

## UNPAID MEAL CHARGES

If a student forgets or does not have enough money for a meal, they will be given the meal and that meal will be charged to their account. The following steps will be taken to make parents aware of their child's meal account status.

1. Students may only charge reimbursable meals, and no student with a negative account balance may charge to their account extra or a-la-cart items.
2. Each week an automated phone call or email will be sent home to those households whose meal accounts have a low or negative balance.
3. Parents are responsible for paying the negative balance on account for charged meals.

Parents have three options to pay for school meals, pay online using the Q Parent Connection online payment system, pay by check made out to Moorpark Child Nutrition Service, or pay by cash in the school cafeteria.

Parents are encouraged to use [www.qparentconnection.com](http://www.qparentconnection.com) to prepay for meals on Moorpark Unified School District's website. Prepayment may take up to 24 to 48 hours to process.

If a household is unable to pay for their child's meal, they are strongly encouraged to apply for meals at no cost. Applications are accepted at any time throughout the year. Applications may take up to 10 school days to process and households will still be held accountable for any charges incurred until the application is approved. Paper applications are available in the school office, or households may apply online at [www.mrpk.org](http://www.mrpk.org).

### **Policy Communication:**

- Families will receive a written copy of the unpaid meal policy in the Parent Handbook.
- School Administration will receive a written copy of the unpaid meal charge policy at the beginning of each school year.
- The policy will be posted on the Nutrition Services website.

***This institution is an equal opportunity provider.***

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