

### Purpose

Menifee USD Nutrition Services department would like to notify families of the Local Meal Charge Policy. The Local Meal Charge Policy is enacted when a student does not have money on their meal account or did not bring money. The goal of the policy is to provide students with a meal option regardless of their meal status.

### Policy

School food service programs are designated and funded to operate on a self-supporting cash basis with a regular schedule of daily deposits. It is recognized, however, that students may periodically forget, lose, or not be given lunch money. Therefore, it may become necessary to accommodate students with paid status who are not able to pay for their meals on the day served. All students are to be fed regardless of meal status or balance owed; **however parents/guardians are responsible for any negative balances accrued, including balances accrued prior to meal application approval.** Quail Valley Elementary is approved as a Provision 2 school; therefore all students are fed cafeteria meals at no cost.

- If a student has a zero balance or does not have enough money to cover the cost of the meal, the student will be allowed to charge their account.
- When the dollar amount charged is negative \$2.75 or greater, the Districts automatic notification system will contact the family of the student regarding the student's negative account until the balance is paid in full.
- If a negative balance reaches \$-10.00 the parent is contacted via email, and/or phone call of the balance owed by the Nutrition Services office. If Nutrition Services is unable to reach the student's family after 3 attempts, they will partner with the principal at the student's school for further assistance.
- A la carte items (items not part of the reimbursable meal like chips, water, juice, milk, and snacks) are never allowed to be charged.
- When a paid student's unpaid balance reaches \$-12.00 or more, the parent/guardian is notified in writing via letter sent to the home address that payment is due upon receipt of the letter notification.
- Online meal applications are available at [www.menifeeschoolmeals.com](http://www.menifeeschoolmeals.com) or <http://mealapp.menifeeusd.org> Paper meal applications are available at your students school site or the Nutrition Services office. All families are encouraged to fill out a meal application annually at the beginning of the school year and notified when school starts each year. Direct certification matches are conducted on a monthly basis by the district.

### Pre-Payment Options

- Parents/guardians are encouraged to pre-pay for their students meals using the online payment system: [www.K12PaymentCenter.com](http://www.K12PaymentCenter.com). The online system allows you to check balances, set up alerts, speeds up service, and prevents overt identification for your student. All students have an account set up in the computerized point of sale system.

### Cash Payments

- Cash payments can be made at the school office and a receipt will be given. Daily cash payments can be made directly to the cashier as the student goes through the breakfast/lunch line. Payments collected in the office are forwarded to the cafeteria lead NSA II or NSA III on a daily basis.
- If a student attempts to visit the point of service twice within the same meal period, the computer screen will display a message box alerting the cashier. The second meal will **not** be claimed as a reimbursable meal and is charged as an a la carte meal regardless of meal status. Second meals CANNOT be charged to a student's account and money must be available for the second meal at the time of purchase.

It is the policy of the District that any households that abandons their student's paid meal accounts, and have not requested a refund within three years of the students separation date, that the monies in these accounts may be used to offset the General Fund cost of uncollectable meal charges.

Extreme cases in which concerns for the student is noted will be brought to the attention of the district liaison. The district liaison or designee may evaluate the individual circumstances to determine if the parent/guardian needs assistance completing a meal application or referral to social services. A site principal or district liaison has the ability to complete an Administrative Application should the circumstances warrant it.

Please contact Nutrition Services at 951-679-8355 should you need assistance or have any questions.