

Richfield Food and Nutrition Services
Standard Operating Procedures

MEAL CHARGE DEBITING PROCEDURE

Richfield Public Schools believes that healthy school meals enable all students to achieve at their highest level, and we are committed to offering a variety of nutritional offerings to meet the individual needs of our students. We strongly encourage all families to fill out either an online application or a paper application each school year to see if they qualify for educational meal benefits, and we send out a notification and instruction postcard to each household during the second week of August annually. Each household is financially responsible for all meals consumed for their students either before the approval of an application, after the denial of benefits for income over the USDA guidelines or the election to not fill out an application. We will use every possible outreach strategy to inform all families about the need to provide money for student meals; however, in the event that no response is taken by the household the following procedures will occur.

Elementary Students:

1. Printed statements will go home in the backpacks on Friday of each week for all students with a balance of less than \$10 in their current lunch account.
2. Automated calls and emails will be generated 2 times a week to the information provided to the district by the legal guardian of the student when the student meal account has a balance of \$5.00 or less.
3. No K-5 students will be denied a meal; however, when the student owes more than \$25.00, they will receive an **alternate meal choice** (a reimbursable full meal that will be available to all students regardless of account status) until payment is received or the legal guardian contacts the Nutrition Services Department at (612) 798-6072 or (612) 798-6071. Nutrition Services will work with the Outreach Team for non-English speaking households.
4. When a student owes \$50 or more, building leadership/social work will contact parents to discuss the situation and advise of additional resources.

Secondary Students:

1. Students can check their balances daily or deposit money at the Netcash Machines at both the HS and MS. Parents are also encouraged to sign up for a ParentVue user ID and password to monitor all their student accounts.
2. Automated calls and emails will be generated 2 times a week to the information provided to the district by the legal guardian of the student when the student meal account has a balance of \$5.00 or less.
3. No 6-12 students will be denied a meal; however, when the student owes more than \$15.00 they will receive an **alternate meal choice** (a reimbursable full meal that will be available to all students regardless of account status) until payment is received or the legal guardian contacts the Nutrition Services Department at (612) 798-6072 or (612) 798-6071 to discuss the situation. Nutrition Services will work with the Outreach Team for non-English speaking households.
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When a student owes \$50.00 or more, building leadership/social work will contact parents to discuss the situation and advise of additional resources..

Alternate meal choice will be defined as a complete reimbursable meal including a cold entrée, a vegetable, fruit and milk. The cost of this meal will be the responsibility of the household.

If all verbal and written communication attempts to the household do not result in a payment and the student meal account owes more than \$50.00, the student may also incur limited access to other school enrichment activities such as dances, special field trips, or special events as determined by the school administrator until any communication from the household is received and a plan is established for the payment on the account. Students will not be restricted from curriculum based programs or activities.