

2018-19 Meal Charging Procedures

- Every Sweet Home School District student is eligible for a meal at school. A "Meal" meets the requirements of a reimbursable USDA meal. This reimbursable meal consists of at least (3) components from the (5) following food groups; Meat/Meat Alternate, Grain, Vegetable, Fruit and Fluid Milk. A student must take a minimum of (3) components from the (5) options, and one of the components must be at least 1/2 cup of fruit or vegetable. *Students who are without funds will be allowed to charge meals, unless the student's parent or guardian has provided written permission to withhold a meal from the student to reduce the amount of that student's debt.*
- The Sweet Home School District will not publicly identify a student who cannot pay for a meal because of a negative balance. We will provide a student their balance only if they inquire.
- Students will not be allowed to charge a la carte menu items. (This includes a carton of milk.)
- The Sweet Home School District may pursue payment through a collection agency service if payment is not received in a reasonable time frame.

NOTE: Adults who are not students (parents, volunteers, visitors, etc.) will not be allowed to charge meals. Adults are not allowed to accumulate a negative balance.

PROCEDURES FOR NOTIFYING PARENT OF ACCOUNT BALANCES

1. Balance Notification Methods:

- Parents/ Guardians/Students can inquire directly with the cafeteria staff about their account balances.
- Parents/Guardians/ Students can see their students' balance, create alerts and use the auto pay feature by signing up for a free MyMealtime account. Please visit: <https://www.mymealtime.com/>

2. Negative Balance Notification Methods:

Parents and guardians may choose to be notified about a student's negative balance and the need to bring payment for future meal service. There are several options for notification:

- A note to the parent or guardian can be sent home with the student.
- A phone call may be made from the Nutrition Services (NS) department. NS will make at least two attempts to contact the student's parent or guardian, suggesting payment options and recommending that the parent or guardian fill out a meal benefits application. This will help to determine if the student is eligible for free or reduced price meals.
- An automated phone call or email may be generated by the school district's "OneCallNow" system.

Donations:

The Sweet Home School District is committed to providing healthy meals to all students. No student will go without a balanced meal, regardless of their account balance. *Members of the community may contribute funds to help cover the negative balance of our students' meal accounts.* If you would like to donate funds, please contact the Sweet Home School District Business Office at 541-367-7113.

USDA and the Sweet Home School District are equal opportunity providers and employers.