

Coupeville School District Meal Charge Policy

The goal of the Coupeville School District's lunch program is to provide healthy meals to students during the school day. In order to serve healthy, high-quality meals to all students, we must make sure we are financially secure. To balance the two objectives, the District has developed a meal charge policy to order to accommodate students who need a school lunch and are newly enrolled or whose financial circumstances have changed and there is a lapse of time between knowledge of how to pay for meals and/or how to apply for Free and Reduced meals.

The following outlines the Coupeville School District Meal Charge Policy:

- Students who are unable to pay for their reimbursable meal at the time of meal service may charge up to three reimbursable meals. Payment for the meal(s) is expected the next day. Students will be given a copy of the Meal Charge Policy and an application for free and reduced meals.
- Students may not charge ala carte items or second meals for any reason.
- If a parent/guardian is concerned that their student is choosing to purchase ala carte items and not a complete meal, the parent/guardian may request in writing to stop ala carte purchases for their student. A form for this request may be picked up at your student's school office or cafeteria.
- Adults may not charge meals or ala carte items.
- If payment is not made after the first or second meal charge, the Food Service Director will notify District Office and a letter with a free and reduced application will be sent to the student's parent or guardian.
- After three meals have been charged, the Food Service Director will inform the Principal and one of them will call to the parent/guardian to inform them of the status of their student's account.
- If there is no response from the parent/guardian, the Principal or his designee will make a second call to notify the parent/guardian.
- After these attempts and there is still no response from the parent, a letter will be sent from the District Office requesting payment and to offer repayment options.
- After a student has accrued three charged meals, if there is a dire need, alternate funds will be sought out to allow the student to continue to receive meals. The District Office will be notified in order to intensify efforts to contact the parent/guardian.

- If at any time, the Principal, Counselor or Homeless Liaison determines the student should qualify for free meals, they may complete a Free and Reduced application on behalf of the student based on known information.
- A student whose account is in the negative and subsequently qualifies for free meals, the student will receive a reimbursable meal regardless of the balance in their account.
- If after all attempts to elicit a response from the parent/guardian and the student does not qualify for free or reduced meals, the student will no longer be allowed to charge meals or receive an alternate meal.

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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), 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; or

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

Coupeville School District is an equal opportunity provider and employer.
Superintendent, 501 South Main, Coupeville WA 98239 360.678.2404

Q & A Meal Payments

How do I make payments on my student's meal account?

Prepaying for your student's meals is a simple way to manage their food service account. Paying for meals before the meal service helps the lunch lines move more quickly, allowing more time to eat, and helps to prevent unpaid meal charges. Here are some options:

Pay Online: You may make a payment to your student's account using your credit or debit card or check account in [eFunds](#) or click on the link in [Skyward Family Access](#). You may also view your student's current balance and choose to be notified when it reaches a low balance. You may pay with either a debit/credit card or check. A \$1.00 fee applies to each check transaction and \$1.95 for debit/credit transactions. For more information on how to sign up for an [eFunds](#) account, please contact the building secretary.

Pay in person: You may also pay for your student's meals at their school per the following:

At the **Elementary School** payment can be made at the school two ways:

1. A secure drop box is located inside the front door of the Elementary school. Your student can place cash or check payment via the mail slot with their name on the envelope. This box is checked daily.
2. It can be collected from students in a sealed envelope (with their name on it) by the teacher in the classroom and given to the office where it is collected and turned over to food service.

At the **Middle and High School:**

1. The food service cashier collects funds at the time of service. Payments go in the student's account and change is not given at the point of service.

How do I know what the balance is in my student's meal account?

- You may see your student's balance in both your [Skyward Family Access](#) account and in [eFunds](#).
- Low balance slips are given to paid and reduced students at the Elementary to inform parents that their child's meal balance is low.
- Students at the Middle and High school are informed verbally that their balance is getting low.
- Parents may also opt to receive low balance notifications via email through eFunds.

How do I apply for Free and Reduced-price meals?

If you think your student may be eligible for free or reduced-price meals, please submit a school meal application. You may do this at any time during the school year. Application are available at your student's school office during school hours or at the District Office at 501 South Main, between 7:30 am and 4:00 pm. Or you may download an application from: [Connected Food Program page](#) Or you may apply on line through [Skyward Family Access](#).

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