

Nutrition Services Meal Charging Policy

Accessing School Meals and Normal Charging Policy (Paid Meals)

Reynolds Schools District participates in both the National School Lunch (NSLP) and National School Breakfast (SBP) programs.

Current Oregon law specifies when a student requests a meal during meal service, they will receive a meal regardless of ability to pay for meals. Please note, the cost or balances incurred for received meals are the responsibility of the parent or guardian.

Our nutrition staff are not allowed to share or communicate balance information with any student according to Oregon law. All balance communications must be relayed to the parent and/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 Nutrition Services Office.
 - NOTE: The Nutrition Services does not provide meal alternatives for students with a charging limit imposed by the parent or guardian. To remove the charging limit, the parent or guardian will need to submit the reversal in writing. Please submit requests for managing charging limits by email to Reynolds_Meals@rsd7.net

All students with a negative meal account balance at the end of the current school year will be transferred to their next year school student account. It is important to understand that this negative meal account balance is the responsibility of the parents and/or guardians to pay. We encourage parents and/or guardians to pre-pay money on your student's meal account and keep the account balance positive.

Every student registered at a school in our district is automatically assigned a meal account. Each meal account is tied to your students District ID Number. We use PrimeroEdge, a point of sale program, to maintain our student's meal accounts and to run our point of sale stations in each of our schools. Your student's balance will follow your student throughout their time at Reynolds School District.

We encourage all households to consider applying for free/reduced priced meal benefits. We offer a few different ways parents and/or guardians can apply. Program regulations require applications are completed annually. Families must apply and go through the approval process every year. Students attending a Community Eligibility Program status school (CEP) do not need to apply as they have eligibility through this program.

Options for applying for meal benefits are:

1. Request a paper application from your student’s school and return it to the school office, school kitchen or directly to the Nutrition Services office.
2. Fill out an online application at <https://district.ode.state.or.us/apps/frlapp/>

Please understand any negative balance incurred prior to an application approval is owed by the parent or guardian. Parents or guardians may call the nutrition office to set up a payment plan. Parent and/or guardians will continue to receive notifications until the balance is brought current. Should you have questions or would like to set-up a payment plan, you can reach us at (503) 661-7200 x 3413 or email us at Reynolds_meals@rsd7.net.

Meal Prices for the 2022-23 SY for Non-CEP Schools

Grades	K-5	6-8	9-12	Adult	Reduced
Breakfast	\$1.55	\$1.80	\$1.80	\$2.95	\$.00
Lunch	\$3.00	\$3.20	\$3.35	\$4.55	\$.00

Communicating Meal Account Balances

Statements of negative (charged) balances of \$1 or more are sent via email and phone communications system weekly. If email account is not available, statements are mailed via United States Post Office (email addresses are generated by the school’s data entry of this information into their student information system).

We understand families have busy schedules which is why we make every effort to communicate with families regarding the status of their student's meal account balance.

Once a month, all negative balances are mailed out, normally the last week of the month via regular postal office services. The balance statement (made out to parent or guardian) is sent to most updated address downloaded from Synergy and updated daily. All notices mailed, will include the application printed on the backside of the notice for our families' convenience. Applications can be filled out and returned to the school the student attends, drop it in the kitchen or can be mailed directly to the Nutrition Services office.

All meal charges are the responsibility of the parent and/or guardian. After multiple attempts to contact the parent or guardian the District may choose to send the charges to a collection agency for further collection processes per Oregon Law. Cost relating to sending charges to collection will not be added to the debit for collections per Oregon Law.

End of Year Balance Transfers

When we close out the current school year, any student with a negative meal account balance, will have their balance transferred to their school account.

Depositing Money on Your Student's Account

Nutrition services provides several ways for parents and/or guardians to place money on accounts.

Check or cash payments taken at the school

- a. Please make checks payable to Reynolds School District. To keep payment's safe please place in a secure envelope with the following: student(s) name(s), student(s) 6-digit student id and the amount of the deposit, written out on the envelope.
- b. We recommend limiting sending cash to school with students. It is easily lost and harder to research concerns.

Please remember any balance accrued prior to an application approval is the responsibility of the parent and/or guardian. Negative balance notifications will continue to be sent out until the balance is paid in full.

Donate to our Hungry Student Fund

We feed many hungry students wanting to eat each day resulting in negative balances on their accounts. If you would like to assist other families within our district to pay off or pay a portion of their negative balance account, please consider donating to our meal donation fund account.

Please contact Nutrition Services, at 503-491-3414 or email us at Reynolds_meals@RSD7.net, to inquire how to proceed with your donation.

A letter of donation can be issued to you for tax documentation of your generous donation, upon request.

Meal Account Refunds

Should you have a positive amount on your student's meal account and you would like a refund please contact visit our website at: <https://www.reynolds.k12.or.us/district/meal-account-access>.

Our refund request form is posted at the bottom of the page. We will need your request for refund in writing before processing your request.

Families may donate positive balance accounts should they choose to instead of receiving a reimbursement of the account.