

### **Unpaid Meal Charge Policy – 2022-23**

The purpose of this policy is to establish consistent meal account procedures throughout the district. Unpaid charges place a financial strain on the Nutrition Services Department and ultimately the District's general fund. The goals of this standard of practice are to establish a consistent department policy regarding charges and collection of charges.

All students will be allowed to purchase one free, reimbursable meal per serving period, regardless of eligibility status or account balance.

#### **Free or Reduced-Price Meal Program:**

The State of California has committed to serving free meals to all students on campus this upcoming school year. This commitment continues the program initiated by the United States Department of Agriculture (USDA), which provided free meals to all students during the pandemic. Therefore, ALL students will receive **free** meals throughout the 2022-23 school year.

While meals are free for all students, families are still encouraged to complete a free or reduced-price meal application to ensure that students receive additional benefits to which they may be entitled. Applications are accepted at any time throughout the year.

- Parents are encouraged to apply online by clicking on the orange Titan icon on the Parent Portal at [my.iusd.org](http://my.iusd.org) or by visiting [family.titank12.com](http://family.titank12.com). Online Applications are usually processed within 24 business hours.
- Parents can also apply by completing a paper application. Paper applications may take up to 10 school days to process.

#### **Procedures:**

If a student does not have money to complete a purchase, the following steps will be taken:

- Second meals (i.e. a second slice of pizza or a second breakfast meal) will not be allowed without sufficient funds.
- No a la carte items may be charged.

Students will not be allowed to charge into the negative.

If an adult or staff member does not have enough money to complete a purchase, their purchase will not be allowed without sufficient funds.

Payments to Nutrition Services may be made via the following:

- Parents are encouraged to make payments through our online payment company, TITAN School Solutions.

- [family.titank12.com](http://family.titank12.com) or click on the orange Titan icon at the top of the Parent Portal page at [my.iusd.org](http://my.iusd.org).
- Titan School Solutions allows parents to pay online for a fee of \$2.49 for each transaction and to monitor the balance in their child's account.
- Parents and/or students may pay by cash or check at each school site.
  - Checks should be made payable to IUSD Nutrition Services

### Policy Communication

- Families receive a written copy of the Unpaid Meal Charge Policy at the beginning of each school year or when the family transfers to the District.
- School Administration receives a written copy of the Unpaid Meal Charge Policy at the beginning of each school year.
- Nutrition Services staff receives training and reviews the policy at the beginning of year meeting. All new hires will receive training during their new hire orientation.

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