



# Nutrition Services

1469 Ferry Street | Anderson, CA 96007 | phone 530.378.0568 | fax 530.378.0834  
www.auhsd.net/nutritionservices

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## AUHSD Unpaid Meal Charges Policy

It is the goal of the Nutrition Services Department at AUHSD to ensure that all children in our district have the opportunity to enjoy nutritious meals while attending our schools.

Before the beginning of each school year, all parents will receive, and are responsible for, completing an application for the National School Lunch Program if they believe they might be eligible. Unless an application for the National School Lunch Program is received by Food Services, students will be expected to pay for their meals under the full-price plan. Parents must submit these applications as quickly as possible so that eligibility status can be activated promptly.

If a parent has not submitted an application and their child is without the funds necessary to purchase food in the cafeteria, the cafeteria manager will allow the students to obtain three (3) meals without payment. The cafeteria manager will, however, enter the cost of these “grace period” meals into the student’s accounts as charged meals and as a debt owed to the school cafeteria.

The National School Lunch Program Application forms are in every student BTS packet, as well as available in every cafeteria, in the school offices, at the district office, and, on our website at AUHSD.NET. We will also be available at the BTS roundups to assist with any questions you may have in the process.

**Food Service Policy:** It is the ultimate goal of the Nutrition Services Department at AUHSD to ensure that no student will go hungry while at school. In addition, it is also AUHSD Nutrition Services Departments responsibility to operate in a fiscally sound manor. Please refer to the following district policy to assist in supporting the efforts in achieving both goals.

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*If you eat well, you will feel well.*



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**Procedure:** A student who does not qualify for a ‘free or reduced’ meal must pay for the meal. Parents have the option of pre-paying either online @ [myschoolbucks.com](https://myschoolbucks.com), by sending a check, or by sending cash. If a student wants a lunch, but does not have adequate money, he/she will receive the meal. The cashier will record the meal as a charged meal and follow the guidelines below.

**Snack bar items will not be served to students who do not have funds to pay for the items at the time of service. No charging in snack bars.**

**First occurrence:** Feed the student the reimbursable meal and record in the point of sale system, on the students account, that the student has charged a meal. If the student implies that he/she should be receiving “free or reduced” meals, the cashier will inform the cafeteria manager and the manager will confirm status with the Nutrition Services Director or Assistant by email at the end of the day. Any discrepancies will be resolved.

**Second occurrence:** Feed the student the reimbursable meal and record in the point of sale system, on the students account, that the student has charged a meal. The cafeteria manager will submit the student’s name to the Director of Nutrition Services Assistant for a follow up phone call to the parents as to the debt and to again confirm status of student.

**Third occurrence:** The student will not receive a regular meal, but will receive an alternate snack that may include a fruit, a milk, and a cracker. The cafeteria manager will submit the student’s name to the Director of Nutrition Services Assistant for a follow up phone call to the parents as to the debt and to again confirm status of student. The parent will also be informed that their student should refrain from coming thru the lunch lines and needs to bring food from home until all fees have been paid in full.

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AUHSN Nutrition Services Department will ensure that all family's and students be notified of our "Unpaid Meal Charge Policy" as the policy will be available in the following manor:

- A) On our website @AUHSD.NET
- B) Mailed out in our BTS packet
- C) Handed out at our BTS round-ups
- D) Mailed out with any correspondence regarding student's cafeteria accounts.

In addition, all foodservice staff, as well as site staff and administration will be informed of our policy.

Every effort will be given to ensure that all students/parents are notified as to the availability of "free and reduced" meals, where to obtain the applications, and, assistance in filling out the applications, if needed.

No student will ever be shamed or embarrassed into paying their debt, we will make every effort to communicate the debt with the parents/guardians.

Again, it is our desire that no student go hungry.

*Susan Lee*

*Director of Nutrition Services*

*AUHSN*

*530-378-0568 10010*

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