



Pleasant Valley School District

Business Services Department

600 Temple Ave. Camarillo, CA 93010

Phone: (805) 445-8628 Fax: (805) 987-5511

www.pvsd.k12.ca.us

2017-2018 MEAL PAYMENT/COLLECTION PROCEDURES

GENERAL:

The purpose of this procedure is to establish guidelines for cafeteria meals and the collection of debts. It is applicable to all schools within Pleasant Valley School District.

STUDENT CAFETERIA ACCOUNTS:

All students in grades K-5 are issued a lunch card with their name, teacher, and identification barcode. Students in middle school use their student ID cards with an identification barcode. **There is no overt identification of a student's eligibility in the cafeteria point-of-sale. All students are treated equally.** Depending on the school site, the lunch cards are either housed in the student's classroom or held in a card rack in the cafeteria. These cards allow the student to purchase meals. It is not the intention of PVSD to allow students to charge meals without parent consent. There are situations when a student requires a cafeteria meal: lunch forgotten at home; lunch from home has been dropped, trampled, or taken by birds, etc. **If a parent does not want their student to purchase any meals from the cafeteria, please contact Nance Shirley (nshirley@pvsd.k12.ca.us) so a restriction can be placed on the account.** We do not want unauthorized purchases to occur against a parent/guardian's wishes.

There are some school sites that utilize student workers/helpers. Their meals are logged in at the end of service. These meals are reimbursed based on the student's eligibility status. Student helpers are not charged for their meals.

MEALS/MEAL ACCOMODATIONS:

PVSD uses "Offer vs. Serve", which requires a student to take a set amount of meal components. At breakfast, four components are offered and students must take three items. At lunch, five components are offered and three must be taken. All meals must meet government-prescribed reimbursable standards: minimum ½ cup fruit/vegetable, one grain serving, and one meat/meat alternative serving. If a student is observed to not have all the necessary components to make the meal compliant before they leave the line, they are asked to take the additional servings to complete the meal.

If a parent or guardian requests a meal accommodation, every effort will be made to fulfill the request. Medical statements must be completed and signed by a physician.

METHOD OF PAYMENT:

Money may be added to a student's account at any time throughout the school year. Parents are encouraged to pay in advance for student meals. Online payments may be made through ParentConnect

at <https://pvsd.vcoe.org/parentconnect/>. There is a service fee per transaction for online payments, but PVSD offers bonus meals to all online payments in net increments of \$35 (10 pre-paid meals). Additionally, payment may be made by check or cash at the school site or the District Office. The use of cash is strongly discouraged. **No money is collected in the serving line – payments may be made in the classroom or school office. We are not able to make change.**

CHARGE PROCEDURES:

If a student has not prepaid for a meal, the following charge procedure may be utilized:

Students are allowed to charge up to \$17.50 (the cost of 5 full pay lunches). When the student's balance reaches this threshold and the parent has been notified of the debit balance, the student will be served an alternate meal. The alternate meal is a nutritionally sound lunch consisting of a sandwich, fruit and/or vegetables, and milk. The meal meets all requirements of the National School Lunch Program (NSLP). There is no charge for this meal. The student is allowed three consecutive alternate meals. If the debit is still unpaid, after three consecutive alternate meals, the student may only have what is offered daily on the salad bar – no milk.

In order to keep you up to date on the status of your child's account, the District Office sends home electronic notices to all students who owe \$1 or more every Monday. After the second notification of a debit balance due, the Alternate Meal Notifications are sent out. This notice is typically sent out on a Tuesday. If a parent/guardian receives an Alternate Meal Notification, they are asked to *"kindly inform their student of their cafeteria status. It would be best to provide meals from home until balances are made current"*. Phone calls are made and letters are sent home to households with large debit balances informing parents that the debit may restrict their student from extracurricular activities as well as offering a repayment plan.

All cafeteria debits need to be paid in full by the end of each school year.

REPORTS AND INTERNAL CONTROLS:

Sales and meal count reports are generated daily. At the end of each day the number of meals recorded is matched to the daily production record for accuracy. All monies received are counted and reconciled. The Daily Summary Report and money received are sent to the District Office in a sealed deposit bag for verification and final deposit. The Monthly Summary Reports are compared to the Daily Summary Reports and monthly claims are processed. All deposits and online payments are reconciled by the District Coordinator. The District Coordinator will complete Site Monitoring as required. The Ventura County Environmental Health Division will conduct two annual inspections. The District Coordinator will conduct monthly meetings with cafeteria staff to review Food Safety, County Health Code, Hazard Analysis and Critical Control Points, Offer vs. Serve, Production Records, Personal Hygiene, Health and Safety, and Civil Rights. Professional Standard hours are logged annually. All cafeteria staff are ServSafe certified (Food Service Worker) and Food Handler certified (Food Service Assistant).