



Last Revised 2024

Kalispell Public Schools Food Service Meal Charging Policy

Note: For the purpose of the policy, parent includes guardian, caretaker, relative, and any adult responsible for the care of the child.

The goal of Kalispell Public Schools Food Service Department is to allow children to receive the nutrition they need to stay focused during the school day. The purpose of this policy is to ensure compliance with federal reporting requirements for the USDA Child Nutrition Program and to provide oversight and accountability for the collection of outstanding student meal balances.

The District complies with the Federal USDA policies on meal charging and debt collection. All meal charges must be made directly to food service.

If a student is without money for lunch, they will still be served a regular meal. This charge will be applied to their lunch account. Food service will attempt to collect this debt. After an account has a negative balance of \$25.00, an email is sent to the parent regarding payment.

Zero Balance Prevention

Parents can track balances online at www.mymealtime.com. The student may check their account balance with cashiers or lunch supervisor at any time.

Refunds

Refunds for withdrawn or graduation students: An email request for a refund of any money remaining in a lunch account must be submitted with student information and a mailing address to refund. Send to dee.cooper@sd5.k12.mt.us

Parents with students who are graduating will be given the option to transfer to a siblings account with an email request. Any remaining funds for a particular student will be carried over to the next school year.

Funds must be request within one school year of withdrawal. Unclaimed funds will become the property of the Kalispell School District Food Service Program.

Adult Meals

Adults are not allowed to charge meals or a-la-carte purchases as per USDA policy regarding use of NSLP funds.

Nondiscrimination Statement:
In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.
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/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.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; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov
This institution is an equal opportunity provider.



Última revisión: 2024

Política de cobro de comidas del servicio de alimentos de las escuelas públicas de Kalispell

Nota: A los efectos de esta política, padre incluye tutor, cuidador, pariente y cualquier adulto responsable del cuidado del niño.

El objetivo del Departamento de Servicios de Alimentación de las Escuelas Públicas de Kalispell es que los niños reciban la nutrición necesaria para mantenerse concentrados durante la jornada escolar. El propósito de esta política es garantizar el cumplimiento de los requisitos federales de informes del Programa de Nutrición Infantil del USDA y supervisar y rendir cuentas por el cobro de los saldos pendientes de las comidas de los estudiantes.

El Distrito cumple con las políticas federales del USDA sobre cobro de comidas y cobro de deudas. Todos los cobros de comidas deben hacerse directamente al servicio de alimentos.

Si un estudiante no tiene dinero para el almuerzo, se le servirá una comida regular. Este cargo se aplicará a su cuenta de almuerzo. El servicio de alimentos intentará cobrar esta deuda. Si una cuenta tiene un saldo negativo de \$25.00, se enviará un correo electrónico a los padres para informarles sobre el pago.

Prevención de saldo cero

Los padres pueden consultar los saldos en línea en www.mymealtime.com. El estudiante puede consultar el saldo de su cuenta con los cajeros o el supervisor del comedor en cualquier momento.

Reembolsos

Reembolsos para estudiantes que se han dado de baja o que se gradúan: Se debe enviar una solicitud por correo electrónico para el reembolso del saldo restante en la cuenta de almuerzo, junto con la información del estudiante y una dirección postal. Enviar a dee.cooper@sd5.k12.mt.us

Los padres con estudiantes que se gradúan tendrán la opción de transferir fondos a la cuenta de un hermano mediante una solicitud por correo electrónico. Los fondos restantes de un estudiante en particular se transferirán al siguiente año escolar.

Los fondos deben solicitarse dentro del año escolar posterior a la baja. Los fondos no reclamados pasarán a ser propiedad del Programa de Servicios de Alimentos del Distrito Escolar de Kalispell.

Comidas Para Adultos

A los adultos no se les permite cargar comidas o compras a la carta según la política del USDA con respecto al uso de los fondos del NSLP.

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