



## OPERATIONAL SUPPORT

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Todd A. Jaeger, J.D.

**TO: Parents and Guardians**

**FROM: David Greeson, Director of Food Service**

**DATE: July 1, 2024**

**SUBJECT: Student Food Service Accounts and Meal Charges**

The Amphitheater Food Service Department's main goal is to provide nutritionally balanced, low cost or free school meals to students so they remain focused during the school day. It addition, it strives to maintain financial integrity of the nonprofit food service account. In order to do this, the district has developed standards for managing student food service accounts and the collection of unpaid meal charges. As required by Federal regulations, The District is to notify households of its Student Meal Charge Policy. This letter provides households with written notification and clarification of the policy and our standard practice for School Year 2024-2025.

The Student Meal Charge Policy, EFDA (Collection of Money/Food Tickets) mentions:

1. No student will be denied a planned reimbursable meal if they have a negative balance on their cafeteria account until the balance exceeds negative twenty dollars (-\$20.00).
2. Students who charge a meal will receive a planned reimbursable meal unless the negative balance exceeds  
Negative twenty dollars (-\$20.00)
3. When a student's account exceeds negative twenty dollars (\$-20.00), an alternative meal will be provided.
4. Students will not be permitted to charge à la carte items if they have a negative balance on their meal Account.

The Food Service Department will manage student accounts by establishing the following standards:

1. All students will be offered breakfast and lunch each day.
2. Students who have not qualified for free meals, and do not have enough money to pay for their meals will have a charge added to their account for each meal they are provided. Students will not be allowed to charge for a second breakfast or lunch, nor will they be allowed to charge à la carte items. If a student with a negative balance brings cash intended to pay for that day's meal and/or snacks, the Food Service Attendant (FSA) will provide the meal and/or snacks to the student. If the student is due change, the

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Amphitheater Unified School District does not discriminate on the basis of race, color, religion/religious beliefs, gender, sex, age, national origin, sexual orientation, creed, citizenship status, marital status, political beliefs/affiliation, disability, home language, family, social or cultural background in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding the District's non-discrimination policies are handled at 701 W. Wetmore Road, Tucson, Arizona 85705 by the Equity & Safety Compliance Officer and Title IX Coordinator, (520) 696-5164, [TitleIXCoordinator@amphi.com](mailto:TitleIXCoordinator@amphi.com), or the Executive Director of Student Services, (520) 696-5230, [studentservices@amphi.com](mailto:studentservices@amphi.com).

FSA will only apply the change to the student's account under the following circumstances: FSA asks the student if change is intended to be applied to the student's outstanding balance or the FSA receives a note from a parent or guardian with instructions for the use of excess funds. If no direction is provided, the change will be returned to the student. The FSA will not apply any extra monies to the negative account without the student's permission.

3. When a student's meal account falls below zero (\$0.00), the Food Service Manager will send a notification letter to the household on a weekly basis until the student's meal account balance is no longer negative.

4. When a student's meal account falls below \$10.00, the Nutrition and Wellness Secretary will contact the parent by sending an e-mail or letter to the household indicating the low balance, and provide information on how to add funds to the student's account.

5. When a student's account reaches -\$20.00, the Food Service Attendant will offer the student an alternative low-cost meal that meets the federal guidelines for nutritional standards. The Nutrition and Wellness Secretary will contact the parents/guardians and provide information on how to pay the student's meal charges, as well as the option to fill out a meal benefits application. If an application is submitted, the parent/guardian is still responsible for payment of meals until approved. If a meal benefits application is approved for free or reduced meals, the food service office will establish a payment plan for the negative balance that works best for the household.

6. High school students with delinquent accounts will have negative balances reported to their school's bookstore during the first week of May. For graduating seniors, a negative balance may have an impact on their participation in the commencement activities.

If you have any questions, please contact the Food Service Department Office at: (520) 269-4773 or email Diana Vega, the Food Service Secretary at [amphifoodservice@amphi.com](mailto:amphifoodservice@amphi.com).

This institution is an equal opportunity provider.

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