Complete supper consists of a grain, a meat/meat alternate, a milk, a fruit and a vegetable.

B. Free meals are served to every student for the 2021-2022 school year as approved by the USDA.

C. Unpaid meal balances follow students each year and remain the responsibility of the parent/guardian. Negative balances must be paid in a timely manner. Contact Nutrition Services if a payment plan is required.

D. À la carte items are available for purchase and consist of individually purchased milk, water, 100% juice, smart snacks, etc. Students are required to have a positive meal balance to purchase à la carte items. Students with a negative meal balance must add money to their account until the balance is paid in full to purchase à la carte items or second meals.

E. Account balance records are available by setting up an account at [www.MySchoolBucks.com](http://www.MySchoolBucks.com).

F. Parents/Guardians have three options to add money on their student account to purchase à la carte items. Funds may be added to the students' account by paying online, paying at school, or sending students with cash or check payable to Fullerton School District - Nutrition Services.

- Parents/Guardians paying online need to set up an account at [www.MySchoolBucks.com](http://www.MySchoolBucks.com). There is a user fee (not associated with Fullerton School District) for paying online, see [www.MyschoolBucks.com](http://www.MyschoolBucks.com) for details.

- Parents/Guardians paying at school with cash or check may obtain a pre-payment envelope next to the lunch deposit box in the school's front office. Parents/Guardians write the information requested on the envelope, place the money in the envelope, and deposit the envelope in the lunch deposit box.
- Students paying with cash or check can pay the cafeteria staff directly during meal service. Nutrition Services recommends placing the cash or check in an envelope with the amount, date, student name, and ID# written on the front. Cafeteria does not carry change, therefore money received by students in excess of the meal cost is deposited into their account without change being returned.

G. Refund requests can be made during the school year. In order to request a refund go online at [www.fullertonnutrition.org](http://www.fullertonnutrition.org), print and complete the [Meal Account Refund/Transfer Request Form](#), and follow instructions to submit. When requesting a refund, make sure to cancel/stop any auto payment deductions from MySchoolBucks. Refund requests received by June 3, 2021 will be processed immediately. Refund requests received after June 3, 2021 will be processed on July 29, 2021.

H. Notifications are sent on a regular basis by Nutrition Services. To make sure they receive communications Parents/Guardians must update their school site with changes to their phone number, email, and home or mailing address,

I. Account balances are not shared with students in the lunch line or at school unless requested by the student.

J. Non-sufficient funds (NSF) fees of \$25 are charged to student accounts when checks issued to Nutrition Services are returned by the bank for insufficient funds.

K. Disputes can be made to charges within 90 days of the transaction date, after this time our financial records are submitted to the state and changes are not allowed. Nutrition Services will investigate disputes and make any necessary corrections.

### III. Contact Information

Further details are available on our website at [www.fullertonnutrition.org](http://www.fullertonnutrition.org). Contact Nutrition Services at 714-447-7435 or email Terri Gonzalez at [terri\\_gonzalez@myfsd.org](mailto:terri_gonzalez@myfsd.org) for any questions or concerns.

Sincerely,

Michael Burns, MS, RD  
Director of Nutrition Services

This institution is an equal opportunity provider.