

## 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](mailto: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 Titan LINQ, 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. Fill out an online application at <https://district.ode.state.or.us/apps/frlapp/>
2. Request a paper application from [reynolds\\_meals@rsd7.net](mailto:reynolds_meals@rsd7.net)

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](mailto:reynolds_meals@rsd7.net).

**Meal Prices for the 2023-24 SY for Non-CEP Schools or guests that eat at any of our schools.**

Grades	K-5	6-8	9-12	Adult	Reduced
Breakfast	\$1.55	\$1.80	\$1.80	\$2.95	\$0.00
Lunch	\$3.00	\$3.20	\$3.35	\$4.75	\$0.00

### **Purchasing Adult or Visitor Meals**

Visitors, adult staff and partners working at a Reynolds School District can purchase school meals. An adult breakfast is \$2.95 and lunch is \$4.75. A lunch includes an entree with a serving of fruits, vegetables and milk.

All staff members will have an account created in the Nutrition Services system. If you do not have an account, please contact our department or email the request to [reynolds\\_meals@rsd7.net](mailto:reynolds_meals@rsd7.net).

Payments can be added to an account in the following ways:

- Pre-pay with a debit or credit card with a LINQ Connect account. LINQ Connect charges a fee per online transaction, with each payment. Currently,
- Bring cash or check (payable to Reynold School District) to the school where you would like to purchase.

The kitchens are not set-up to give change, and all money will be applied to the account. Accounts can be accessed at any of our Reynolds schools. Staff will be notified of account balance status. If adults do not have money on their account, they will be asked and reminded to make payments to the account.

### **Purchasing Milk – ala carte purchases**

Milk can be purchased separately for \$0.60. Students who bring a lunch from home or students who would like to purchase an extra milk can if they have money on their account. Students who have brought a sack lunch and who do not have money on their account will be asked to select a fruit and vegetable in addition to the milk. If students do not want to select the additional items, they will not be able to get the milk.

### **Communicating Meal Account Balances**

Currently, All Reynolds Schools are operating under the Community Eligibility Provision (CEP) program. Parents can request a statement at anytime by emailing the nutrition office at [reynolds\\_meals@rsd7.net](mailto:reynolds_meals@rsd7.net).

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 or positive meal account balance, will have their balance transferred to their preceding 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](mailto:reynolds_meals@RSD7.net), to inquire how to proceed with your donation.

A letter of donation can be issued for donations over \$5.00 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.

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, audiotope, 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/ad-3027.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
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

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