

Food and Nutrition Procedures

Monroe County School District

Subject: Students without lunch money

Purpose

School food service programs are designed and federally funded to operate on a self-supporting cash basis and intended to provide nutritious meals to students. It is recognized, however, that students may periodically forget or lose lunch money.

This procedure is to outline how to handle students without funds. All matters related to students without lunch money are to be handled discretely to respect the privacy of the student. Once a meal is served to a student, it is not to be taken away.

Procedure

All students will be allowed to charge breakfast and/or lunch reimbursable meals, with the exception of a la carte items, when they forget/lose lunch money. The repayment for the meal will be the responsibility of the parent/guardian. Students approved for free meals cannot be denied a meal, even if they have a negative balance on other accounts. Food Service will provide a weekly negative balance report by student to the school principal/designee listing outstanding balances of all student meal charges for their school. Food Service managers will provide school administration sealed negative balance letters weekly for student distribution which will include the policy reminder, information on where/how to fill out free/reduced meal application, Free/Reduced Specialist phone number and email, and other methods to pay the debt. School administration will send Robo-calls to advise the parent/guardian that their student has a negative lunch balance with repayment being the parent/guardian responsibility and that payment is due. Food Service will provide monthly charge totals to Principals. Delinquent accounts will be addressed with parent/guardian and not with the student in order to prevent overt identification of student's eligibility for free, reduced priced, or paid meals.

Parent/guardian will be encouraged to use the meal pre-payment system, MyPaymentsPlus at

<https://www2.mypaymentsplus.com/welcome>. School administration will be responsible for the collection of all outstanding student meal charges on a yearly basis. Any and all unpaid student meal charges will be reimbursed by the school's general fund to the non-profit school food service account at the end of each fiscal year in which the student meal charges occur to make the food service program whole. Food service managers will then apply funds to the delinquent accounts.

Donations to assist families with student unpaid meal charges may be made at your school's office.

When a student has charged meals more than five days or repeatedly has no lunch money, it indicates the need for principal/designee intervention in contacting the family to determine why the student is coming to school without a packed meal or consistently does not have the money to purchase a meal. The family may be provided a meal benefit application or receive help from Neilany Garcia, Neilany.Garcia@KeysSchools.com, 305-293-1400 X 53356 in filling out an online meal benefit application at <https://frapps.horizonsolana.com/MONC02>. Weekly phone calls by food service will be made to remind parent/guardian of delinquent account, their responsibility for repayment, how to apply for free/reduced meals, and/or provide a repayment plan. Families are advised they may fill out an application at any time during the school year, especially if there is a decline in income or an increase in household size.

Unpaid meal charge procedures will be communicated to families yearly in the back to school packet, as part of the negative balance letter sent home, and to new/transfer students in the welcome packet. It will also be available on the food service website. All food service staff will receive a copy of the procedure and training yearly or as needed. Administration will receive a yearly email with a copy of this policy.

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Food and Nutrition Procedures

Monroe County School District

Asunto: Estudiantes sin dinero para el almuerzo

Propósito

Los programas de servicio de alimentos escolares están diseñados y financiados por el gobierno federal para operar con dinero en efectivo y con la intención de proporcionar comidas nutritivas a los estudiantes. Sin embargo, se reconoce que los estudiantes pueden olvidar o perder dinero del almuerzo periódicamente.

Este procedimiento es para delinear cómo manejar a los estudiantes sin fondos. Todos los asuntos relacionados con los estudiantes sin dinero para el almuerzo deben manejarse discretamente para respetar la privacidad del estudiante. Una vez que se sirve una comida a un alumno, no se les quitara.

Procedimiento

Todos los estudiantes podrán cargar comidas reembolsables de desayuno y/o almuerzo, con la excepción de artículos a la carta, cuando olvidan o perdido su dinero del almuerzo. El reembolso de la comida será responsabilidad del padre o guardián. A los estudiantes aprobados para comidas gratuitas no se les puede negar una comida, incluso si tienen un saldo negativo en otras cuentas. El Servicio de Alimentos proporcionará un informe semanal de saldo negativo por parte del estudiante al director o designado de la escuela que enumera los saldos pendientes de todos los cargos por comida de los estudiantes de su escuela. Los gerentes de Servicios de Alimentos proporcionarán a la administración escolar semanalmente las cartas selladas de saldo negativo para la distribución de/los alumnos, que incluirán el recordatorio de la póliza, información sobre dónde y cómo completar la solicitud de comidas gratis y reducidas, número de teléfono de especialista gratuito y reducido y otros métodos para pagar la deuda. La administración escolar enviará llamadas de Robo para avisar al padre o guardián que su hijo/a tiene un saldo negativo en el almuerzo, siendo la responsabilidad del padre o guardián y que el pago se debe. El Servicio de Alimentos proporcionará totales de cargos mensuales a los Directores. Las cuentas morosas se abordarán con el padre o guardián y no con el estudiante a fin de evitar la identificación abierta de la elegibilidad del estudiante para comidas gratuitas, a precio reducido o pagas. Se alentará al padre o guardián a usar el sistema de prepago de comidas, MyPaymentsPlus en <https://www2.mypaymentsplus.com/welcome>. La administración escolar será responsable de la recaudación anual de todos los cargos sobresalientes por comidas estudiantiles. El fondo general de la escuela reembolsará todos y cada uno de los gastos no pagados de comidas estudiantiles a la cuenta de servicio de alimentos escolares sin fines de lucro al final de cada año fiscal en el que se cobren las comidas de los estudiantes para completar el programa de servicio de alimentos. Los gerentes de servicios de alimentos aplicarán fondos a las cuentas morosas.

Las donaciones para ayudar a las familias con los gastos de comidas impagas de los estudiantes se pueden hacer en la oficina de la escuela.

Cuando un estudiante ha cobrado comidas durante más de cinco días o repetidamente no tiene dinero para el almuerzo, indica la necesidad de intervención del director o designado para contactar a la familia para determinar por qué el estudiante viene a la escuela sin una comida empaquetada o consistentemente no tiene el dinero para comprar una comida. La familia puede recibir una solicitud de beneficios de comidas o recibir ayuda de Neilany Garcia, Neilany.Garcia@KeysSchools.com, 305-293-1400 X 53356 al completar una solicitud de beneficios de comidas en línea en <https://frapps.horizonolana.com/MONC02>. Se realizarán llamadas telefónicas semanales por servicio de alimentos para recordarles a los padres / tutores sobre la cuenta morosa, su responsabilidad de pago, cómo solicitar comidas gratuitas / reducidas y / o proporcionar un plan de pago. Se les aconseja a las familias que llenen una solicitud en cualquier momento durante el año escolar, especialmente si hay una disminución en los ingresos o un aumento en el tamaño de la familia.

Los procedimientos de pago de comida no pagados se comunicarán a las familias anualmente en el paquete de regreso a la escuela, como parte de la carta de saldo negativo enviada a casa, y a los nuevos o transferencia de estudiantes en el paquete de bienvenida. También estará disponible en el sitio web de servicio de alimentos. Todo el personal del servicio de alimentos recibirá una copia del procedimiento y capacitación anual o según sea necesario. La administración recibirá un correo electrónico anual con una copia de esta póliza.

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