



School Meal Charge Procedure

Volusia County Schools

I. Purpose

The purposes of this procedure are to: 1) ensure compliance with federal reporting requirements for the USDA Child Nutrition Program; 2) provide oversight and accountability for the collection of outstanding student meal balances; and 3) establish a uniform meal process throughout Volusia County Schools (VCS). The provisions of this procedure shall apply to students who pay full-price and reduced-price for school meals.

While the USDA Child Nutrition Program does not require that students who pay full-price and reduced-price for school meals be served a meal without payment, VCS has established this procedure as a courtesy.

II. Procedure

Each student who does not have cash in-hand or funds in his/her meal account to pay for a meal, will receive five (5) school meals. The account will be charged at the normal meal price based on student eligibility. The cost of each meal will be debited from the student's account, placing the account into a negative balance. After the five (5) school meals, students will be offered an alternate meal. Students will receive a sandwich and a juice, and their meal account will be charged \$0.40.

This procedure only pertains to school meals. No students may charge ala carte items.

Parents/Guardians are responsible for all meal payments to the school. Notices of balance deficiencies are sent to parents/guardians by *Volusia Connect* calls daily. Parents/guardians will also receive negative balance letters.

Students/Parents/Guardians may pay for meals in advance with cash or a check payable to the school; or online through www.myschoolbucks.com. Please note this online service has a minimal service fee.

Parents/Guardians should maintain funds in student meal accounts to prevent students from being without meal money on any given day. Any remaining funds for a student at the end of the school year will be carried over to the next school year.

School Way Café uses a computerized point of sale/cash register system that maintains records of all monies deposited and spent for each student. Families may create an account on www.myschoolbucks.com to monitor student spending at no charge. There is also a free feature to set low balance notifications. Families can replenish funds online or in person at the school.

If a student is without meal money on a consistent basis, school personnel will review and contact parents or guardians as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced-price meal benefits for their child by visiting: <http://myvolusiaschools.org/schoolwaycafe/Pages/Free-and-Reduced-Meal-Applications.aspx> to apply for meal benefits.

Currently, breakfast is complimentary to all students enrolled in Volusia County Schools.

A written copy of this procedure will be provided to all households and transfer households distributed from the school.

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information is available in languages other than English. To file a complaint alleging discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; fax: (202) 690-7442; or email: program.intake@usda.gov. This institution is an equal opportunity provider.