

MEAL CHARGE POLICY

Purpose

The purpose of this policy is to insure compliance with federal requirements for the USDA Child Nutrition Program and to notify families of the Kenwood Food Services Meal Charge Policy. This policy will provide oversight and accountability for the collection of outstanding student meal balances. This policy will be publicly posted on the Kenwood Elementary website annually.

The intent of this policy is to establish procedures to address unpaid meal charges and is enacted when a student does not have money on their meal account. The provisions of this policy pertains to extra meals or ala carte items. Kenwood Elementary provides this policy as a courtesy to those households in the event that they forget to add money to their child's account.

Policy

- Free Meal Benefit - Free eligible students will be able to receive a complete free breakfast and lunch each day.
- Reduced Meal Benefit - Reduced eligible students will be able to receive a complete free breakfast and lunch for each day.
- Full Paid Students - Students not eligible for the free or reduced program will be able to receive a complete free breakfast and lunch each day.
- A student can not charge on their meal account if there is not a positive balance present on their account.
- Parents/Guardians can add money to their student account for extra meals or ala carte items by 1. Bringing cash or check (made payable to Kenwood Elementary Food

Services) to the school office or cafeteria or 2. Visiting the online payment portal www.myschoolbucks.com

- In the rare instance that collection of owed balances occurs at the end of the fiscal year, policies and procedures set by the school will be followed. Bad debt losses will be restored using non-Child Nutrition funds.

Food Service Account Policy (continued)

- Refunds
All money deposited in a student's account will be held in that student's name which is linked to their student ID #. Once a student has been un-enrolled in the Rincon Valley Union School District the primary guardian on the account will have 365 days to request a refund of any amount greater than \$10. Any amount under \$10 will not be refunded (unless the student was enrolled in the free or reduced priced meal program) and will be relinquished to the Donation Account. Funds can be transferred, upon guardian's request, to any related family member or sibling that holds an active RVUSD food service account. All inquiries and requests for refunds will be forwarded to the Principal for Kenwood Elementary.
- Donations and Abandoned Accounts
The Kenwood Elementary Food Services Department will maintain a "Donation Account" to accept all monetary donations from outside organizations and the abandoned funds from unenrolled student accounts. The funds from the Donation Account will be distributed to accounts that are delinquent, with priority of funding allocated to the accounts that are qualified for free or reduced priced meal benefits.
- Fee Notice and NSF Charges
Families can make pre-payments or pay outstanding balances to student accounts by using the Kenwood Elementary online meal payment portal. There is a charge of \$2.49 per transaction for all credit/debit card payments made using this service.
Cash or check payments can be made at the school front office, cafeteria or at the Kenwood Elementary Office located at 230 Randolph Ave, Kenwood, CA 95452.

Kenwood Elementary Food Services Department will charge a \$20 NSF fee for all returned checks in addition to any fee from the bank. The charges will be deducted from the student's cafeteria account. The student's family will be notified in writing within ten days of receiving notification from the bank.

- **Disputing Charges**

All active students are automatically enrolled and have a meal charge account with Kenwood Elementary Food Services Department. Each meal purchase is verified at the point of sale by using the unique student ID #, visual confirmation and/or identifying questions. Parents or Guardians have ten days from the date of purchase to dispute any meal charge. All inquiries must be directed to the Kenwood Elementary Food Services Dept by phone or email.