

## Elko County School District

### FOOD SERVICE MEAL CHARGE POLICY

Food Service meals must be prepaid to student's lunch accounts. A la carte purchases must be made with cash or a positive food service account balance.

Payments may be made at any time in the school office and every day in the lunch line. Online payments may be made through MySchoolBucks. (link is located on the Elko County School District website. [www.ecsdnv.net](http://www.ecsdnv.net))

*MySchoolBucks accounts can be set up to send low balance notice alerts or to make automatic payments when a student's balance of funds hits your set threshold. MySchoolBucks also can be used to view usage of the student food service*



*payments.*

The school office will notify parents when the balance in their student's food service account is at \$5.00 by two or more of these methods: letter sent home with student, mailed letter, or by robotic telephone call. For accounts that have a negative balance, a personal telephone call will be made and a Free and Reduced Price Meal Application will be sent with a negative balance letter and a copy of this policy in the US Mail.

A grace period of two days of charged meals will be allowed. Parents/Guardians must contact the school to arrange a payment plan or send a lunch with their child unless a Free and Reduced Price School Meals Application has been submitted and is waiting for approval.

In instances where a) no funds have been provided, b) no payment plan has been arranged, c) no Free and Reduced Price School Meals Application has been submitted, and d) a student does not bring a lunch from home, elementary and middle school students will be served an alternate meal for two additional days (one time each school year). The alternate meal will contain the same food items available to other students. In similar circumstances, High school students will not be provided with an alternate meal.

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, audiotope, 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](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](mailto:program.intake@usda.gov)