



Kenton County School District | It's about ALL kids.

Issue Paper

DATE:

November 7, 2022

AGENDA ITEM (ACTION ITEM):

Receive revision to the Notice of Meal Charges Procedure 07.1 AP.21.

APPLICABLE BOARD POLICY:

01.51 – Administrative Procedures

HISTORY/BACKGROUND:

The procedure updates the language in the charge letters that cafeteria managers send each week according to the students negative account balance.

FISCAL/BUDGETARY IMPACT:

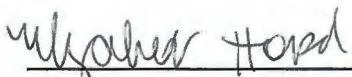
None

RECOMMENDATION:

None

CONTACT PERSON:

Elizabeth Hord, Student Nutrition Director



Principal/Administrator



District Administrator



Superintendent

*Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda
Principal – Complete, print, sign and send to your Director. Director – if approved, sign and put in the Superintendent's mailbox*

SUPPORT SERVICES

DRAFT 10/20/22 REVISED

07.1 AP.21

Notice of Meal Charges
OVERDUE STUDENT LETTER TO PARENT/GUARDIAN

Date

Household address

Dear Parent/Guardian:

I am writing to let you know that your child's school lunch account currently has a negative balance of \$(current negative account balance). Please deposit funds into this account to fund this balance.

To add funds to your child's account, you may send in cash, check, or pay online with a credit/debit card or electronic check at www.myschoolbucks.com. My School Bucks can also be used to set up low balance notifications.

Thank you for your attention to this matter. You are encouraged to make payment as soon as possible. If payment is not made and charges continue to accrue on the student's account, we may take additional actions to secure payment.

Regards,

School Cafeteria Manager

<u>Student Information</u>	
<u>Name:</u>	
<u>Homeroom:</u>	
<u>POS ID:</u>	
<u>Balance:</u>	

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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 is abilities 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/complaint_filing_cust.html, 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.

This institution is an equal opportunity provider.

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Notice of Meal Charges

The purpose of this letter is to notify you that your child is behind in his/her meal payments. All meals are to be paid for in advance.

After _____ on _____ your child owed a balance-
_____ (Meal) _____ (Date)

of \$ _____. If you have any questions concerning your child's bill, please call the Food Service Manager at this number _____.

We appreciate your immediate attention to this matter.

Sincerely,

Cafeteria Manager

Notice of Meal Charges
FOLLOW-UP NOTIFICATION

Date

Household address

Dear Parent or Guardian:

Your child's meal charges at (school cafeteria name) are currently \$(outstanding negative balance). Please contact (school cafeteria manager name) to arrange for payment of these charges or to arrange a payment plan.

If your child incurs charges exceeding \$50 during their Kenton County tenure, the debt will be considered delinquent and may be directed to the Board Attorney.

If you have any questions about the charges or this letter, please call (school cafeteria manager name and phone number).

Thank you for your attention to this matter.

Sincerely,

School Cafeteria Manager

USDA Nondiscrimination 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.aser.usda.gov/complaint_filing_cust.html, 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
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Washington, D.C. 20250-9410;
 - (2) fax: (202) 690-7442; or
 - (3) email: program.intake@usda.gov.
- This institution is an equal opportunity provider.

Date: _____
Dear _____

(Name of parent/guardian)

**As per the letter sent to you on _____, your child has unpaid cafeteria
charges amounting to _____, I have not received payment for these charges
_____.**

Nor have I had contact from you to discuss the matter.

If you have not contacted me or submitted the amount indicated within ten (10) working days from the date of this letter, the matter will be referred to our attorney to pursue appropriate action.
Sincerely,

Principal's Signature

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