

Maxwell Unified School District

Meal Charge Policy

Purpose:

The goal of the Maxwell Unified School District is to provide students with healthy meals each day. However, unpaid charges place a large financial burden on our Food & Nutrition Department. 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.

It is the parents/guardians responsibility for meal payments to the food & nutrition program, notices of low or deficit balances will be sent at regular intervals during the school year.

The intent of this policy is to establish uniform meal account procedures throughout the Maxwell Unified Schools. The provisions of this policy pertain to regular priced school breakfast and lunch meals only. While the USDA Child Nutrition Program does not require that a student who pays for regular priced meals be served a meal without payment, the Maxwell Unified School District provides this policy as a courtesy to those students in the event that they forget or lose their lunch money. Maxwell Unified School District reserves the right to refuse meals on severely negative accounts with prior notice to family and student.

Policy:

Payment: All students not qualifying or without a Free & Reduced application on file will pay for meals at the published standard rate each day. Parents are encouraged to prepay for meals by either sending a check by mail to: MUSD Child Nutrition Department, PO Box 788, Maxwell, CA 95955, or by sending payment with the student to the cafeteria. Any remaining funds on the account will carry over to the following year.

Student Meals: It is the Maxwell Unified School Districts policy to not deny a student a meal, or to pursue payment with a student during the meal service time. All collection efforts will be made via a letter being sent home, an automated call home or telephone call made by school staff. All charges must be paid by the end of the school year or students may be disallowed to participate in end of year activities up to and including participation in graduation ceremonies or field trips. Students will not have a meal withheld without prior notice to family and student.

Applications: All families are encouraged to complete an application for Free & Reduced meals at any time during the school year. Eligibility for Free & Reduced meals will carry over for 30 days into the next school year. Any family without a Free & Reduced application on file after 30 days will be changed to a Paid status and meals will be charged to the family.

Records: All school cafeterias possess computerized point of sale/cash register systems that maintain records of all charges and payments. Questions regarding student's charges and or payments can be answered by contacting the Food & Nutrition Director @ 530-438-2052

Refunds: Refunds requests for withdrawn and graduating students without younger siblings can be issued by submitting a written request to the MUSD Food & Nutrition Director, PO Box 788, Maxwell, CA 95955. An email request is also acceptable dwilson@maxwell.k12.ca.us

Unclaimed Funds: Must be requested within one school year, any unclaimed funds after one year will become the property of the Maxwell Unified Food & Nutrition Program.

Financial Hardship: If a student is without meal money on a consistent basis, the 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.