

Azusa Unified School District

Meal Charge Policy

Purpose:

The goal of the Azusa Unified School District is to provide students with healthy meals each day. However, unpaid charges place a large financial burden on our school District. The purpose of this policy is to ensure compliance with federal reporting requirements for the USDA Child Nutrition Program, and to provide oversight and accountability for the collection of outstanding student meal balances.

It is the parent's/guardian's responsibility for meal payments to the food & nutrition program, notices of low or deficit balances will be sent at regular intervals during the school year.

The intent of this policy is to establish uniform meal account procedures throughout the Azusa Unified School District. The provisions of this policy pertain to regular priced school breakfast and lunch meals only. While the USDA Child Nutrition Program does not require that a student who pays for regular priced meals be served a meal without payment, the Azusa Unified School District provides this policy as a courtesy to those students in the event that they forget or lose their lunch money.

Policy:

Payment: All students not qualifying or without a Free & Reduced application on file will pay for meals at the published standard rate each day. Parents are encouraged to prepay for meals by either utilizing our online payment system @ www.myschoolbucks.com, sending a check by mail to: AUSD Nutrition Services Department, 546 S. Citrus Ave., Azusa, CA, 91702, or by sending payment with the student to the cafeteria. Any remaining funds on the account will carry over to the following year.

Student Meals: It is the Azusa Unified School Districts policy to not deny a student a meal, or to pursue payment with a student during the meal service time. All collection efforts will be made via a letter mailed home, an automated call home or telephone call made by school staff. All charges must be paid by the end of school year.

Applications: All families are encouraged to complete an application for free & reduced meals at any time during the school year. Eligibility for free & reduced meals will carry over for 30 days into the next school year. Any family without a free & reduced application on file after 30 days will be changed to a paid status and meals will be charged to the family. Applications are located at any site office; the Nutrition Services Department or families may apply online at azusa.rocketscanapps.com.

Records: All school cafeterias possess computerized point of sale/cash register systems that maintain records of all charges and payments. Questions regarding student's charges and or payments can be answered by contacting the Nutrition Services Department @ 626-732-8057.

Refunds: Refunds requests for withdrawn and graduating students without younger siblings can be issued by submitting a written request to the Nutrition Services Department, 546 S. Citrus Ave., Azusa, CA, 91702.

Unclaimed Funds: Must be requested within one school year. Any unclaimed funds after one year will become the property of the Azusa Unified Nutrition Services Department.

Financial Hardship: If a student is without meal money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced-price lunches for their child.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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 Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and 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:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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