

Tahoma School District
Meal Charge Procedures in SY2023-24

Effective July 1, 2017, Tahoma School District is required to implement a meal charge policy and communicate to families and school staff how it will handle situations where children have insufficient funds to pay for school meals. Per USDA regulations, the meal charge policy must be communicated at the beginning of each school year to prevent confusion for families and school staff and to promote effective financial management of the school meal programs. School meal programs aim to provide nutritious meals to students during the school day. Students may receive breakfast and lunch at no cost to them if they are eligible for free meal benefits. Children who do not qualify for free meals may purchase meal at a subsidized cost, at either the reduced price or paid rate. Parents/Guardians are responsible for paying for all school meals served to their child(ren) including meals that were served prior to qualifying for free or reduced-price meals.

Charging Limits

Elementary students in grades K thru 5 that do not have money in their cafeteria account or in hand to cover the cost of the meal at the time of meal service may charge for meals. The debit floor is \$ 21.25.

Secondary students in grades 6 thru 12 that do not have money in their cafeteria account or in hand to cover the cost of the meal at the time of meal service may charge meals. The debit floor is \$ 25.00.

Negative Balance Notification

During the school year, the District will notify families via email on a daily basis when their children have a negative balance. School food service professionals are required to keep low and negative balances confidential. Therefore, the District may not enlist the assistance of unauthorized persons such as parent volunteers to follow up with payment reminders and debt collection. The food services office staff communicates account balances and payment reminders directly to parents/guardians over the phone or via email.

Debt Collection

The District is required to maintain records related to meal charging, debt collection and bad debt.

Negative balances remain on students' accounts until they are paid off. Negative balances must be paid off by the end of each school year. Unpaid meal charges may not be carried over to the next school year. Food services will provide meal statements including payments and purchases on request. The official transcripts of seniors will not be released until the outstanding fees, fines and negative cafeteria balances are paid off.

Refunds

Families may request a refund of funds remaining in their child's cafeteria account. Please e-mail your refund request to foodservicehelp@tahomasd.us . Families may donate the funds remaining in their account rather than receiving a refund when their child leaves the school. These funds are used to cover unpaid meal charges. Food services accept donations from community members to pay for regular meals for students with insufficient funds. Donations are used to pay off or pay down negative account balances based on the community member's request. Please contact the food services office at 425-413-3450 with questions related to donations for children with insufficient funds.

Purchases and Account Balances

Parents may access their child's cafeteria account online thru **Skyward Family Access**. To look up meal transactions and balances, click here:

<https://www2.nwrdc.wa-k12.net/scripts/cgiip.exe/WService=wtahomas71/fwemnu01.w>

Parents may choose to select low balance notification in Skyward Family Access when the balance in their child's account is positive but low. Please contact your child's school registrar if you need assistance to create your user name and password required to access Skyward Family Access.

Payments

The District accepts check payments and cash payments in the cafeteria and at the food services office.

Parents/guardians may make online payments at <https://wa-tahoma.intouchrecepting.com/>.

Meal Prices in SY2023-24

Breakfast and lunch will be served at no cost to those children who qualify for free and reduced-price meals in grades K-12. All other students will be charged the rates shown below.

Grades	Breakfast		Lunch	
	regular	reduced price	regular	reduced price
K-5	\$2.75	\$0.00	\$4.25	\$0.00
6-8	\$3.00	\$0.00	\$4.75	\$0.00
9-12	\$3.00	\$0.00	\$5.00	\$0.00
Adult	\$4.00	-	\$6.00	-
Milk only	\$0.75	-	\$0.75	-

USDA Non-Discrimination Statement for Child Nutrition Programs

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 [Form AD-3027, USDA Program Discrimination Complaint Form](#)(link is external), 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:** [USDA Program Intake](#)(link is external)

This institution is an equal opportunity provider.