

Student's Name _____, Student # _____

Dear Parents/Guardians:

For your convenience, the Child Nutrition Services has provided a secure computerized meal account system for each student enrolled in Orange County Schools. This computerized system allows students to have funds readily available for them to use in the cafeteria for meals and snacks. This prepayment system is **NOT A CHARGE ACCOUNT and can only be used for the student it is assigned.** All meals and/or supplemental items such as milk, snacks and extra food items, etc can be prepaid on a daily, weekly, monthly or yearly basis with cash or checks made payable to the cafeteria. As an added benefit, you can also prepay and view the student's account using **k12payment center.com**.

The following Meal **Charge Policy (Board Policy #6220)** will be implemented and adhered to for:

Students who are required to pay for meals are expected to provide payment in a timely manner. The Board recognizes, however, that students occasionally may forget or lose their meal money. In the event that a student in elementary or middle school is unable to pay for a meal on a particular day, the student may charge a reimbursable meal. A student carrying a negative balance of \$10.00 in a meal account will not be permitted to accrue additional charges until the negative balance drops below \$10.00. Instead the student will be served a designated alternate meal provided at no cost to the student. Appropriate modifications to the alternative meal will be made when required by the student's documented special dietary needs. To safeguard the dignity and confidentiality of students in the serving line, reasonable efforts must be used whenever possible to avoid calling attention to a student's inability to pay. Middle school students will receive a voucher that must be paid the following day once the above \$10.00 limit has been reached. High school students and adults are not eligible to charge meals. Ala carte or additional items including extra milk may not be charged.

The child nutrition director and principal shall work jointly to prevent meal charges from accumulating and shall make every effort to collect all funds due to the child nutrition program on a regular basis and before the end of the school term. Notices of low or negative balances in a child's meal account will be sent to parents and the principal at regular intervals during the school year. If a parent regularly fails to provide meal money and does not qualify for free meal benefits, the child nutrition director shall inform the principal, who shall determine the next course of action in accordance with law. Parents are expected to pay all meal charges in full by the last day of each school year. Negative balances on student accounts will be carried forward to the following school year. However, the Superintendent shall ensure that federal child nutrition funds are not used to offset the cost of unpaid meals and that the CNP is reimbursed for bad debt resulting from uncollected student meal charges prior to September 30 each year.

This policy and any applicable procedures regarding meal charges must be communicated to school administrators, school food service professional, parents, and students. Parents will receive a written copy of the meal charges policy and any applicable procedures at the start of each school year and at any time their child transfers into a new school during the school year.

In order to provide better service, please indicate the preference(s) you would like for your child's account below and return to the cafeteria:

Please **INITIAL** one:

_____ The above-named student **MAY** purchase extras from the total funds in his/her student meal account.(18SN)

_____ The above-named student **MAY NOT** purchase extras from the total funds in his/her student meal account.

Signature _____ Email address _____
Telephone Number _____ Date _____

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, religious creed, disability, age, political beliefs, 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.