

To: Parents, Guardians, and School District Staff
 From: Donna Trofa, Child Nutrition Services Director
 Date: July 1, 2017
 Subject: Written Policy for Unpaid Meal Charges, Notification of Delinquent Meal Payments, and Excess Student Account Balances

Silver Valley Unified School District is challenged with overcoming student’s unpaid meal charges. Each school day the Child Nutrition Department provides access to healthy school meals to all students who select a meal from the cafeteria, regardless of sufficient funds to pay. We will no longer stop students from charging for meals after the fourth day, the students will continue to be allowed to charge for reimbursable meals, but not for ala carte purchases. This written policy is designed to inform parents, guardians, and school staff of our commitment to provide healthy school meals, minimize identification of children with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school food service account.

Policy for Unpaid Meal Charges, Notification of Delinquent Meal Payments, and Excess Student Account Balances.

Meal Cost and Payment Options for School Meals

The School Meal Pricing System for 2017/18 school year will be as follows:

	<u>Breakfast</u>	<u>Lunch</u>
Elementary Schools	\$ 1.75 Full Pay \$ 0.00 Reduced	\$ 2.75 Full Pay \$ 0.40 Reduced
Middle School	\$ 1.75 Full Pay \$ 0.00 Reduced	\$ 2.75 Full Pay \$ 0.40 Reduced
High School	\$ 1.75 Full Pay \$ 0.00 Reduced	\$ 3.00 Full Pay \$ 0.40 Reduced
Adult Lunch (all schools)	\$ 2.50	\$ 4.00

All students have the option to pay for their meals at the point of service. Households can bring in or send a check, cash or money order with your child to the cafeteria or school front office. If paying by check, please make check payable to “Silver Valley Food Services.” We also accept payments through an online payment system called “PayPams.” Prepayments are accepted and highly encouraged to ensure students do not accrue unpaid meals charges. Please do not hesitate to call the Child Nutrition Services at 760-254-2916 x1126 or 1138 if you need assistance. Checks, cash and money orders are accepted at any time during the school year at the School Office or School Cafeteria. Checks, cash and money orders are accepted all year long in the Child Nutrition Services Department at the District office.

Notification of Low Balances or Unpaid Meal Balance

Negative balance alerts will be sent out weekly through the district “All Call” system. This alert will be sent to the phone numbers/emails on file in the Child Nutrition Department. Low balance alerts are available through the PayPams online system. Please visit www.PayPams.com and register household for this option. Action must be taken by the parents/guardian if they would like to use this alert system, it is not automatic. The cafeteria will provide notification notes of unpaid balances of \$10 or more; these notes are generated and sent home with the students. Parents/guardians shall be notified by mail whenever a student’s account has an unpaid balance of \$20 or more. Parents/guardians shall be notified in writing that full payment is due within 10 school days of notice date.

Important: Students may continue to select and receive complete meals from the school cafeteria regardless of ability to pay or regardless of amount owed for unpaid meals. We DO NOT provide an alternate meal or take away a selected meal from a student. Students with unpaid meal balances or insufficient funds will be provided a reimbursable meal of their choice and their unpaid balance will increase. (Ala carte sale items will not be available to charge if student account is in the negative.) Students are not required to select a meal from the school cafeteria. Households may provide meals from home.

Notification to Pay Delinquent Debt

All unpaid charges that are incurred less than 90 days prior to June 30 are considered delinquent debt. The Child Nutrition Department will make all reasonable attempts to collect delinquent debt. We will do our best not to negatively impact or single out the children involved, and instead focus primarily on the adults in the household responsible for providing funds for meals at school. Household will have the opportunity to pay the delinquent debt in full or make payment arrangements within 90 days of the start of the new school year. Please call the Child Nutrition Department at 760-254-2916 x1126 to set up a payment plan.

Bad Debt for unpaid meals

When households decline or are unable to pay delinquent debt, school officials must reclassify delinquent debt as “Bad Debt.” Once a delinquent debt is reclassified as bad debt, it must be written off as an operating loss. The Child Nutrition Department does not have the authority to write off bad debt. Instead, these losses must be restored using non-Federal funds within 30 days. The District will incur this “bad debt” and now the household will owe the District the negative balance, not the Child Nutrition Department.

Eligible Households that Have Not Applied for Free or Reduced- Priced Meals.

In cases of repeated nonpayment by a student, the Superintendent or designee may contact the parents/guardian to discuss the reasons for nonpayment. The Superintendent or designee may evaluate individual circumstances to determine if the student’s parents/guardians need assistance completing an application for free or reduced-price meals or need referral to social services. School officials may complete an application for a child known to be eligible for meal benefits if the household has not applied. When exercising this option, the school official must complete an application on behalf of the child based on household size and income information to the best of their ability. Households will be notified if their child has been certified to receive free or reduced-price meals at school. This option is intended for limited use and when school officials have knowledge of a child in need of meals.

Student Account with Excess Balances

All funds that are prepaid to a student's account and not utilized will be carried over into the next school year. Student's that leave the district or graduate can request a refund. Refund request forms may be obtained from the school cafeteria or by contacting the Child Nutrition office at 760-254-2916 x1126

How to apply for Free or Reduced-Priced Meals:

Meal applications are available in English and Spanish at your child's school office, school cafeteria, the Child nutrition office located at: 35320 Daggett-Yermo Rd. Yermo, Ca. 92398, and applications are also available to print from the Silver Valley Unified School District website: www.svusdk12.net. Meal applications are accepted anytime during the school year, so if your income goes down or your family size increases you may reapply to increase meal benefits. All completed applications can be returned for processing to the Child Nutrition Department, your child's school office or cafeteria. You will receive notification of eligibility. Please call the Child Nutrition Office to check status of application, need assistance completing application or have any other questions.

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, 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.