

June 12, 2017

Dear Parents/Guardian,

RE: Junction City School District's Meal Charge Policy

The goal of Junction City School District's meals program is to provide healthy meals to students during the school day. In order to serve healthy, high-quality meals to all students, we must make sure we are financially secure. Part of being financially secure is collecting payments for unpaid charges on meals.

Because our district allows a limited number of meal charges; our district's process for collecting those unpaid charges are as follows.

- As a gentle reminder, on Tuesdays, Thursdays and Sundays, automated calls will start when a student's meal account becomes negative \$0.01.
- Our district allows all students to charge the price of two (2) high school lunches, plus one (1) dollar.
  - *Example: If the high school lunches are \$3.00 for students paying full price and \$.40 for students paying reduced price. The dollar amount allowed for charges would be \$7.00 for students paying full price and \$1.80 for students paying reduced price.*
- Once the allowed charges have occurred, a letter will be sent home to parents/guardians stating the amount owed on the student's meal account.
- Our district allows three (3) days from the date the letter was printed for parents/guardians to pay their students' meal account in full.
- On the third day, if no payment has been provided for the student's meal account, the following will be implemented until all the meal charges are paid in full.
  - Our district will provide an alternative meal, which consists of:
    - Breakfast: cereal, applesauce & milk.
    - Lunch: sandwich (pb&j), applesauce & milk
  - Or a student will be allowed to purchase a meal if the student pays for the meal when it is received.

For all of our district policies and regulations about the meal program, please go to our website at [www.junctioncity.k12.or.us](http://www.junctioncity.k12.or.us) located under "District Information", "District Board Polices", then "EFAA-AR"

If you need assistance with meals, please fill out a Free & Reduced application. Our district provides applications in our registration packets, at any of our schools or at the district office. They are also available to print on our district's website or at Oregon Dept. of Education (link provided on our website) and fill out an online application. If you file online, please notify our District's Food Service Director at [gbauman@junctioncity.k12.or.us](mailto:gbauman@junctioncity.k12.or.us)

If you have any questions about our meal program, need any assistance with our Free & Reduced applications or need a payment plan, please contact our District's Food Service Director; Gwenda Bauman at 541-998-6311 x605 or [gbauman@junctioncity.k12.or.us](mailto:gbauman@junctioncity.k12.or.us)