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Coordinator of Food Services

**Acton-Agua Dulce Unified School District
Meal Charge Policy and Procedures**

32248 Crown Valley Rd.
Acton, CA 93510

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LUNCH LINE PROCEDURES

POS (Point of Sale) System

The Acton-Agua Dulce Unified School District currently uses "NutriKids" software as our POS (point of sale) system. Each school site has a POS computer/terminal. Information for each student is limited to each school site. Point of service meal counts are taken at the register, located at the last point in the meal service line. Cashiers enter the reimbursable meal or the a la carte items selected by students into the touch screen register. All cashiers are trained to recognize a reimbursable meal. Customers utilize their student ID numbers as either a debit (cash on account) or for free and reduced priced meals. Students have no way of knowing whether another student's transaction is for a free, reduced priced or prepaid meal. In the event of electrical outage, or if the computer becomes inoperative, a la carte items or reimbursable meals will be recorded manually by writing the student's name and/or ID number on paper. The sales will be entered in the system later and lists will be kept as backup.

Offer vs. Serve

Food Service provides a food-based menu in an "Offer vs. Serve" format. The cashier ensures that students have selected the appropriate number of food components to qualify as a reimbursable meal. At the point of sale terminal the student may enter their ID number on a pin pad and the cashier enters the items selected by the student into the register. If a student has chosen at least three of the five lunch items offered or three of the four offerings at breakfast and at least one of the food items is a 1/2 cup serving of fruit and/or vegetable, the screen will display a coded meal status and indicate if there is money due.

Meal Components

Cashiers will ensure that a student has selected at least three of the following food components for a reimbursable lunch:

- Meat/Meat Alternate: 2 ounce equivalent
- Grain: 1 - 2 ounce equivalent
- Fruit: 1 or more ½ cup servings
- Vegetable: 1 or more ½ cup servings
- Milk: 8 ounces (Choice of 1%, fat free or fat free flavored)

Note: At least one 1/2 cup serving of fruit or vegetable must be selected.

Students must take at least 3 of the 4 or more required offerings for a reimbursable breakfast:

- Grain: 1 – 2 ounce equivalent
- Fruit/Vegetable: 1 or more ½ cup servings
- Milk: 8 ounces (Choice of 1% or fat free)

Note: At least one 1/2 cup serving of fruit or vegetable must be selected.

For field trips, students receive a sack lunch containing all the required components of a reimbursable meal. Sack lunches are picked up by staff in the cafeteria the morning of the field trip and staff, with a student roster will deliver meals to the bus loading area.

Children with Disabilities or Special Dietary Needs

The Food Service Department will make every effort to accommodate children with disabilities or special meal requests. In order to do so, the parents/guardians must complete the “Medical Statement to Request Special Meals and/or Accommodations” form. This form must be signed by a licensed physician, physician assistant, or a nurse practitioner. It must include foods to be omitted and full details of suggested substitutions. A signed note from a parent/guardian is not sufficient.

The Acton-Agua Dulce Unified School District is not required to provide food alternatives that do not constitute a disability, including those related to religious or moral convictions or personal preference, such as vegetarian.

LOCAL MEAL CHARGE POLICY

Lunch applications

Lunch account status is carried over from one school year to the next for the first thirty (30) days of the new school year only. A new lunch application must be completed and submitted within the first thirty (30) days of school. District staff will try to match incoming siblings, such as new Kindergarten, TK or Pre-K students, so they receive the same lunch account status for the first thirty (30) days of school. Please advise school secretaries when enrolling your students of existing siblings within the school district. Families not submitting a new lunch application are in jeopardy of losing free lunch privilege for their students. We have ten (10) days to review and approve all lunch applications received.

Free or reduced price meal applications may be completed online by parents/guardians at aadusd.k12.ca.us/NutriCloud or at any of the school sites and the Food Service office, located at 32248 Crown Valley Rd, Acton, CA 93510. Paper

applications are also available at the district sites, as well as the district office. Under the provisions of the free and reduced priced meal policy the Food Services Department will review applications and determine eligibility. Lunch applications can be submitted at any time during the school year. Parents/guardians dissatisfied with the outcome may discuss the decision with the Coordinator of Food Services on an informal basis. If they wish to formally appeal the decision, they may contact either orally or in writing the following district official:

Ms. Lynn David
Assistant Superintendent
32248 Crown Valley Rd.
Acton, California 93510
(661) 269-0750

If financial circumstances change in a household, such as a job loss or long-term illness, we encourage households to submit a lunch application in consideration of free or reduced-price lunches. Again, once a child is approved for free or reduced-price lunches, their eligibility status remains in effect for the duration of the school year. The information provided by the household is confidential and will be used only for the purpose of determining eligibility and verifying data.

Direct Certification

We utilize “direct certification” matching with the State to identify students qualifying for free lunch status. Families do not have to submit a lunch application if they have been approved via “direct certification”. You should receive a letter from the school secretary advising of this benefit. Direct certification reports are generally run once a month to identify students who have been approved for free lunch status. Direct certification codes have changed and are as follows:

- S – SNAP - The student is directly certified for free meals because the student is receiving Supplemental Nutrition Assistance Program (SNAP) benefits (also known as **CalFresh**).
- M – Free MediCal – The student is directly certified for free meals because the student has met the income eligibility criteria through the MediCal program.
- R – Reduced MediCal – The student is directly certified for reduced-price meals because the student has met the income eligibility criteria through the MediCal program.
- T – TANF – The student is directly certified for free meals through TANF, the Temporary Assistance for Needy Families program (**CalWorks**).
- N – Not Certified – The student is not directly certified for free meals.

Lunch account status will not change and is in effect for the entire school year. It may change however if a lunch application is selected for verification and proof of verification is not received. If your lunch application is selected for verification you must submit proof as soon as possible. Any student who has been “direct certified” is not subject to verification.

All negative lunch account balances are still owed if a student lunch account status changes due to a late submission of a lunch application. Approval of a late lunch application will not clear old negative lunch account balances due. Kindly submit a lunch application in a timely manner to avoid any accrued lunch account charges.

Meal Prices

Reduced price lunches are \$.40 and reduced price breakfasts are offered at no charge to encourage participation in the National School Lunch and School Breakfast Programs. Students in reduced or paid meal status may prepay for meals at any time during the school day. The District encourages parents/guardians to prepay for student meals online at www.myschoolbucks.com.

The following prices are in effect for AADUSD:

	<u>Lunch</u>	<u>Breakfast</u>
Student - Full Price	\$2.75	\$1.50
Student - Reduced	\$.40	No Charge
Student - Free	No Charge	No Charge
Adult Price	\$3.50	\$2.50

UNPAID MEAL CHARGE POLICY

Students participating in the meal program may use **myschoolbucks.com** to manage their meal account online. Payment reminders are sent to the parent/guardian when the student’s account reaches a predetermined low-balance.

If a Student does not have enough money on-hand or on account, they may charge up to the equivalent of 5 lunches (\$13.75). Throughout the school year, Food Services Staff monitor negative balances and contact parents/guardians by telephone and/or mail in an effort to collect payment. A student who has a negative lunch account balance will not be denied a meal when they are paying for their lunch on the day they choose a cafeteria lunch. Students on free or reduce-priced lunch status will never be denied a meal, however, they will be prohibited from charging for ala carte or “extra” purchases such as an extra milk. We are not required to provide an alternate meal but an alternate meal will be provided to students with unpaid meal charges over -\$30.00. Those meals will be charged at the same lunch rates. An alternate meal will generally be a peanut butter sandwich, fruit, vegetable and milk.

If you do not want your student to obtain a cafeteria lunch, please contact:

Paulette Buechner
Coordinator of Food Services
32248 Crown Valley Rd.
Acton, California 93510
661-269-5999

Your student will be flagged on our Point of Sale system indicating that you do not wish your student to have a cafeteria lunch. Understand that sometimes your student may decide to take a cafeteria meal for various reasons and will be charged accordingly.

NON-DISCRIMINATION STATEMENT

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> 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; (3) email: program.intake@usda.gov

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