



## Orange County Department of Education

### Food & Nutrition Services Meal Charge Policy- SY 18-19

The purpose of this policy is to establish meal account procedures throughout the district.

The goals of this standard of practice are:

- To treat all students with dignity regarding meal accounts
- To establish a consistent district policy regarding meal services, treatment and eligibility privacy

#### **Procedures:**

- a. The names and eligibility of children shall not be published, posted, or announced in any manner, or used for any other purpose other than the National School Lunch Program.
- b. When more than one lunch or breakfast or type of milk is offered, the free and reduced-price eligible children (where applicable) shall have the same choice of meals or milk that is available to those children who pay full price for their meal or milk.
- c. NO alternate meals will be given to any student for any reason; all students regardless of application on file will receive a regular reimbursable meal.

The Orange County Department of Education has three meal service programs: Provision 2, Community Eligibility Program and the Traditional Meal Counting and Collection Program:

#### **Provision 2 Sites**

- a. School sites participating in Provision 2 serve National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) meals to all participating students at no charge. The following sites operate under the Provision 2 program for the 18-19 SY (list subject to change):

<b>Division of Alternative Education</b>	<b>Division of Special Education Services</b>
Academic Center of Tustin	Golden West College Adult Transition Program
Magnolia Learning Center	Hillview High School Special Classes
Placentia Education Center	Harbor Special Education
San Juan	Trident Special Classes

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Anaheim North	Knott Early Learning Center
Mission Viejo	Irvine High School Special Classes
Santiago Creek Community School	Mann Special Classes
Euclid Day School	
Brookhurst	
Orange	
Placentia	
Costa Mesa	
Santa Ana	
Southwest Anaheim	

- b. Provision 2 operates on a 4-year cycle. During the first year of Provision 2, known as the base year, the school distributes Free & Reduced Price Meal Applications to all parent/guardians to determine the eligibility categories (free, reduced price or paid) for participating students. The information provided on the Free & Reduced Price Meal Applications impacts the funding that each school receives from the state government for the following three years of the Provision 2 cycle.
- c. Regardless of the student’s free, reduced price or paid eligibility category, all students are served meals at no charge for the entire 4-year cycle.

**How to Apply for Free and Reduced Price Meals (Provision 2 Base Year Only)**

- a. Applications are accepted at any time throughout the base year.
- b. Assistance in helping complete the application or for any questions, please contact Annalies Dewey, Food Services Manager, at 714-966-4165.
- c. Paper applications in English and Spanish (additional languages available upon request) are available in the school office or are available at the address below between 7:30 am and 4:30 pm Monday through Friday:

Orange County Department of Education  
 200 Kalmus Dr. P.O. Box 9050 Bldg. C  
 Costa Mesa, CA 92628-9050



**Community Eligibility Provision (CEP) Sites**

- a. School sites participating in CEP serve National School Lunch Program (NSLP) and School Breakfast Program (SBP) meals to all participating students at no charge. The following sites operate under the CEP program for the 18-19 SY (list subject to change):

<b>Division of Alternative Education</b>
Anaheim West
17 <sup>th</sup> Street Education Center
Harbor Learning Center (including Special Classes)
Youth Resource Center: North
Youth Resource Center: Central
Skyview Elementary

**Traditional Meal Counting and Claiming Sites**

- a. At school sites participating in the Traditional meal counting and claiming program, students may purchase (where applicable) lunch for \$2.75 per day and breakfast for \$1.75. For students who qualify for a reduced lunch, the price is \$0.40 per lunch and \$0.30 for breakfast. The following sites operate under the Traditional Meal Counting and Claiming program for the 18-19 SY (list subject to change):

<b>Division of Special Education Services</b>
Reilly/Newhart (June/July ONLY)

**How to Apply for Free and Reduced Price Meals**

- a. Applications are accepted at any time throughout the year. Applications must be submitted each year to be considered for free or reduced price meals. The previous year’s eligibility will be used for 30 days after the start of the school year. Students without applications on file after the 30 days will automatically qualify as a PAID student.
- b. Paper applications in English and Spanish (additional languages available upon request) are available in the school office or are available at at the address below between 7:30 am and 4:30 pm Monday through Friday:



Orange County Department of Education

200 Kalmus Dr. P.O. Box 9050 Bldg. C

Costa Mesa, CA 92628-9050

- c. It is important that all eligible children receive free or reduced price school meals. Assistance in helping complete the application or for any questions, please contact Annalies Dewey, Food Services Manager, at 714-966-4165.
- d. If a student does not have money to purchase their meal, the following steps will be taken:
  - i. No student will be denied a reimbursable meal, regardless of status. If a student forgets or does not have enough money for a meal or if the student has accrued a negative account balance, they will be given a regular reimbursable meal and that meal will be charged to their account. NO alternate meals will be given to any students who have the inability to pay; all students regardless of ability to pay will receive a regular reimbursable meal. There is no limit to the number of charges or dollar limit allowed before requiring payment of the debt.
  - ii. Students with negative balances or inability to pay must not be overtly identified by use of alternate meals, tokens or stamps; must not be required to work for their meal; must not be required to use a separate dining area, go through a separate serving line, enter the dining area through a separate entrance, or consume their meals at a different time; or any other method that could identify that child as having insufficient funds to pay for school meals.
  - iii. A student who has a negative account balance is prohibited from charging à la carte or "extra" items (e.g., a second milk or additional entrée), regardless of eligibility status.

#### Payments to Nutrition Services

- a. Efforts to collect debt or unpaid meal charges should not have a negative impact on the children involved, and should instead focus primarily on adults in the household responsible for providing funds for meal purchases. All communication regarding outstanding negative balances or eligibility status will be conducted privately and discreetly with families. The following steps will be taken to make parents aware of their child's meal account status:

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- i. Written notification will be sent home with the students who have accrued a negative balance on a bi-weekly basis and/or within 10 days of a student's negative balance accrual, and when a student meal account balance is "low" or  $\leq$ \$5.00.
- ii. Parents are encouraged to pre-pay their students accounts and/or pay negative balances by submitting a check payable to the Orange County Department of Education to the school office or mailed to the address below. Repayment plans can be arranged by contacting Annalies Dewey, Food Services Manager, at 714-966-4165.

Attn: Annalies Dewey, Food Services Manager

200 Kalmus Drive

PO Box 9050

Costa Mesa, Ca 92628

- iii. If a household is unable to pay for their child's meal, they are strongly encouraged to apply for free and/or reduced meals

### **Policy Communication**

- a. Families will receive a written copy of the Meal Charge Policy at the beginning of each school year via the enrollment packet or handout and when a new student transfers to the District. Meal Charge Policy will also be accessible on the OCDE website.
- b. School Administration will receive a written copy of the Meal Charge Policy at the beginning of each school year or as the policy is updated.
- c. The Food Service Manager will review the policy at the beginning of each school year with each Food Service Site. All new hires will receive policy training during their food services training.

*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, audiotope, 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](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA*

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*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](mailto:program.intake@usda.gov).*