



# Whittier City School District

Students First. Every Decision – Every Day.

## FOOD SERVICES DEPARTMENT

### Meal Charge Policy Whittier City School District Nutrition Services

#### Payment for Meals

With the exception of students who are eligible to receive meals at no cost, students may pay on a per-meal basis or may submit payments in advance. The Superintendent or designee shall maintain a system for accurately recording payments received and tracking meals provided to each student.

At the beginning of the school year, parents/guardians shall be notified of the district's meal payment policies and encouraged to prepay for meals whenever possible. The district's meal payment policies shall be communicated to families through multiple methods, including, but not limited to posting the policy on the districts website and establishing a system to notify parents/guardians when a student's account has a negative balance.

Parents/guardians shall be notified whenever a student's account has a negative balance in writing no later than 10 days after the student's account reached the negative balance. The district request that parents make payment in full within seven days of the notice being received. Before sending this notice, the district shall exhaust all options and methods to directly certify the students for free meals. If financial hardship exists, parents/guardians are encouraged to apply for free meal benefits by submitting a meal application.

A debt collector shall not be used to collect unpaid meal fees, nor shall the district direct any action toward a student to collect unpaid meal fees. The district may set up a payment plan in an effort to assist in bringing the account to a positive balance.

#### Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877 - 8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD - 3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632 - 9992. Submit your completed form or letter to USDA by:

- 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).

This institution is an equal opportunity provider.

