

## ***Meal Charge Policy***

Cost for Meals:

Breakfast – K-12	Non-Pricing	
Lunch		
K-5	\$2.75 full pay	\$0.40 reduced (Waived)
6-12	\$3.00 full pay	\$0.40 reduced (Waived)

Students have several options for prepaid meals. The students can bring payment in the form of cash and/or check at the beginning of the school day. There is a drop box at each elementary site for students to deposit prepayments. At 9:00AM, the Child Nutrition manager or designee goes to the office or drop box location to check the drop box and, upon receipt of payments, inputs into the Point of Sale system as many of the prepayments as time permits. The student or parents can deposit any amount of money on their account during meal service, but the prepaid option earlier in the morning is highly encouraged so that students can be processed through the service line more efficiently.

The Child Nutrition Department also offers an on-line payment option, **myschoolbucks.com**, which allows Parent/Guardians to pay for meals on-line.

Pittsburg Unified School District recognizes SB265, which ensures that a pupil whose parent or guardian has unpaid school meal fees is not denied a reimbursable meal of the pupil's choice and that the pupil will not be shamed or treated differently from other pupils (**no action will be taken against the student in order to collect unpaid meal debt, added per CDE**). Unpaid meals will be tracked as a charge on the student's account. **Students qualified for paid and/or approved for reduced price meal benefits that exceed the allowed credit will be provided a Breakfast and/or Lunch, which is the same meal as would normally be served on that day, in accordance with CDE Bulletin #USDA-SNP-03-2017 and EC Section 49550.**

Although the meal charge policy is accessible on the CNP website reminders regarding "Payment of Meals" will be provided to families annually prior to the start of school. <http://www.schoolnutritionandfitness.com/index.php?sid=1703091755087669>

Pittsburg Unified School District has set up communication strategies and payment methods to ensure that payment is handled discreetly. Pittsburg Unified School District shall notify the parent or guardian of the negative balance via phone, emails, mail sent directly to the parent or guardian, or provided to student in a sealed envelope (**envelope does not have identifying notations with regard to meal debt, per request of CDE**). P.U.S.D. shall exhaust all options and methods to directly certify the pupil through CALPADS and county match as well as an extension of benefits to household student members. To further ensure families are aware of their student's negative balances and non-responsiveness of families to complete a meal application, site administrators are provided a list of students (not on an approved reduced meal benefit) with ongoing escalating charges to help facilitate communication with the families regarding meal applications. Parent liaisons at the sites are strategic in contacting families to assist in completing the meal applications. (**Cost to recover unpaid meal charges will not exceed the actual debt owed, added per CDE**).

Meal applications will be mailed home to all PUSD families annually prior to the start of school. Also, to ensure parents are aware of the Online meal application, a link is made accessible to parents during the online registration process. The online meal application is active and live prior to the start of school each school year and throughout the duration of the school year.

The After-School Snack and Supper are non-pricing program, so no monies are exchanged.

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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)

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