



Pleasant Valley School District

Business Services Department – Food Services Department

600 Temple Ave. Camarillo, CA 93010

Phone: (805) 389-2100 Fax: (805) 987-5511

www.pleasantvalleysd.org

2020-2021 MEAL PAYMENT & COLLECTION PROCEDURES

1. PURPOSE/POLICY:

The purpose of this procedure is to establish consistent guidelines for cafeteria meals and the collection of debts. It is applicable to all schools within Pleasant Valley School District and University Preparation Charter School. It is the responsibility of the parent/guardian to ensure their student has sufficient funds on their cafeteria account to cover all school meals and to keep abreast of their child's account. Cafeteria accounts are not meant to accrue a negative balance; they are meant for adding money onto the student account to enable students to purchase school meals. Unpaid charges place a financial strain on the Food Services Department and the School District.

2. SCOPE OF RESPONSIBILITY:

Food Services Department: Responsible for maintaining charge records and notifying the parents/guardians and district personnel with written documentation of outstanding balances.

School Sites: Responsible for working with Food Services to obtain free/reduced-price meals applications for students exhibiting financial hardships.

The School District: Responsible for supporting the Food Services Department in collection of debt and reconciliation of accounts.

The Parent/Guardian: Responsible for immediate payment and submitting a free/reduced-price meal application to the Food Services department.

3. FREE/REDUCED-PRICE MEAL APPLICATION:

Direct Certification: At the beginning of every school year and each subsequent month, the Food Services Department conducts a process that automatically qualifies families for free/reduced-price meals. A notice is mailed before the first day of school. If you receive the letter stating that your child qualifies for free or reduced-price meals, **you do not need to complete an application**. Please review the letter to ensure all students in your household are included in the letter. If there is a discrepancy, please contact the Food Services Department at nshirley@pleasantvalleysd.org or 805-389-2100 x1200.

Meal Application: Please make sure all family members in the household are included on the application. Benefits are calculated based on family size and income. **Please complete only one application per household**. Once the application is received by the Food Services department, 10 days are allowed for processing the application. An electronic or paper notification is sent informing the household if meal benefits are awarded. A denial of benefits is in letterform and includes the income information and family size reported on the application. If the reported information is incorrect, please contact the Food Services Department at nshirley@pleasantvalleysd.org or 805-389-2100 x1200.

If a student qualified for Free/Reduced benefits the previous year, the family has 30 school days to submit a 20/21 application before paying full-price for meals. Families are responsible for payment of full-price meals if they do not have a new application on file. In addition, families are responsible for payment of full-price meals for new or transferring students until the application is received and processed.

To fill out an application, please go to the Food Services website below:

- 1) To apply online: <http://univprep.vcoe.org/fsonline>
- 2) To download a paper application
- 3) Paper applications are available at the school or district offices.

4. STUDENT CAFETERIA ACCOUNTS:

All students in grades K-5 are issued a lunch card with their name, teacher, and identification barcode. Students in middle school use their student ID cards with an identification barcode. **There is no overt identification of a student's eligibility in the cafeteria point-of-sale. All students are treated equally.** Depending on the school site, the lunch cards are either housed in the student's classroom or held in a card rack in the cafeteria. These cards allow the student to purchase meals. It is not the intention of UPCS to allow students to charge meals without parental consent. There are situations when a student requires a cafeteria meal: lunch forgotten at home; lunch from home has been dropped, trampled, or taken by birds, etc. **If a parent does not want their student to purchase any meals from the cafeteria, please contact Nance Shirley (nshirley@pleasantvalleysd.org) so a spending restriction can be placed on the account.** We do not want unauthorized purchases to occur against a parent/guardian's wishes.

There are some school sites that utilize student workers/helpers. Their meals are logged in at the end of service. These meals are reimbursed based on the student's eligibility status. Student helpers are not charged for their meals.

5. MEALS/MEAL ACCOMODATIONS:

UPCS uses "Offer vs. Serve", which requires a student to take a set amount of meal components. At breakfast, four components are offered and students must take three items. At lunch, five components are offered and three must be taken. All meals must meet government-prescribed reimbursable standards: minimum ½ cup fruit/vegetable, one grain serving, and one meat/meat alternative serving. If a student is observed to not have all the necessary components to make the meal compliant before they leave the line, they are asked to take the additional servings to complete the meal.

If a parent or guardian requests a meal accommodation, every effort will be made to fulfill the request. Medical statements must be completed and signed by a physician.

6. METHOD OF PAYMENT:

Money may be added to a student's account at any time throughout the school year. Parents are encouraged to pay in advance for student meals. Online payments may be made through ParentConnect at <https://univprep.vcoe.org/parentconnect/>. There is a service fee per transaction for online payments, but PVSD offers bonus meals to all online payments in net increments of \$35 (10 pre-paid meals). Additionally, payment may be made by check (payable to PVSD) or cash at the school site or the District Office. The use of cash is strongly discouraged. **No money is collected in the serving line – payments may be made in the classroom or school office. We are not able to make change.**

7. CHARGE PROCEDURES:

If a student forgets a home snack/lunch or does not have enough money for a school meal, the student will be provided a reimbursable meal and it will be charged to the student account based on the student's eligibility status. Parents/Guardians are responsible for the payment of these charges

Collection Procedures:

In order to keep parents/guardians up to date on the status of a child's account, the District Office sends home electronic notices to all students who owe \$1 or more every Monday and Thursday. Automated phone calls are sent daily to households that owe \$17.50 or more. Households are given 10 business days to bring the cafeteria account current. **All cafeteria debits must be paid in full by the end of each school year.**

Positive cafeteria balances will follow the student throughout their time at UPCS.

All students exiting the school district mid-year or end-of-year must pay all charges prior to leaving the school district. The school site office staff or district staff will provide the negative balance information to the families.

If a student who is exiting UPCS and has a positive balance, the household has the option to request a refund, transfer funds to a sibling within UPCS, or donate the funds to the cafeteria delinquent fund.

Faculty and staff may charge up to \$5.00 for a meal and/or beverage. Employees must pay their balance before making additional charges. This is to allow for unforeseen circumstances. All adults must pay their balance by the end of each school year. If a balance is not paid, employees will receive a notice stating that the unpaid balance will be deducted from their June paycheck. This process is to alleviate financial burden on the district because unpaid balances are paid by the General Fund, which directly affects the classrooms.

The District's efforts to collect debt shall be consistent with district policies and procedures, California Department of Education (CDE) guidance, and 2 CFR 200.426. The district shall not spend more than the actual debt owed in efforts to recover unpaid meal charges. The District shall maintain records of the efforts made to collect unpaid meal charges and, if applicable, financial documentation showing when the unpaid meal balance has become an operating loss.

For more information regarding unpaid/uncollected negative balances, please go to the California Department of Education (CDE) Nutrition Services Division Management Bulletin SNP-03-2017 Unpaid Meal Charges and Excess Account Balances at <http://www.cde.ca.gov/ls/nu/sn/mbsnp032017.asp>. You can also contact the PVSD Food Services at 805-389-2100 x1200 or nshirley@pleasantvalleysd.org or visit the PVSD website at <https://www.pleasantvalleysd.org/domain/3068>.

8. REPORTS AND INTERNAL CONTROLS:

Sales and meal count reports are generated daily. At the end of each day, the number of meals recorded is matched to the daily production record for accuracy. All monies received are counted and reconciled. The Daily Summary Report and money received are sent to the District Office in a sealed deposit bag for verification and final deposit. The Monthly Summary Reports are compared to the Daily Summary Reports and monthly claims are processed. All deposits and online payments are reconciled by Business Office personnel. The District Supervisor will complete Site Monitoring as required. The Ventura County Environmental Health Division will conduct two annual inspections. The District Supervisor will conduct monthly meetings with cafeteria staff to review Food Safety, County Health Code, Hazard Analysis and Critical Control Points, Offer vs. Serve, Production Records, Personal Hygiene, Health and Safety, and Civil Rights. Professional Standard hours are logged annually. All cafeteria staff are ServSafe certified (Food Service Worker) and Food Handler certified (Food Service Assistant).

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 External link opens in new window or tab., 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.

UPCS is an equal opportunity provider.