

Dear Parent or Guardian,

**ATTENTION: AS OF JULY 1, 2017 ANY STUDENTS WITH A NEGATIVE ACCOUNT BALANCE GREATER THAN -\$20.00 WILL RECEIVE AN ALTERNATE BREAKFAST OR ALTERNATE LUNCH.**

Recently the Board of Trustees of the Fortuna Union High School District adopted a Student Meal Charges policy. This policy has been deemed necessary due to the large balance of unpaid charges. The full policy can be viewed on our district website.

It states that:

1. All students will not be allowed to have a balance less than -\$20.00 on their account at any given time.
2. Only Federally designated reimbursable meals can be charged to an account with funds amounts less than \$0.00.
3. Once the child's account goes below \$5.00 dollars, the student will be told that their funds are running low, and will be asked to let their parents/guardians know to add more funds to the account to avoid going into the negative.
4. Once the account goes below \$0.00 the student will be given a note to give to their parent.

Example:

As of [DATE], your child has a negative balance of \$[X.XX]. We strongly encourage you to pay this amount as soon as possible. Your response to this request is important. Paying back a debt shows your personal responsibility. It also keeps our food service program strong and ensures all children at our school have access to the healthy food they need to focus in the classroom.

After the second offense, the school district will be directed to place a telephone call and/or send written notification to the parent/guardian indicating:

- The debt
  - The inability for further full meals, i.e. their child will be given an alternative meal
  - The availability of free/reduced meal.
5. When the account has reached the (-\$20.00) limit, the student will receive an "Alternative Meal" until the account is in good standing.
    - Alternative meals will meet meal pattern requirements. Example: Ham Sandwich, Apple, Carrots, Milk
  6. For departmental record-keeping, the cashier will enter the child's name, grade and amount owed into a log book noting the 1st or 2nd offense and the date the school district was notified.
  7. Students that have already received a breakfast or lunch will not be allowed to charge another one during the same day unless they have at least \$3.00 in their account.
  8. An a la Carte or snack item will not be allowed to be charged to an account with insufficient funds.
  9. If during the application process any charges occur when a parent/guardian has applied for free or reduced meals:
    - If the application for FREE meal status is approved then the balance owed will be forgiven.

- If the application for reduced meal status is approved then the balance owed for unpaid meals shall be recalculated at the reduced meal rate, with payment due within the calendar days of written notification to the parent/guardian.
10. If an account is not in good standing by May 15th, all charging will be cut off if the balance is below \$3.00.
- Parents/Guardians will be sent a written request for "Payment in Full"
  - All charges not paid before the end of the school year will be carried forward into the next school year. Collection will be made at the time of registration. If not paid, then students will start the school year with an "alternative meal" and charges will follow the students to graduation.
  - Seniors **must** pay all charges before graduation to walk on stage.

**HOW TO APPLY FOR FREE OR REDUCED PRICE MEALS:**

If you think your child may be eligible for free or reduced price meals, please submit a school meal application. You may do this at any time during the school year. Applications are available at Fortuna High School, Academy of the Redwoods, and East High School office between the hours of 8 a.m. and 3:30 p.m. Monday thru Friday. Applications are also available any time on our district website (fuhdsdistrict.org).

You must submit an application every year to be considered for free or reduced price meals. Even if your child received free or reduced price meals last year, you must submit a new application this year.

We are happy to help you complete the application. If you have any questions or need help, please contact: FUHSD Food Services: Regina Salmon, 707-725-4461, ext 3095. Translators are available on request

**HOW TO MAKE A PAYMENT:**

**PAY BY MAIL:**  
 FUHSD CAFETERIA  
 379 12<sup>th</sup> Street  
 Fortuna, CA 95540

**PAY IN PERSON:**  
 Payments can be made in the cafeteria  
 7:00 am - 3:00pm, or the school office  
 (checks & credit cards only)  
 8:30 am - 4:30 pm.

**I have read and understand the meal payment policy:**

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_