



CHICO UNIFIED

SCHOOL DISTRICT

1163 East Seventh Street, Chico, CA 95928-5999
(530) 891-3000

Meal Charge Policy

Purpose: To establish consistent meal charging and collection procedures districtwide.

The Goals of this Policy is:

- To maintain a positive experience for students during meal service.
- To treat all students with dignity and respect.
- To establish fair practice that can be used throughout the school district.
- To minimize meal charges and encourage parents to pre-pay for all meals.
- To promote parents' responsibility for meal payments and self-responsibility of the student.

Chico Unified School District encourages parents/guardians to apply for Free and Reduced Lunch for those families who qualify. Application forms will be sent home at the beginning of each school year, posted on the School Department website, and are available from the school site office. Families of students who attend Community Eligibility Provision schools do not have to complete meal applications as all students receive free meals.

All students who do not qualify for Free and Reduced Lunch are expected to pay for school meals at the time of purchase. Each actively enrolled student has a food service account in Titan, our point of sale system. Parents/guardians are encouraged to deposit money into their child's account or his or her account before meals are served. Payments can be made daily, weekly, monthly, or annually. In addition to using cash and checks, parents can also pay online with their credit/debit cards at **family.titank12.com**. It is the parent's responsibility to make sure that money is in the account.

Charging

The California Department of Education (CDE) acknowledges that on occasion, students may forget or lose meal money. Students are allowed to charge up to three (3) meals. When the student reaches the charge limit, the food service account will not be charged further and the student will be provided and Emergency Meal. Students will not be refused meals. A student who has unpaid school meal fees is not overtly identified, shamed, treated differently, or served a meal that differs from the meal served to other students.

Notifying the Household of Negative Balance

The student's household will be notified when a student's cafeteria account falls negative by letters home via US Mail and a phone call home. Notifications to households will include the amount of unpaid meal charges, expected payment dates, and where to go for questions or assistance. Households will also be notified on a daily basis if a student might be receiving an Emergency Meal due to the status of their account. If a student qualifies for free or reduced-price meals but incurred any unpaid meal debt prior to receiving notification of eligibility, the family is still required to pay.

Please contact Nutrition Services if you have any questions.

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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. This institution is an equal opportunity provider.