

ANACORTES SCHOOL DISTRICT
CHILD NUTRITION SERVICES CHARGING PROCEDURE AND POLICY
JULY 2017

The Child Nutrition Office has formed a charging policy for students who need to purchase a meal at school but do not have funds available to pay. This policy will be in effect beginning with the 2017-18 school year.

MEAL and A LA CARTE CHARGES

Students will be given a standard reimbursable meal, breakfast or lunch, regardless if they have available funds to pay. Their account will be charged for the meal accordingly. Students may charge one (1) breakfast and/or one (1) lunch per day. A charge limit will be set to \$9.00.

No charging is allowed for a la carte items; only a reimbursable meal may be charged. Milk purchased separately from a meal is considered a la carte. No a la carte items can be purchased until all other charges are paid in full. Payments will be applied to outstanding debt before a la carte purchases can be made.

Charges beyond the limit amount will be approved on an individual needs basis.

No charging is allowed for adult customers.

NOTIFYING HOUSEHOLDS

Parents will be notified either by email, phone, or a note home with their student that their account has been overdrawn. Where age-appropriate, cashiers will remind students at the Point of Sale to bring money the next day. Automated phone calls and/or emails will be sent for all negative balances at a minimum of once a week. In an effort to avoid overdraws at the end of the year, automated phone calls and emails will also be used for low balances during the last 2 months of school.

HOUSEHOLD RESPONSIBILITY

Parents are responsible for knowing the amount of their child's account balance. Parents may view their child's Mealttime balance at any time by using [Mealttime Online](#), a free online service. Parents may also contact the Child Nutrition Office during working hours to inquire on a balance. To avoid overdrawing accounts, parents are encouraged to set up automatic low-balance email notifications through [Mealttime Online](#). Visit www.mymealtime.com For help setting up a Mealttime Online account, call 360-503-1320.

RESPONSIBILITY FOR CHARGES

It is the parent/guardian's responsibility to pay for all charges incurred on their student's Mealttime account. This may include charges made in a previous year, or charges made before a determination on eligibility has been made. New eligibility for Free or Reduced-price meals will not erase previous charges. Charges will remain on a student's account until it is paid in full. All households will be asked to pay off outstanding debt by the end of each school year, or when leaving the district. Student transcripts will not be released until outstanding debt is paid.

PAYMENT OF CHARGES

Payments can be made with cash or check at any school, or at the Child Nutrition Office. Online payments with a credit/debit card can be made at www.mymealtime.com There is a small fee for online payments.

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If charges exceed the \$9.00 limit, parents will be contacted to discuss re-payment options. This may include bringing lunches from home until debt is paid, or setting purchasing controls for a temporary time. In some cases, Principals may be asked to intervene to help collect unpaid charges. Options to set purchasing limits can be made through the Child Nutrition Office at 360-503-1320.

Applying for Free and Reduced-price meals may be discussed with families who are unable to pay off their charges in a timely manner.

APPLYING FOR FREE AND REDUCED-PRICE MEALS

All households who think they may qualify for Free or Reduced-price meals are encouraged to apply at any time during the school year. Applications are available at each school and on the District's website. Determinations on eligibility will not erase previous charges, but if approved will ensure free or reduced-price meals for the remainder of the school year.

Parents are encouraged to contact the Child Nutrition Office, 360-503-1320, with any questions regarding account balances, meal payments, eligibility, or applying for Free and Reduced-price meals.

USDA Nondiscrimination 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.

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