

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 service and accounts
- To establish consistent meal counting, meal charging and meal collection procedures throughout the district.
- To establish standards and responsibilities for all staff designated to oversee and implement the National School Lunch Program (NSLP) and School Breakfast Program (SBP) at school sites.

Procedures:

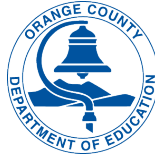
- a. The names and eligibility of children shall not be published, posted, or announced in any manner, or used for any other purpose other than the National School Lunch Program.
- b. When more than one lunch or breakfast or type of milk is offered, all students shall have the same choice of meals or milk, regardless of eligibility status.
- c. Students' eligibility status must not be overtly identified by use of alternate meals, tokens or stamps; students 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 being free, reduced or paid status.
- d. 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 (new and/or existing students)
- e. All food must be eaten on site and extra food cannot be given away/donated to students or adults
- f. Adult/Visitor meals are not allowed

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

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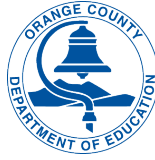
- a. School sites participating in Provision 2 serve National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) meals to all participating students at no charge. The following sites operate under the Provision 2 program for the 18-19 SY (list subject to change):

Division of Alternative Education	Division of Special Education Services
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
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 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 714-966-4166.
- 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:

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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):

Division of Alternative Education
Anaheim West
17 th 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):

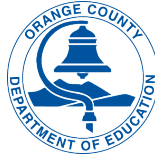
Division of Special Education Services
Reilly/Newhart (June/July ONLY)

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

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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 the address below between 7:30 am and 4:30 pm Monday through Friday:

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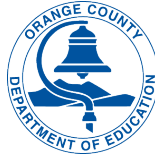
Costa Mesa, CA 92628-9050

- 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

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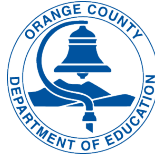
- a. Efforts to collect debt or unpaid meal charges should not have a negative impact on the children involved, and should instead focus primarily on adults in the household responsible for providing funds for meal purchases. All communication regarding outstanding negative balances or eligibility status 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:
- 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
 - iv. Unpaid meal charges are prohibited from being carried over to the next school year (CDE MB SNP 06-2015)

Meal Counting & Service Procedures

- a. Each site shall follow their individualized collection procedures. In general, meal service at all sites is as follows: students proceed through a line in the classroom to make their food selections. The foodservice designee is located at the end of the line to monitor student's food selections and check students off on a weekly roster. The foodservice designee will check to be sure the requisite type and number of food items or menu components have been selected. If the type and minimum number of food items have not been selected the designee will encourage the student to select an additional item or component. The designee will not check the student off on the roster (i.e. count the meal as reimbursable) if a student fails to select the minimum required number of food items. The designee uses the student roster to input and record the meals served in Nutrikids (POS system). Nutrikids will not allow

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more than one breakfast or lunch to be claimed per student, per day. Second meals cannot be claimed. Dropped meals are replaced, but are not claimed for reimbursement. Edit checks are completed by an OCDE Project Accountant and reviewed by the Foodservice Manager.

- b. The following collection procedure will be used: Daily Meal Count Sheet Using Student Roster. Student roster will be used to track meal counts for reimbursement.
- c. Student rosters should be printed weekly from Nutrikids by the designated Site Contact. Rosters should only have students' names and should not include student ID #, eligibility status or eligibility codes
- d. Field Trips- reimbursable sack meals containing all required components are available upon advance request (>48 hour notice). **Daily Meal Count Sheet Using Student Roster procedures must be followed on field trips/outings.**
- e. Meal Counts from the **Student Roster** must be input into Nutrikids by the 14th of the following month. Example: December meal counts are due on January 14th. In case of power outage or emergency where the site contact is unable to input meals into Nutrikids, the Daily Meal Count Sheet Using Student Roster will be sent to the foodservice manager for meal claim entry.
- f. The hardcopy Daily Meal Count Sheet will be filed by month in the Foodservice binder and kept for 3 years.
- g. Edit checks of daily meal counts will be completed by the project accountant each month.

Breakfast Offer Vs. Serve Service Procedure

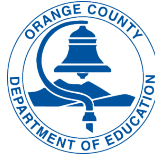
- I. Menu must be followed every day
- II. Breakfast Items on Menu Daily:
 - 1. Entrée (example: Blueberry Muffin or Cereal + Graham Crackers)
 - 2. Juice
 - 3. Fruit
 - 4. Milk- must offer two types

Reimbursable Breakfast = Entrée + >2 items

****Students MUST take the minimum reimbursable meal components or the meal is not counted for reimbursement****

- III. Breakfast components are set out on table/cart and students form a single line and proceed past the tables to pick up their choices.
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Last Updated: 2/21/19



- i. Pre-Plated Meals- situations where students are unable due to physical and/or mental limitations to select the foods offered, pre-plated meals will be prepared. The pre-plated meals must include at least the daily minimum quantities required (i.e. Breakfast= entrée + ≥2 items and Lunch= entrée + ≥3 items).
- IV. Designated staff observes as the student's make their choices, staff confirms the student has selected atleast the minimum components of a reimbursable meal, and a check mark is made for a meal served by the student's name on the daily Meal Count Sheet/Student Roster. **Students are checked off on the Student Roster at the same time they take the required meal components- memory or student attendance is not used to determine meal counts!**
- V. Second meals must be paid at FULL PRICE and may not be claimed as a reimbursable meal.
- VI. If a student drops a meal, the portion of the meal that was dropped may be replaced at no charge to the student.

Lunch Offer Vs. Serve Service Procedure

- I. Menu must be followed every day
- II. Lunch Items on Menu Daily:
 - 1. Entrée (example: Spaghetti & Meatballs w/ Breadstick***must take side bread/chips item**)
 - 2. Vegetable (example: Fresh Zuchinni Slices)
 - 3. Juice
 - 4. Fruit
 - 5. Milk- offer two types
 - 6. Condiments on menu (example: ranch dressing for zucchini slices)

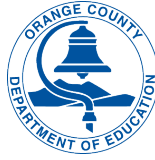
Reimbursable Lunch = Entrée + ≥3 items

****Students MUST take the minimum reimbursable meal components or the meal is not counted for reimbursement****

- III. Lunch components are set out on table/cart and students form a single line and proceed past the tables to pick up their choices.

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- IV. Designated staff observes as the student's make their choices, staff confirms the student has selected atleast the minimum components of a reimbursable meal, and a check mark is made for a meal served by the student's name on the daily Meal Count Sheet/Student Roster.
Students are checked off on the Student Roster at the same time they take the required meal components- memory or student attendance is not used to determine meal counts!
- V. Second meals must be paid at FULL PRICE and may not be claimed as a reimbursable meal.
- VI. If a student drops a meal, the portion of the meal that was dropped may be replaced at no charge to the student.

Policy Communication

- a. Meal Charge Policy will be accessible on the OCDE website at <http://ocde.us/PublicNotices/Pages/default.aspx>
- 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. A copy of the Meal Charge Policy will available at each food service site.
- d. Site monitoring is completed by the Food Service Manager by February 1.
- e. To ensure all sites are in compliance, ongoing staff training is conducted.

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, 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.

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