

Office of Nutrition Services

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ARCADIA
Unified School District

Unpaid Meal Charges Policy

The goal of Arcadia Unified School District Nutrition Services is to provide healthy meals to children during the school day. In order to serve healthy, high-quality meals to all children, we must make sure we are financially secure. You play a key role in this effort, and are responsible for purchases made by your child in our school cafeteria. Students eligible for free, reduced-price, and paid meals will receive a meal, charged to their account, when he/she goes through the meal service line, with the exception of the following:

- Parents may elect to call or email the Nutrition Services office or Nutrition Services Accountant to request "no charging" on their student's account
- All accounts with a debt of -\$50 or greater may be made "cash only"

The Nutrition Services Supervisor at the elementary school level will review elementary student accounts weekly and send notification slips in envelopes to elementary school site cashiers to be handed discretely to students owing more than \$5. Please return payment in this envelope to the school office.

The Nutrition Services Director will send out monthly phone and email blasts to all parents whose student/s owe more than \$5, which include a reminder that families may apply for the free and reduced-price meal program throughout the year, and verbiage from this policy. In addition, families whose students owe more than \$50 will receive a second phone and email blast each month. It is your responsibility to inform the district of any changes to your contact information. Failure to notify the district of contact information changes and/or blocking calls and emails does not excuse your debt.

The Nutrition Services Accountant will review outstanding balances quarterly, and mail a letter, which includes this written Unpaid Meal Charges Policy, to all parents whose student/s owe more than \$100. Attempts will be made at site registration to collect unpaid meal balances. Yearbooks will be held until negative balances are paid or a payment plan is arranged.

This Unpaid Meal Charge Policy will be included in writing with the Back-to-School mailing, provided to families with students who transfer into AUSD mid-year, made available at registration, on our website, and included with all negative balance communications. This Unpaid Meal Charge Policy will be provided to any school or district-level staff responsible for policy enforcement.

Families needing assistance with applying for free or reduced-price school meals can reference step-by-step instructions on our website, call or come by the Nutrition Services office for further instruction. Payment plans are available and will be communicated as an option to families needing financial assistance.

Please notify us at kashworth@ausd.net or awolf@ausd.net if you would like to block your student/s from charging meals to their account. We will only deny meal charging to students if we receive notification from a parent or legal guardian to do so.

Thank you,

A handwritten signature in black ink that reads "Kathleen Ashworth". The signature is written in a cursive style.

Kathleen Ashworth, Director of Nutrition Services

July 1, 2017