



School Nutrition Services  
Student Account Form/Purchase of Extras Form 2025-2026

**Dear Parents/Guardians:**

For your convenience, School Nutrition Services has provided a secure computerized meal account system for each student enrolled in Orange County Schools. This computerized system allows students to have funds readily available for them to use in the cafeteria for meals and snacks. This prepayment system is **NOT A CHARGE ACCOUNT and can only be used for the student it is assigned**. All meals and/or supplemental items such as milk, snacks and extra food items, etc. can be prepaid on a daily, weekly, monthly or yearly basis with cash or checks made payable to the cafeteria. As an added benefit, you can also prepay and view the student's account using **k12paymentcenter.com**.

The following Meal **Charge Policy (Board Policy #6220)** will be implemented and adhered to for:

Students who are required to pay for meals are expected to provide payment in a timely manner. The Board encourages parents/guardians to assure money is deposited regularly on their student's meal account. Payments can be made via the online payment portal, in person at each school cafeteria, or by sending a check to the school nutrition office.

The Board recognizes, however, that students occasionally may forget or lose their meal money. In the event that a student is unable to pay for a meal on a particular day, the student may charge a reimbursable meal. To safeguard the dignity and confidentiality of students in the serving line, reasonable efforts must be used whenever possible to avoid calling attention to a student's inability to pay. A la carte or additional items including extra milk may not be charged.

The school nutrition director and principal shall work jointly to prevent meal charges from accumulating and make every effort to collect all funds due to the child nutrition program on a regular basis and before the end of the school term. The following guidelines will be used to collect funds for charged meals:

1. 1<sup>st</sup> charge, the cashier will remind the student to bring money the next day.
2. Notices of negative balances in a child's meal account will be sent to parents via phone call, email, or a letter, indicating the amount owed on a weekly basis during the school year.
3. Notices of unpaid balances will be provided to the principal weekly.
4. For charges that are \$25 or more, the school nutrition director or designee shall inform the principal, who shall determine the next course of action including informing the social worker, who can determine whether supports are needed, contacting the parent/guardian to discuss a payment schedule, and/or assisting with the completion of a meal application. Completion and approval of a meal application does not eliminate prior meal charges.
5. If a parent maintains an excessive unpaid balance despite the support and interventions described in this policy, the district may take legal steps to recover unpaid meal charges.

Parents are expected to pay all charges in full by the last day of the school year. Negative balances on student accounts will be carried forward to the following school year. However, the Superintendent shall ensure federal child nutrition funds are not used to offset the cost of unpaid meals and that the CNP is reimbursed for bad debt resulting from uncollected student meal charges prior to September 30 each year.

This policy and any applicable procedures regarding meal charges must be communicated to school administrators, school

food service professionals, parents, and students. Parents will receive a written copy of the meal charges policy and any applicable procedures at the start of each school year and at any time their child transfers into a new school during the school year.



Student's Name \_\_\_\_\_, Student # \_\_\_\_\_

In order to provide better service, please indicate the preference(s) you would like for your child's account below and return to the cafeteria:

Please **INITIAL** one:

\_\_\_\_\_ The above-named student **MAY** purchase extras from the total funds in their student meal account.

\_\_\_\_\_ The above-named student **MAY NOT** purchase extras from the total funds in their student meal account.

\_\_\_\_\_ The above-named student **MAY NOT** purchase extras.

Signature \_\_\_\_\_ Email \_\_\_\_\_

address \_\_\_\_\_ Telephone Number \_\_\_\_\_

Date \_\_\_\_\_

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Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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:

(833) 256-1665 or (202) 690-7442; or

3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.