



FORTUNA UNION HIGH SCHOOL DISTRICT

379 TWELFTH STREET
FORTUNA, CA 95540

PHONE: 707.725.4462
FAX: 707.725.6085
WWW.FUHSDISTRICT.ORG

GLEN SENESTRARO, SUPERINTENDENT

MEAL CHARGE POLICY

I. PURPOSE/POLICY:

The purpose of this policy is to establish consistent meal account procedures throughout the Fortuna High School District. Pursuant to State and Federal Regulations all Child Nutrition Programs on the National School Lunch Program and the School Breakfast Program must have a written unpaid meal charge policy. The goals of this policy are:

- To ensure that all students have a healthy meal and that no child goes hungry.
- To treat all students with dignity and confidentiality in the serving line regarding meal accounts.
- To support positive and clear communication among staff, administrators, teachers, students, and parent or guardian.
- To establish fair practices that can be used throughout the school district.
- To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility in the student
- To establish a consistent practice regarding charges and collection of charges.

II. SCOPE OF RESPONSIBILITY:

The Food Service Department:

- Responsible for maintaining charge records
- Notifying the school district and the individual schools of outstanding balances
- Notifying students/parents/guardians of outstanding balances by phone, e-mail, and mail.

The School Staff:

- Teachers, School Social Workers, School Nurses, Liaisons for homeless, migrant, and/or runaway students, and other staff will assist in identifying students of need.

The School District:

- Assist Child Nutrition with collection of outstanding balances

The Parent/Guardian:

- Maintain a positive balance in your child's lunch account
- Immediate payment
- Contact the Food Service Department and the School to resolve any issues with your child's lunch account

ACADEMY OF THE REDWOODS

7351 TOMPKINS HILL ROAD
EUREKA, CA 95501
707.476.4203
AR.FUHSDISTRICT.ORG

EAST HIGH SCHOOL

392 SIXTEENTH STREET
FORTUNA, CA 95540
PHONE: 707.725.4463 FAX: 707.725.1628
EASTHIGHFORTUNA.ORG

FORTUNA HIGH SCHOOL

379 TWELFTH STREET
FORTUNA, CA 95540
PHONE: 707.725.4461 FAX: 707.725.5511
FORTUNAHIGH.ORG

III. POLICY and PROCEDURE:

DELINQUENT DEBT:

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 and offer 5 components. 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 then 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 it's 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.

BAD DEBT:

When debt is determined as a bad debt, when local officials determine further collection efforts for delinquent debt are useless or too costly, no further collection efforts will be made. Once delinquent meal charges are converted to bad debt, records relating to those charges must be maintained in accordance with 7 CFR 210.9(b)(17) and 7 CFR 210.15(b). The debt will be written off as an operating loss and repayment of bad debt resulting from unpaid meal charges must be restored using non-Federal funds.

- District's general fund
- Special funding from State or Local governments
- Or any other non-Federal sources.

Note to Parents:

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, & 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.

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 12th Street
Fortuna, CA 95540

PAY IN PERSON: Stop by the cafeteria at FHS
Between 7 -3, drop off at the
main office (checks only), or
send payment with your child.