



Calaveras Unified Nutrition Services
501 Gold Strike Road, Bd. F
P.O Box 788
San Andreas, CA 95249
(209) 754 - 2122
www.calaverasusd.com

Judy Mossa
501 Gold Strike Road, Bd. F
San Andreas, Ca 95249
T 209.754.2122
F 209.754.2142
Email: jmossa@calaveras.k12.ca.us

Calaveras Unified School District Meal Charge Policy

Calaveras Unified School District Meal Charge Policy:

I. Federal Requirement

The purpose of this policy is to address the need for school food authorities (SFAs) participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) to institute and clearly communicate a meal charge policy, which would include, if applicable, the availability of alternate meals. Because all students in participating schools may receive reimbursable school meals, all SFAs must have a policy in place for children who are participating at the reduced price or paid rate, but either do not have money in their account or in hand to cover the cost of the meal at the time of service. Such a policy ensures that school food service professionals, school administrators, families, and students have a shared understanding of expectations in these situations.

This requirement is referred to as a “policy,” but whether this is referred to as a “policy” or “standard practice” is at the discretion of the SFA. Regardless of terminology is used, the policy or standard practice must consist of a written document explaining how the SFA will handle situations where children eligible to receive reduced price or paid meals do not have money in their account or in hand to cover the cost of their meal at the time of service. The policy or standard practice must be implemented throughout the SFA.

You can find more information about this US Department of Agriculture (USDA) Food and Nutrition Service (FNS) requirement at: <https://www.fns.usda.gov/school-meals/unpaid-meal-charges>.

II. PURPOSE OF POLICY:

The purpose of this policy is to establish consistent meal account procedures throughout the district. Unpaid charges place a financial strain on the food service department. The goals of this standard of practice are:

- To treat all students with dignity in the serving line regarding meal accounts
- To support positive situations with district staff, district business policies, student and parent/guardian to the maximum extent possible
- To establish policies that are age appropriate
- To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student
- To establish a consistent district policy regarding charges and collection of charges

III. SCOPE OF RESPONSIBILITY:

- The Calaveras Unified School District (CUSD) Food Service Department has the responsibility of overseeing meal charge balances and notifying the student's parent/guardian.
- The Parent/Guardian has the responsibility to follow through with immediate payment.
- Following AB130, Universal Meals Program (UMP) in conjunction with the Community Eligibility Provision (CEP) Calaveras USD no longer charges students for 1 reimbursable breakfast and 1 reimbursable lunch each day. Second meals can be purchased but never charged: student must have cash or credit on their meal account to participate.

IV. ADMINISTRATION

1. Families are encouraged to submit a yearly Household Economic Survey: this is not a meal application and is not connected to the Calaveras USD Nutrition Services Department. Household Economic Surveys are available: at every school office; in download from the Calaveras USD website (https://www.calaverasusd.com/departments/nutritional_services/economic_survey); or may be completed online (same web address as above. Select the Green Infinite Campus Icon, Parent/Student Portal).
2. Families are encouraged to pre-pay for ala carte items and/or second meals (online is the preferred method). Cash and checks are also accepted at each school food service cafeteria.
3. Written notification of prepayment option is: provided at the beginning of each school year, is given to each new transfer student, is posted on the Food Service website (https://www.calaverasusd.com/departments/nutritional_services/online_pre-payment_options), and is included in the student handbook.

4. **Negative Meal Balance Alerts for Elementary, Middle and High School Students:**
 - a. Due to AB130 UMP and CEP Calaveras USD does not have Negative Balances.
 - b. No charges are allowed for extras (additional meals) or ala carte food on any account (with a zero balance) or when a purchase would cause a negative balance.

Non-Discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

This institution is an equal opportunity provider.