

# CHARGING POLICY

Accessing School Meals and normal charging policies (Paid meals)  
Scappoose School District serves meals through the United States Department of Agriculture (USDA) the National School Lunch (NSLP) and School Breakfast Programs (SBP), and the State of Oregon. Meal composition is based upon the Dietary Guidelines for Americans and the My Plate recommendations ([choosemyplate.gov](http://choosemyplate.gov)).

School administrators manage school day schedules and identify serving times of breakfast and lunch. Any student that requests a meal shall receive said meal according to Oregon law. Households may be eligible to receive meals at no cost by applying for benefits through the Free and Reduced-priced meal program. More information about the Free and Reduced-Priced meal program may be found at [www.scappoosek12.org](http://www.scappoosek12.org) under nutrition services.

## **Charging and Access to Meals**

Current Oregon laws specify that when a student requests a meal during meal service, they shall receive a meal regardless of the ability to pay for meals. For clarification purposes, the cost or balances of received meals are the responsibility of the parent or guardian.

- Charging limits - Due to provisions in current laws, the district is unable to establish a charging limit for all accounts. Charging limits can be set by parents or guardians only. Charging limits can be submitted, in writing, to the school or by contacting the Nutrition Services Office.
  - NOTE: The Nutrition Services Division does not provide meal alternatives to students that have a charging limit imposed by the parent or guardian.

## **Account Management and Collection of Delinquent Debt**

The district allows for the prepayment of meals directly at the school or online using the service [www.mymealtime.com](http://www.mymealtime.com).

- Payments at school – High School Cafeteria staff or the school office (*Elementary & Middle Schools*) are able to receive cash or check payments for student meal accounts. Meal prices are posted on the district website and on the online menu.
- [www.mymealtime.com](http://www.mymealtime.com) – The online account management service enables management of student accounts online. Features include transaction

history, online payments, auto-payments, payment reminders, low balance warnings and more. Payments are not required to use this tool, MyMealtime.com does charge a fee for online payments.

- Handling of Delinquent Debt – When payment is overdue or when funds are not present to cover the cost of a meal that has been served, the monetary credit extended is considered delinquent debt. Scappoose School District will pursue efforts to collect unpaid meal charges or delinquent debts.
  - Negative Balance Notifications – Mondays & Thursdays of each week the district initiates an automated email to households notifying of negative balances owed in the cafeteria.
  - When an account breaches -\$40.00, additional efforts are made in the form of an email and/or a personal telephone call. We will mail notices including information about applications for free meal benefits upon request.