

Silver Valley Unified School District
 Child Nutrition Services
 Sales Policy
 Standard Operating Procedures

All schools will be under the Traditional Food based Menu Planning/Offer vs Serve at both Breakfast and Lunch. Students must be offered all five of the components but may select as few (but NO LESS) than three (3) of the meal components. One must be a fruit or vegetable.

Minimum portion serving sizes for lunch will be as follows:

Component	Elementary/Middle Offered	High School Offered
Meat or Meat Alternate	8/10 oz. per week	10/12 oz. per week
Vegetables	1 cup per day	1 cup per day
Fruit	1 cup per day	1 cup per day
Bread or Bread Alternate	8 –10 per week	10-12 per week
Milk	½ pint	½ pint

All Schools will utilize ½ pint low fat (1%) milk and/or non-fat chocolate milk as the primary lunch milk.

The following pricing system will be used for milk and juice sales:

ITEM	CHILD ½ PT.	ADULT ½ PT.
Milk	.50	.50
Juice 4 oz.	.30	.30

The School Meal Pricing System will be as follows:

	LUNCH	BREAKFAST
Elementary Schools	\$2.85 full pay \$.00 reduced	\$1.75 full pay .00 reduced
Middle School	\$2.85 full pay \$.00 reduced	\$1.75 full pay .00 reduced
High School	\$3.00 full pay \$.00 reduced	\$1.75 full pay .00 reduced
Adult Lunch (all schools)	\$4.00	\$2.50

Adult lunches are available at all schools. They consist of one (1) entrée, sides, and milk. Pre-payment of adult meals are not available at this time.

Adults cannot be sold a student meal. It is against N.S.L.P. codes.

Payment options for school meals

All students have the option to pay for their meals at the point of service. Households can bring in or send a check, cash or money order with your child to the cafeteria or school front office. If paying by check, please make check payable to “Silver Valley Food Services.” We also accept payments through an online payment system called “PayPams.” Prepayments are accepted and highly encouraged to ensure students do not accrue unpaid meals charges. Please do not hesitate to call the Child Nutrition Services at 760-254-2916 x1126 or 1138 if you need assistance. Checks, cash and money orders are accepted at any time during the school year at the School Office or School Cafeteria. Checks, cash and money orders are accepted all year long in the Child Nutrition Services Department at the District office.

Notification of Low Balances or Unpaid Meal Balance

Negative balance alerts will be sent out weekly through the district “All Call” system. This alert will be sent to the phone numbers/emails on file in the Child Nutrition Department. Low balance alerts are available through the PayPams online system. Please visit www.PayPams.com and register household for this option. Action must be taken by the parents/guardian if they would like to use this alert system, it is not automatic. Parents/guardians shall be notified by mail whenever a student’s account has an unpaid balance of \$50 or more. Parents/guardians shall be notified in writing that full payment is due within 10 school days of notice date.

Important: Students may continue to select and receive complete meals from the school cafeteria regardless of ability to pay or regardless of amount owed for unpaid meals. We **DO NOT** provide an alternate meal or take away a selected meal from a student. Students with unpaid meal balances or insufficient funds will be provided a reimbursable meal of their choice and their unpaid balance will increase. (Ala carte sale items will not be available to charge if student account is in the negative.) Students are not required to select a meal from the school cafeteria. Households may provide meals from home.

Notification to Pay Delinquent Debt

All unpaid charges that are not paid prior to the last day of school are considered delinquent debt. The Child Nutrition Department will make all reasonable attempts to collect delinquent debt. We will do our best not to negatively impact or single out the children involved, and instead focus primarily on the adults in the household responsible for providing funds for meals at school. Please call the Child Nutrition Department at 760-254-2916 x1126 to set up a payment plan.

Bad Debt for unpaid meals

When households decline or are unable to pay delinquent debt, school officials must reclassify delinquent debt as “Bad Debt.” Once a delinquent debt is reclassified as bad debt, it must be written off as an operating loss. The Child Nutrition Department does not have the authority to write off bad debt. Instead, these losses must be restored using non-Federal funds within 30 days. The District will incur this “bad debt” and now the household will owe the District the negative balance, not the Child Nutrition Department.

Eligible Households that Have Not Applied for Free or Reduced- Priced Meals.

In cases of repeated nonpayment by a student, the Superintendent or designee may contact the parents/guardian to discuss the reasons for nonpayment. The Superintendent or designee may evaluate individual circumstances to determine if the student's parents/guardians need assistance completing an application for free or reduced-price meals or need referral to social services. School officials may complete an application for a child known to be eligible for meal benefits if the household has not applied. When exercising this option, the school official must complete an application on behalf of the child based on household size and income information to the best of their ability. Households will be notified if their child has been certified to receive free or reduced-price meals at school. This option is intended for limited use and when school officials have knowledge of a child in need of meals.

Student Account with Excess Balances

All funds that are prepaid to a student's account and not utilized will be carried over into the next school year. Student's that leave the district or graduate can request a refund. Refund request forms may be obtained from the school cafeteria or by contacting the Child Nutrition office at 760-254-2916 x1126

How to apply for Free or Reduced-Priced Meals:

Meal applications are available in English and Spanish at your child's school office, school cafeteria, the Child nutrition office located at: 35320 Daggett-Yermo Rd. Yermo, Ca. 92398, and applications are also available to print from the Silver Valley Unified School District website: www.svusdk12.net. Meal applications are accepted anytime during the school year, so if your income goes down or your family size increases you may reapply to increase meal benefits. All completed applications can be returned for processing to the Child Nutrition Department, your child's school office or cafeteria. You will receive notification of eligibility. Please call the Child Nutrition Office to check status of application, need assistance completing application or have any other questions.

Non-Discrimination 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.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.