

**Morgan School District Child Nutrition Program Payment Policy.** Morgan School District has nutritional school lunch meals available to all students. The price of the meal is the same as last year and approved by the Utah state child Nutrition program and the local LEA.

**1. Free and Reduced Breakfast and Lunch:** School lunch is available to all students. Your family may qualify for free and reduced lunch and breakfast, please fill out an application; either paper or online at: [www.morgansd.org](http://www.morgansd.org) on Aspire. If you qualify for free and reduced meals, TANNF, SNAP, or FEP, and Medicaid, and Foster students. You will receive a letter, if you do not please call 801-710-6590.

**2. Please pay in advance for your student's lunch.** You may pay daily, weekly, monthly, or yearly for lunch and breakfast. Positive balances will also be carried over each school year.

**3. The school will use the automated phone system notification when your account drops below \$.00.** Please check your child's account often and see that it is kept current. Please do not allow your account to fall into the negative. If a student's meal account is delinquent, and has no lunch, the school will provide a full meal to the student. Parents will continue to be notified with automated phone calls, text, emails, and/or Letter reminding parents to pay for those provided meals. If your account becomes delinquent, 1<sup>st</sup> all attempts will be made to contact you via phone call, email, and by letter; 2<sup>nd</sup> School Principal, and 3<sup>rd</sup> the school district Superintendent will follow up taking the above steps... If accounts are delinquent at the end of the school year, parents owing more than \$-30.00 Morgan School district will begin the collection process. All negative Debt is required to be paid by the end of school.

**4. Payment Options:** You may pay for lunch at your school by check, money order, or cash. You may also set up an automatic payment at your bank or pay online through the district webpage – [www.morgansd.org](http://www.morgansd.org). There is a fee attached to the online payment: echecks are 49 cents each; Credit/debit card: 3% plus \$.50 (\$1.50 min). Posting may not happen immediately so please plan ahead to prepay. Please be sure to include: name of student(s), the amount for each student and name of the school to assure that the payment can be correctly deposited in your child's account. (Parents should note the banks policy for checks returned for insufficient funds. In addition, the school will remove your payment and include any fees charged to the school by the bank from your students account.) It is important to keep your child's lunch balance with a positive balance.

**5. Students will not be reminded to pay lunch money.** All communications will be electronic email, text or by phone and/or mail. If your child asks, a secure note will be sent home. Older students may see their balance in the lunch line but no mention will be made to them. To check lunch balances, you may login to Aspire on the district webpage. If you do not have an Aspire account, please set one up at [www.morgansd.org](http://www.morgansd.org). Please check to see that all phone numbers and email addresses are correct.

**6. Student balances will be carried over from year to year as long as they are enrolled in the district.** Students checking out of the district must receive a refund or pay delinquent lunch accounts upon leaving. If not, the positive balance will be sent to an unclaimed lunch money account with the State of Utah. Parents may also have the option to sign a waiver if they prefer to donate funds to a “**Pay It Forward Fund**” if they so choose. The Pay it Forward Fund will be overseen by the Food Service Director.

It will be used will aid families who are struggling to pay lunch money due to hardships but that do not qualify for free meals. You are welcome to donate to the account by dropping it off at your school with the **"Pay It Forward"** on the envelope. You may also **"Pay It Forward"** for any child you would like by writing the student's name on the envelope and sending it to the school. It is not tax deductible.

7. **Please contact the Food Service Supervisor, Roxanne Rich, at (801)710-6590** if you are having a temporary hardship, such as unemployment, homelessness, illness, or are struggling to pay a delinquent charge. You may qualify for free or reduced meals. If you are self-employed and need help determining how to figure your income, please feel free to call. Thank you for your participation in the National School Lunch & Breakfast Program.

### **Morgan School District Child Nutrition Non-Discrimination Policy**

In accordance with Federal law and U.S. Department of Agriculture (USDA) Civil Rights Regulations and Policies, the Morgan School District is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity.

### **Morgan School District Child Nutrition Civil Rights Complaint Procedures**

If you feel in any way that your child has been discriminated against while participating in the Child Nutrition Program, including during the serving of meals to him/her, please follow these procedures in voicing your complaint:

1. Take your complaint to the Child Nutrition Director, Roxanne Rich (801-710-6590) or your child's principal.
2. Written complaints can also be sent to the Morgan School District Superintendent at 240 East Young street Morgan, Utah.
3. You may also file a complaint at the Utah State office of Education Child Nutrition Program Office by calling 801-538-7684.

If you wish to file a Civil Rights Program Complaint of Discrimination, complete the form available at <https://www.ascr.usda.gov/ad-3027-usda-program-discrimination-complaint-form>