

## Meal Charge Procedures

### Purpose

The purpose of the MCUSD Food Service Operations policy and accompanying documents is to establish consistent meal account procedures throughout the district. Unpaid charges place a financial strain on the school district. The goals of these procedures are:

- To treat all students with dignity and respect
- To support a positive experience for students during meal service
- To minimize meal charges and encourage parents to pre-pay for all meals
- To encourage parents/guardians to assume the responsibility of meal payment and to promote self-responsibility of the student
- To establish a consistent districtwide procedure regarding charges and collections of charges

### Free/Reduced Meal Application

Parents are strongly encouraged to submit free/reduced meal application forms yearly, as well as when their household information or income changes. Applications can be submitted at any time and are available during registration at the school, district office, or by using the online application located on our District website at [www.mcusd.org](http://www.mcusd.org)

Note: MCUSD offers FREE meals to all students that qualify for reduced meal pricing.

### Pre-paid Meal System

In addition to making payments using cash and checks, parents also have the option to pay online with a credit or debit card through Myschoolbucks.com. This school meal accounting system is a pre-paid system. Parents or guardians must first deposit money into their child's account before meals are served. Payments can be made daily, weekly or monthly. It is the parent/guardian's responsibility to ensure that the account is funded or a meal is sent to school with their child.

Parents/guardians are also encouraged to monitor their students' breakfast/lunch account activity through the Myschoolbucks.com online system. This system can be used to confirm payments have been received, make payments, and monitor account activity. There is a small charge to make online payments through MySchoolBucks; however, there is no charge to monitor the account activity. Parents can register directly on the [www.myschoolbucks.com](http://www.myschoolbucks.com) website.

Prior to the completion and approval of the Free and Reduced-price application, it is the responsibility of the parent/guardian to pay for all meals in full, as applications cannot be applied retroactively.

#### Scope of Responsibility

The Food Service department: Responsible for maintaining charge records and notifying the school sites of outstanding balances each month.

The School Site: Responsible for notifying the student's parent/guardian via a phone call and/or written documentation when the child's account has exceeded the maximum charge allowed.

The Parent/Guardian: Responsible for ensuring that their child has been provided the means to obtain a meal(s) and/or provide them with a meal from home.

#### Administration

MCUSD is committed to working directly with the parent/guardian and will, under no circumstances, discuss a child's negative debt with said student(s). It is the responsibility of the parent and the school personnel to appropriately handle meal charges.

MCUSD will initiate communication to notify parents/guardians regarding their child's outstanding meal balances via letters and phone calls.

No charges will be allowed for more than one type of meal per student (i.e., a second breakfast or lunch). Second meals are to be paid upfront and at the full price. Special Note: Since second meals are optional, all are sold at full price, even to students who qualify for Free/Reduced meal pricing.

Beginning the second week of May, meal charging will no longer be allowed.

- a) Parent/Guardian will be sent a written request for "Payment in Full"
- b) All charges not paid before the end of the school year will be carried over into the next school year

This institution is an equal opportunity provider.

Adopted: 6/15/17

Revised: 7/23/2020