

Dear OCUSD Families,

The USDA has required all school districts to have a written “charge” policy for all schools prior to July 1, 2017. As a result of this requirement the following Meal Charge Policy will be implemented beginning in the 2017-2018 school year. As a reminder all of our schools use a prepaid meal system. Students deposit money into their individual accounts to purchase any ala carte items, extra entrees or extra meals. No student, regardless of eligibility, will be allowed to purchase these items if they have a negative balance on their account. Students must check with cashier to make sure they have money on their account before getting these items.

Ways to add money and track your student lunch accounts:

1. Online through e~Funds for Schools — A link is available on the Districts website. e~Funds for Schools can also be used to check payments on account, balances and transactions.
2. Check or Cash: Put the check/cash in an envelope with student first and last name and the amount included. Elementary Student will turn in lunch money to their teachers. DLR & OHS students will turn in lunch money to the schools office. Please note you may send one check per family, write on the envelope how you wish for the funds to be divided.

OCUSD 220 Meal Charge Policy

If an account balance does not have sufficient funds students will be allowed a maximum of \$5.50 in meal charges (two lunches). When students exceed the \$5.50 meal charge they will not be able to charge food but will be provided an alternative meal. An alternate meal consists of a cheese sandwich, carrot sticks, and milk. Alternative meals will be given for a period of 5 days or until the charge is paid. After which time, it is the parent/guardian responsibility to provide a sack lunch for the student.

Charging will not be allowed during the two weeks prior to the last day of school.

The district will follow the following collection procedures for delinquent accounts.

1. Lunch Account Balances will be emailed to every student’s parent that has a balance of \$5.00 or less in his/her account once a week. It is the responsibility of the parent to know the balance of their child’s lunch account. This letter will state whether the student has a “low” or “negative” balance in their account.
2. Please note that negative as well as positive balances carryover from year to year with students.
3. Any student who has a negative balance of \$5.50 or more will be offered an alternative meal for a period of 5 days; this meal will consist of a cheese sandwich, carrot sticks and milk.

If you are having problems providing for your students’ lunch, you may qualify for the Free and Reduced Meal Program. You may apply at <https://www.lunchapplication.com/> or by paper application that can be found on the Districts web site, please contact the Food Service Department at 815-732-5300 ext. 2118 if you have any questions. We feel it is important for all students to have a healthy lunch as it helps promote a positive learning environment for all.

Thank you for your cooperation and understanding which will ensure the success of our district food service program.

Marty Boyd
OCUSD

Food Service Director

In accordance with Federal law and U.S. Department of Agriculture (USDA) policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA Director, Office of Civil Rights, Room 326W, Whitten Building, 14th & Independence Ave. SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice & TDD). Equal opportunity provider and employer.