

**Lassen View Elementary School District
Child Nutrition Services
Meal Charge Policy**

The goal of Lassen View Elementary School District's breakfast and lunch program is to provide healthy meals to children during the school day. In effort to keep a positive dining environment and treat all students with respect and dignity, the following procedures regarding meal charging and collection procedures have been established district wide.

The goal of this procedure are:

- *To maintain a positive experience for students during meal service.
- *To treat all students with dignity and respect.
- *To establish practices which are age appropriate.
- *To minimize meal charges and encourage parents to pre-pay for all meals.
- *To promote parent's responsibility for meal payments and self-responsibility of the student.

Evaluate Individual Circumstances and Need

All households are encouraged to fill out a Free and Reduced Price meal application each year, regardless if they plan on purchasing meals at school or not. Households are notified about the availability of Free and Reduced Price meal applications through:

- * Welcome Back Letter mailed home during summer
- * First day packet sent home to all students
- * Lassen View Elementary website
- * Mailed or delivered to homes upon request
- * Periodic parent communications

If for any reason, parents decline to complete an eligibility application and the principal is aware that a student is eligible for free or reduced price meals, the principal may complete an application on behalf of the student. Written justification must be made on the application as to the reason the student should be receiving free or reduced price meals.

Meal Payments

Lassen View Elementary strongly encourages families to pre-pay for their meals in advance. Pre-paying for meals is a simpler way of managing their account and prevents unpaid meal charges. Households can pay for meals by sending cash or check in with a student or by paying in the school office.

Repayment for Meals and Returned Checks

Although students will receive a full reimbursable meal at the elementary level regardless of account status, any unpaid meals must be paid as soon as possible. Every effort will be made to collect for unpaid meals. Unpaid meal charges will result in the following:

- *Phone call, text or email two times a week with the balance due
- *A phone call from the Principal one time a week if balance exceeds a negative balance of \$15 per student or \$30 per family. Principal will help set up a payment plan, encourage and provide help with the completion of filling out a Free/Reduced application, and provide the current balance due.

In the case of returned checks a letter and phone calls will be made to the household. Returned checks will result in an additional fee to cover the costs of the Returned Check fee from our bank.

End of the Year Balances

At the end of the school year, any positive funds left in a student's account will be carried over to the following school year. Students eligible for free/reduced price meals and/or students graduating from Lassen View Elementary will be sent a refund check in the mail.

Federal guidelines however prohibit the Food and Nutrition operation from writing off bad debt as a result of charged meals. Any unpaid meal charges not yet considered bad debt will carryover on the student's account for the following school year. If the student has graduated or moved out of the district with a negative lunch balance, the unpaid meal charges will be considered bad debt and will be given to our Business Manager for reimbursement from the general fund.

Confidentiality

To protect family's confidentiality, account balance information will only be monitored and dispersed by the Child Nutrition Services Department. Debt collection procedures will only be initiated by the office staff, including the Business Manager, District Secretary and Principal. Debt thresholds and delinquent payment definitions will be reviewed annually by the Principal and District Secretary to ensure the purpose of the meal charging policy is not jeopardized by the diversions of staff time and effort to collect payment.

- * Names of students with a negative balance will not have their names published, posted or announced in any manner, other than identification for the receipt of a meal.
- * There will be no overt identification of the children by the use of special tokens or tickets or separation in the meal line, or time of serving.
- * Children shall not be required to work for their meals, nor will any action be taken against the student in order to collect unpaid meal debt.
- * Children with a negative balance will receive a full reimbursable meal.

Policy Communications

It is the full intent of Lassen View Elementary School that all households are made aware of the Meal Charging Policy. Households are notified about the Meal Charging Policy through:

- * Parent Handbook
- * Enrollment Packet
- * First day Packet
- * Lassen View Elementary Website www.lassenview.org
- * With outstanding balance mailings

If anytime households have questions about their student's lunch account, current account balance, are facing a financial hardship, or need assistance with completing a lunch application, they should contact our district office Monday-Friday 7:30 a.m.-3:30 p.m. at (530) 527-5162. The office is located at 10818 Highway 99E, Los Molinos, CA 96055

USDA 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 the [Filing a Program Discrimination Complaint as a USDA Customer page](#), 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

This institution is an equal opportunity provider.

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