

CALAVERAS UNIFIED SCHOOL DISTRICT - MEAL CHARGE POLICY

The goal of the Calaveras Unified School District is to provide students with healthy meals each day. However, unpaid charges place a large financial burden on our School District. The purpose of this policy is to insure compliance with federal reporting requirements for the USDA Child Nutrition Program, and to provide oversight and accountability for the collection of outstanding student meal balances. The intent of this policy is to establish uniform meal account procedures throughout the Calaveras Unified School District. The provisions of this policy pertain to regular priced school breakfast and lunch meals only.

Payment: All students without Free or Reduced approval pay full price for meals.

Meal prices are available at: https://www.calaverasusd.com/departments/nutritional_services

It is the parents/guardians responsibility for meal payments. Notices of low or deficit balances will be sent by email, phone call, or a letter sent home.

Parents are encouraged to prepay for meals. There are several prepayment options available.

- 1.) Online thru the Parent Portal: <https://calaverasusd.infinitecampus.org/campus/portal/calaverasUnified.jsp>
- 2.) Mail a check to: CUSD Nutrition Services, PO Box 788, San Andreas, CA 95249
- 3.) Send payment with your student to the school cafeteria.

On the Parent Portal you can set your own low balance alerts, automatic payments, and view account transactions.

Any remaining balances on the account will carry over to the following year or can be transferred to siblings.

Student Meals: It is the Calaveras Unified School District's policy **not to deny** a student a meal, or to pursue payment with a student during the meal service time. All collection efforts will be made via phone call, email or mailing a letter home. All charges must be paid by the end of school year.

Applications: All families are encouraged to complete an application for Free & Reduced meals and can be done at any time during the school year. Apply online or complete a paper copy. Eligibility for Free & Reduced meals will carry over for 30 days into the next school year. Any student without a renewed Free & Reduced approval after 30 days will be changed to Paid status and meals will be charged to the parents/guardians. Applications are available at any school office or kitchen, at the CUSD Nutrition Services Office or online.

You may print a hard copy at: www.calaverasusd.com/departments/nutritional_services

or apply online thru the Parent Portal. <https://calaverasusd.infinitecampus.org/campus/portal/calaverasUnified.jsp>

Records: All school cafeterias possess computerized point of sale/cash register systems that maintain records of all charges and payments. For questions regarding student's charges and/or payments, contact Nutrition Services at (209) 754-2120. Student eligibility for Free or Reduced is kept strictly confidential within the Nutrition Dept.

Refunds: Refund requests from withdrawn and/or graduating students without younger siblings can be issued by submitting a written request to CUSD Nutrition Services, PO Box 788, San Andreas, CA 95249.

An email request is also acceptable. tbaugus@calaveras.k12.ca.us

Unclaimed Funds: Must be requested within one school year. Any unclaimed funds after one year will become the property of Calaveras Unified Nutrition Services.

Financial Hardship: If a student is without meal money on a consistent basis, District 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 by completing a meal benefits application.

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, audiotope, 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](https://www.ascr.usda.gov/complaint_filing_cust.html), (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.