

MESA COUNTY VALLEY SD 51 CAFETERIA CHARGE STANDARD PROCEDURES

Purpose

The District is committed to ensuring that all students receive the nutrition they need to engage in active learning during the school day. In accordance with applicable guidance from the United States Department of Agriculture (USDA), this procedure is intended to serve the purposes of meeting student needs and maintaining the fiscal integrity of the District's school food service account.

Student Cafeteria Accounts

Student cafeteria accounts shall be established by the School Food Authority (SFA). Funds may be added to the account with either check or cash payments at the school or through the District's online payment system (www.mypaymentsplus.com). Parents may call the Nutrition Services Office at 970-254-5181 to make a payment over the phone. Students may also pay for purchases and/or add funds to accounts on the day of service.

All students can receive one free breakfast and one free lunch every school day. Students will need funds on their account for ala carte or "extra" items, such as milk, additional entrées or if they request a second meal. Milk without a meal is not free.

Students with unused credit in their accounts at the point of disenrollment or graduation may request a refund of the credit.

NOTE: All adult meals, including employees of D51, are required to be pre-paid or paid in full at the time of purchase.

Notification of Low or Insufficient Funds

Notification of a negative balance on a student cafeteria account will be provided privately to the parent(s) via email, letters and automated phone call reminders.

Cafeteria debt that was incurred prior to implementation of Healthy School Meals for All (anything prior to the 2023-24 school year) will continue to be collected.

Collection of Meal Charge Debt

Delinquent Debt: As defined by the USDA, delinquent debt includes overdue balances with active, reasonable efforts being made to collect the outstanding amount due. Mesa County Valley SD 51 considers student meal accounts with a negative balance to be in delinquent status.

- **Uncollectable and Bad Debt:** Delinquent debts that have been determined to be uncollectible will be reclassified as "bad debt". Graduating senior accounts are classified as bad debt as of the last day of May following graduation. Mesa County Valley SD 51 also classifies student accounts as "bad debt" when collection efforts have been unsuccessful for twelve (12) months after a student has left the District. Repayment of "bad debt" is an unallowable expense for the NSFS; therefore, payment for this bad debt balance will come from other sources such as: The District's general fund, Special funding from state or local governments, or donations.

Donations: Regardless of their source, monies received through D51 Nutrition Services as donations to pay off negative meal balances will be deposited into a District account set up specifically for meal account donations. Donations will be distributed annually at the end of the fiscal year (June 30) and applied to all accounts identified as bad debt. Any excess donated funds not used on bad debt in the current year, will be carried over to the next fiscal year.

Refunds: Families may request a refund of the student(s) meal account(s) at any time by contacting the school cafeteria or the Nutrition Services Office at 970-254-5181.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or 3210 E. Colfax Ave. Denver, CO 80203 Phone 303-866-2334
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

This institution is an equal opportunity provider.