

Roseville City School District Nutrition Services Meal Payment Policy

This policy ensures compliance with federal reporting requirements for the United States Department of Agriculture (USDA) Child Nutrition Programs (CNP), and provides accountability for the collection of funds for unpaid meals. All meal prices are set in accordance to federal and state regulations.

The goals of this policy are:

- To establish consistent procedures for school meal payments districtwide.
- To create a positive experience for students during meal service.
- To ensure all students are treated equally, with dignity, kindness, and respect.
- To encourage parents/guardians to pre-pay for student meals.
- To promote parent/guardian responsibility for meal payments on behalf of their students.

Fiscal Responsibility

Roseville City Schools, which also provides meal service to students of the Dry Creek Joint Elementary School District, recognizes that healthy, nutritious meals are an important contributor to students' well-being and ability to learn. Options are provided to those who qualify for free meals through the school's food service program. At the same time, the district must balance the positive attributes for students with fiscal accountability and responsibility of the food services program. This includes timely payment for meals that do not qualify as free.

If financial difficulty exists in the household, the student may be eligible to receive a free breakfast or lunch. Parents/guardians are strongly encouraged to submit a meal application every school year or at any time during the school year, especially if household circumstances change. Parents can apply online at www.EZMealApp.com. Applications can also be obtained from the school office or cafeteria, or by contacting the RCSD Nutrition Services Department at 916-771-1675 extension 50209. The meal application is also available online to download in both English and Spanish at www.rcsdk8.org

Paying for School Meals

In order to provide students and parents/guardians in our district with the best possible service and accountability concerning school meals, the following procedures have been enacted:

- RCSD has a "limited charging" policy. We encourage parents/guardians to pre-pay for their student's meals, thereby eliminating situations that could develop during mealtime over money owed.
- Payment for meals can be made in advance in the school cafeteria, online, or at the time of service. Parents/guardians using a credit or debit card may establish an online account through www.EZSchoolPay.com. Using their student's ID number, parents have access to monitor their child's meal account balance and pay on-line. If a student's ID number is unknown, it may be obtained from our cafeteria staff or by calling the Nutrition Services office at 916-771-1675 extension 50209. Payments made online are preferred for convenience and accuracy.
- School cafeterias are equipped with computerized points of sale that maintain records of all funds deposited and meals served. Information about account balances is available by calling the school cafeteria and speaking to the cafeteria staff, or by calling the Nutrition Services office at 916-771-1675 extension 50209. Account balances are also available at www.EZSchoolPay.com once an account has been created.

- A student whose parent or guardian has unpaid meal charges is not shamed, treated differently, or served a meal that differs from a student whose parents or guardian does not have unpaid meal fees would receive.
- A paid student who has unpaid meal charges, is to be served a full reimbursable meal up to the limit of \$30. After that they will not be served a meal.
- The LEA will not take any action directed at the pupil to collect unpaid meal debt, but will direct these efforts to the parents or guardian of the child

Delinquent Meal Accounts

Below are the procedures followed for delinquent meal accounts:

- Automated calls and/or emails will be made daily once the student account balance is negative. The student may bring money to pay for meals to eat the following day regardless of account status
- Parents will be notified by cashier when the amount owed is \$9.00 (\$9.75 at middle schools). The school principal will also be notified.
- School administration will contact parent when the amount owed reaches \$18.00 (\$20 at middle schools) Notification letter to discontinue meals will be sent.
- When the amount owed reaches \$30, child can no longer be fed and should not go through the line to receive a meal. Students will not be allowed to purchase a la carte items at middle schools.

Our focus will be to address the parent/guardian as the responsible party. As required by law, all meals consumed prior to approval of a free meal application being approved are the responsibility of the parent/guardian, at full price.

We care about your child's nutritional needs and provide meals that meet or exceed USDA requirements. Please visit the RCSD Nutrition Services Department webpage for our full Meal Payment Policy, meal application options, menus, special diets, and more.

This institution is an equal opportunity provider.