

Meal Charge Policy

Any student that requests a meal shall receive said meal according to Oregon law. Households may be eligible to receive meals at no cost by applying for benefits through the Free and Reduced-priced meal program. More information about the Free and Reduced-Priced meal program may be found at <https://scio.k12.or.us/departments/nutrition/free-reduced-meals/> or by contacting the Scio School District Office at 503.394.3261.

Charging and Access to Meals

- First Meal Served – Current Oregon law specifies that when a student requests a meal during meal service, they shall receive a meal regardless of the ability to pay. For clarification purposes, **the cost or balances of meals are the responsibility of the parent or guardian.**
 - Due to provisions in current laws, the school district is unable to establish a charging limit for all accounts. Charging limits can be set by parents or guardians only. Charging limits can be submitted, in writing, to the school or by contacting the District Office. **NOTE:** *Nutrition Services does not provide alternative meals to students that have a charging limit imposed by the parent or guardian.*
- A La Carte Item and Second Meals – A la carte purchases (including milk only), and second meals require payment in advance, or at meal service. Charging will not be permitted.

Account Management and Collection of Delinquent Debt

The school district allows for the prepayment of meals directly at the school or online using the service [MyMealTime.com](https://www.mymealtime.com).

- Payments at school – Cafeteria staff or the school office (*Elementary and Middle School*) are able to receive cash or check payments for student meal accounts. Meal prices are posted on the district website and can also be located at the District Office.
- [MyMealTime.com](https://www.mymealtime.com) – The online account management service enables management of student accounts online. Features include transaction history, online payments, auto-payments, payment reminders, low balance warnings and more. This tool is a voluntary option for families. A service charge will apply for online payment processing.
- Handling of Delinquent Debt – When a payment is overdue, or when funds are not present to cover the cost of a meal that has been served and charged on a student's meal account, the monetary credit extended is considered

delinquent debt. Scio School District will pursue efforts to collect unpaid meal charges or delinquent debts.

- Negative Balance Notifications – The district initiates an automated phone call to households every Wednesday notifying of balances owed on the student meal accounts.
- Notices are mailed to the primary mailing address on record at least monthly. Mailed notices include information about application for free/reduced meal benefits and requests for repayment of meals.
- The District may pursue collection of such debt using a third party. Notice will be provided pursuant to ORS 339.270.

End of Year Student Account Balances

All student meal account balances (positive and negative), automatically roll to the next school year. If a student(s) has funds and no longer attends Scio School District, families can:

- Request in writing the funds be transferred to a sibling's student meal account. To submit a request, send an email to ZelenkaA@sciok12.org
- Request a refund check by emailing ZelenkaA@sciok12.org
NOTE: Refund checks may take up to 4-6 weeks to process.
- NOTE: Funds that have not been used for two (2) consecutive school years are considered inactive accounts and money is sent to the State of Oregon as unclaimed property.

HB3454 INFORMATION

On August 8th, 2017 House Bill 3454 into law. The bill outlines practices and communication that are not allowed in Oregon school cafeterias. The law is intended to reduce or remove practices and communications that have been deemed as “shaming” to students regarding the collection of funds in exchange for meals or identification of balances for unpaid meals. Key points of the bill include:

- Must provide written permission to withhold meal from student or establish a charging limit.
- The school district shall contact households to determine Free or Reduced-price eligibility; repeat contact if owing more than five (5) meals. Offer assistance in completing Free or Reduced-price meal applications.
- Not publicly identify who cannot pay for or owes money for.
- Not serve an alternative meal to a student who cannot pay.
- Shall communicate about monies owed to parent or guardian and not students.
- May not assess fees related to agencies to parent or guardian.

Current impacts of this bill include an increased balance of unpaid meal charges for students of all income categories. For the specific language of the bill, [click here](#).

For any information or questions, please call the Scio School District Office at 503-394-3261 or email ZelenkaA@sciok12.org

THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER.