

Oceanside Union Free School District

Meal Charge Policy



I. Purpose

The goal of the Oceanside UFSD is to provide student access to nutritious no- or low-cost meals each school day.

However, unpaid charges place a large financial burden on the District. The purpose of this procedure is to establish procedures to address unpaid meal charges throughout the Oceanside UFSD to insure compliance with federal requirements for the USDA Child Nutrition Program, and to provide oversight and accountability for the collection of outstanding student meal balances. The provisions of this procedure pertain to school breakfast and lunch meals only. The Oceanside UFSD provides this procedure as a courtesy to those students in the event that they forget or lose their lunch money. Charging of items outside of the reimbursable meals (a la carte items, adult meals, etc.) is expressly prohibited.

II. Procedure

- **Free Meal Benefit at all levels** - Free eligible students will be allowed to receive a free breakfast and lunch each day. A la carte purchases must be paid/prepaid.
- **Reduced Meal Benefit at all levels** - Reduced eligible students will be allowed to receive a breakfast for \$.25 and lunch for \$.25 each day. A student will be allowed to charge a maximum of five (5) meals to their account if their prepaid balance reaches zero or they are without funds for whatever reason. The charge meals offered to students will be reimbursable meals that are available to all students.
- **Full Pay Students at the Elementary and Middle School levels** - Students will pay for meals at the school's published paid meal rate each day. In the event, a student does not have money for the day they will be directed to the main office who will attempt to contact the parent/guardian (time permitting). If the parent/guardian cannot bring in lunch or needed funds, the student will be permitted to charge. A student will be allowed to charge a maximum of five (5) meals to their account. The charge meals offered to students will be reimbursable meals that are available to all students. Once a student has charged five meals and has accrued a balance owed, he/she will not be allowed to charge again until balance is paid in full, however he/she will be offered a designated menu alternate. Sample: bagel with cheese, vegetable, fruit and milk. This designated menu alternate will be charged to the child's meal account at the standard rate.
- **Full Pay Students at the High School level** - Students will pay for meals at the school's published paid meal rate each day. In the event, a student does not have money for the day to purchase a meal, a cashier at the HS will enter a charge into the computerized point-of-sale system. A student will be allowed to charge a maximum of five (5) meals to their account. The charge meals offered to students will be reimbursable meals that are available to all students. Once a student has charged five meals and has accrued a

balance owed, he/she will not be allowed to charge at the register again until balance is paid in full; however he/she will be offered a designated menu alternate. Sample: bagel with cheese, vegetable, fruit and milk. This designated menu alternate will be charged to the child's meal account at the standard rate.

- Notices of low or deficit balances will be communicated to parents/guardians during the school year as necessary by telephone and/or mailing.
- Collection of owed balances will follow the policies and procedures set by each school.
- All school cafeterias possess computerized point of sale/cash register systems that maintain record of all monies deposited and spent for each student and said records are available by setting up an account. More information can be found on the District's website under FOOD SERVICES by visiting <http://www.oceansideschools.org/common/HOW%20TO%20CREATE%20YOUR%20MYSCHOOLBUCKS%20ACCOUNT%20.pdf>.
- Students/Parents/Guardians may pay for meals in advance via <https://www.myschoolbucks.com/ver2/login/getmain?requestAction=home> or with a check made payable to Oceanside UFSD. Further details are available on our webpage at <http://www.oceansideschools.org/> under FOOD SERVICES. Funds should be maintained in pre-paid accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student may/will be carried over to the next school year.
- Refunds for withdrawn, and graduating students; a written or e-mailed request for a refund of any money remaining in their account must be submitted. Students who are graduating at the end of the year will be given the option to transfer to a sibling's account with a written request.
- Unclaimed Funds must be requested within one school year. Unclaimed funds will then become the property of the Oceanside UFSD Food Service Program.

A student who has abused this procedure can be refused a meal. Such a refusal is not considered to be a violation of state or federal laws concerning school food programs. However before denying a student a meal, school food authorities shall carefully review the situation. Refusing elementary students or students with disabilities is prohibited.

If a student is without meal money on a consistent basis, the school administration will investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced price lunches for their child if applicable.

9/1/2017