

**Riverside School District School recognizes that healthy, nutritious meals are an important component to student readiness and ability to learn.**

In addition, Title 7, Code of Federal Regulations (CFR), Part 210.10(a)(1) General Nutrition Requirements states “Schools must provide nutritious and well-balanced meals to all the children they serve.” In accordance with this regulation, Riverside School District will not deny any student access to school lunch.

However, by statute, the district’s Food and Nutritional Services department is a self-supporting fund that shall not have a negative balance at the close of a fiscal year.

Unpaid charges place a financial strain on the Food and Nutritional Services department and on the district’s operating budget.

To be fair and equitable and in order to ensure compliance of all who participate in the school meal program, the policy establishes procedures for methods of payment, charge availability and collection methods.

**METHOD OF PAYMENT**

Riverside School District will accept pre-payment of school meals in the form of cash or check at the register or when sent with student. Cash for a daily meal will also be accepted at the register.

**STUDENT ACCOUNTS**

Any student whose school meal account has a zero balance will be allowed to charge reimbursable meals. A “reimbursable meal” is defined as a meal consisting of at least three (3) of the five (5) offered meal components (grain, meat or meat alternative, fruit, vegetable and milk) and must include a fruit and/or vegetable component. This will result in a negative balance on the student’s account until funds are added to the student’s account.

Under no circumstances will a student with a negative account balance be allowed to purchase a la carte items until the student’s account is in good standing. “Good standing” for the purchase of a la carte items is defined as an account with a positive balance.

No lunch charges will be allowed under any circumstances during the last ten (10) days of the school year.

**For Students with Free Lunch Status**

- The federal school lunch program allows a qualifying student to receive a free school lunch every day.
- Students are required to take a reimbursable meal.
- Items sold on an a la carte basis are not part of the USDA program and must be paid for with cash. A la carte items cannot be charged.

**For Students with Reduced Price Lunch Status**

- The federal school lunch program allows a qualifying student to receive a reimbursable meal at the reduced price of \$0.40.
- Students are required to take a reimbursable meal.
- Items sold on an a la carte basis are not part of the USDA program and must be paid for with cash. A la carte items cannot be charged.
- Students with reduced price lunch status will be allowed to charge reimbursable meals up to \$2.00 before the collection process begins.

## MEAL CHARGE POLICY

- Students will be offered an alternative meal (sandwich & milk) during the collection process.

### For Students with Paid Lunch Status

- Prices for school lunch are set by the Riverside School District in accordance to federal and state regulations.
- A la carte items cannot be charged but may be purchased with cash.
- Students with paid lunch status may charge reimbursable meals equivalent to the cost of two (2) meals before the collection process begins.
- Students will be offered an alternative meal (sandwich & milk) during the collection process.

### THE COLLECTION PROCESS

Step 1: When the charge amount exceeds the amounts set above, the Food and Nutritional Services Manager or designee will send a letter or e-mail to the parent(s)/guardian(s) requesting immediate payment.

Step 2: If the parent(s)/guardian(s) has not made any payments in an effort to reduce

the negative balance or fails to bring the student's account in good standing, the administration may:

- Refer the account to a collection agency.
- Notify other appropriate state agencies.

Step 3: If a student's account balance remain negative, the administration may prohibit participation by the student in any future fee-based program (field trips, user-fee based programs, etc.) until or unless the deficit balance is paid in full.

#### Additional Steps:

If a student's account is not in good standing at the end of the school year, the administration may take one or more of the following actions, unless or until prohibited by state law or regulation:

Delay the issuance of report cards, transfer cards, and class assignments until or unless the negative or delinquent balance is paid in full.

Prohibit the student's participation or other students in the student's household from participating in any future fee or charge-based program until or unless the

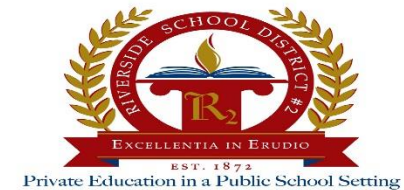
negative or delinquent balance is paid in full.

Refer the account to a collection agency.

Initiate a claim in the court system.

Notify other appropriate state agencies.

If an eighth grade or senior's account is not in good standing as of May 1st, the administration may prohibit the student from participation in senior activities and/or graduation exercises.



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This Institution is an equal opportunity provider.