



CENTRAL ADMINISTRATIVE OFFICE
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OREGON CITY SCHOOLS UNPAID MEAL CHARGES POLICY

Oregon City Schools participates in “The National School Lunch Program”, a USDA funded government program. USDA policy requires all federal school meal programs to have a written and clearly communicated policy to address unpaid meal charges. The purpose of this policy is to:

- To ensure that no child goes hungry and they have access to the NSLP approved healthy meal.
- To treat all students with dignity and confidentiality in the serving line, especially regarding meal accounts.
- To encourage parents/guardians to assume responsibility of meal payments and promote self-responsibility for age-appropriate students.

The following is the Oregon City Schools Meal Charge Policy:

- If a student does not have sufficient funds on their account, we will allow them to overspend their lunch account. Ala Carte items may not be charged at any time. Students who have a meal tray in hand at the register will **not** have that meal taken away or substituted. **If you do not want your student(s) to charge please call food service at 419-720-3380.**
- Once the overspend occurs, the student may not be able to overspend for breakfast. Parents may request an alternate meal for a discounted price that meets the NSLP meal pattern (Meat/Meat Alternate, Grains, Milk, Fruit or Vegetable) for school lunches. The meal will still be charged to the student’s account. This meal option is listed on the school menu. Please contact food service if you would like your student to have this option (419-720-3380). Students with multiple charges will be encouraged to start packing their lunch and eating breakfast at home.
- Communication from district personnel about the overspent accounts may be made by discreetly reminding students at the cash register, having private age-appropriate conversations with students, written communications, phone calls, emails or text messaging. Parents are encouraged to use our automated payment service to track their student’s accounts.
- If the financial obligations of the meal account are not met and the parent/guardian fails to provide the student with a bagged lunch or funds for lunch, school district personnel may be asked to intercede on behalf of the student. The district may contact the Department of Human Services or other appropriate agency to address the student’s needs. The Oregon City School District may seek a court order for Garnishment of Wages at the parents’/guardians’ place of employment regarding large negative balances. **Please contact us for assistance at 419-720-3380.**
- Outstanding balances due to the district must be paid in full for a student to participate in graduation activities and possibly other activities in the school district.
- If a student is without lunch funds on a consistent basis, the administration may investigate the situation and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced price lunches for their child. Please contact food service so we may assist you.
- Students will be discouraged from overspending on their lunch accounts after the first week in May due to the end of the school year. Balances owed must be paid at the end of each school year.
- Positive balances on a school lunch account will carry over into the following school year.
- Money can be applied to lunch accounts at any time by visiting www.payschoolscentral.com. There is no charge for this service.

Refunds for withdrawn or graduating students can be made by written or email request. The option to transfer money to a sibling’s account is available. Families may also donate leftover funds to other families in the district.

Transfers from one sibling account to another sibling account are available. Please contact our Food Service Supervisor.

Unclaimed Funds must be requested within one school year. Unclaimed funds will then become the property of Oregon City Schools Food Service Department and will be used to cover unpaid meal charges that were uncollectable.

“This institution is an equal opportunity provider.”