



SUHSD FOOD SERVICES

MEAL CHARGE POLICY

It is the intention of the Sequoia Union High School District Food Services Department, in compliance with [The Healthy, Hunger- Free Kids Act of 2010](#), to implement a district wide Policy regarding the accrual and collection of negative balances on student school meal accounts. The goals of this policy are to

- 1) Ensure all students are treated with dignity in the serving line
- 2) Encourage parent/guardian responsibility of meal payments
- 3) Establish a consistent district policy regarding meal charges and the collection of meal charges

Under Federal regulation mandates, the Food Service program may not fund negative balances in the restricted Cafeteria Fund with the use of Federal reimbursements from the National School Lunch Program (NSLP) or the National School Breakfast Program (NSBP). The following meal charge policy and standard operating procedures have been adopted in order to collect negative meal charge balances.

Meal Prices

Student Breakfast: \$3.00	Reduced Price Breakfast: \$0.30	Adult Breakfast: \$4.00
Student Lunch: \$5.00	Reduced Price Lunch: \$0.40	Adult Lunch: \$6.00

Students

All students will be provided with the same meal options, regardless of their ability to pay. If a student is unable to pay for their meal, they will receive one complete meal of their choice which meets the nutritional standards of NSLP or NSBP; however, the student's meal account will be charged the cost of the meal as specified, resulting in a negative balance. All conversations about school meal payments will be done with the student's parent or legal guardian. Unless documented direction is provided by the parent or legal guardian, no student will be denied a school meal due to inability to pay.

Parents

It is the responsibility of the parent or guardian to ensure that their child's outstanding food balances are paid in full. Parents or guardians will be made aware of any outstanding balances on their student's meal account through automated e-mails and phone calls. Weekly automated e-mail and phone notifications will be sent for any outstanding negative balances. Automated daily reminders will be issued for negative balances exceeding \$10.00. Phone calls conducted by school Food Service personnel will be made to households that owe a balance of \$20.00 dollars or more. Additional communications will be issued as deemed necessary if the negative balance is not addressed. All conversations about school meal payments will be done with the student's parent or legal guardian.

Students Guests/Adult Meals

Adults may purchase school meals, but are not eligible to the purchase meals at the federally subsidized student lunch rate. Student guests may purchase meals by first purchasing a lunch ticket from the hosting school site.

Payment Options

On-line Payment: One-time or recurring payments can be added to your student's meal account at any time by logging into Infinite Campus Parent Portal at portal.seq.org with the same user name and password used to complete your student's on-line registration. Go to www.suhsdfoodservice.org and click on the **ONLINE PAYMENTS** tab for a complete set of instructions. **A \$3 Infinite Campus service fee will be charged for every online transaction including e-check. In an effort to offset the \$3 Infinite Campus service fee, any online transaction over \$50 will be given a \$3 credit from Food Services.*

Check: Make checks payable to SUHSD FOOD SERVICES and deliver directly to the kitchen Lead in the school cafeteria.

Cash: Cash deposits may be made at the cafeteria at the designated Deposit Line during the appointed times. All cash funds will be deposited in the student's meal account. No change will be returned for cash payments.

Refunds

Parents may request a refund of unused funds on account at any time during the school year, by completing a Refund Request form. Refund processing and mailing take approximately 2 weeks. Checks are mailed to the address registered in the Infinite Campus Parent Portal. Donated funds are used to help the Free and Reduced Meal Program. All unused funds at the end of each school year in a student's account will be rolled over to the following school year. The Refund Request form can be found at www.suhsdfoodservice.org under the **ONLINE PAYMENTS** tab.