



Dear WCSD Families, Parents, and Guardians,

The Washoe County School District is committed to providing a world-class education to its 64,000 students, and an important part of that mission is ensuring that every student is well-nourished. Good nutrition is essential to the learning process, and the District's Nutrition Services school meal program is dedicated to providing healthy, balanced meals to children during the school day.

Children who are eligible under federal income guidelines may receive breakfast and lunch at no cost. Children who do not qualify for meal benefits may also receive breakfast and lunch at the published meal price. Sometimes, children who do not qualify for meal benefits based on these federal income guidelines and who would like a meal, do not have money in their account or in hand to cover the cost. In these circumstances the District policy dictates that every elementary-aged child will receive the same meal as their peers receive, regardless of their ability to pay. Any student who does not have money to pay for a meal is treated fairly and with compassion, and each student's situation is handled discreetly and confidentially.

Below are specific guidelines for all WCSD students:

WCSD students without money on account or in hand can charge United States Department of Agriculture (USDA) reimbursable meals to their student meal account. At no time will a student's tray of food be taken away due to lack of funds. Students may not charge a la carte or extra items if they have a negative balance, regardless of the student's eligibility status.

It is the intention of WCSD that each household will pay off any negative balances they owe by the end of the school year, and/or communicate a hardship and set up a repayment plan with the District for these balances that have been charged against the student's account. The District will send regular notifications to the parent/guardian regarding outstanding balances.

How Families Will Be Notified

Effective August 1, 2018, there is a revision to the District's policy regarding school meals. School staff will regularly communicate the student's meal fund balance and payment options to the parent/guardian. Multiple attempts using multiple mediums will be made to inform households of negative balances. Households will also be given multiple opportunities to communicate a hardship if necessary and be made aware of meal benefit programs and/or repayment options. Households also will be made aware of potential consequences, including potential collection efforts, for non-response to communication attempts and non-payment of outstanding balances.

Parents and Guardians will be contacted in the following ways:

- Less than \$10 in an account: low balance notification letter will be sent home.
- Less than \$0 in an account: Negative Balance Notification call and/or letter sent home.
- Negative Balance of \$20: An administrator or designee will email and/or call.
- Negative Balance of \$30.: An administrator or designee will email and/or call a second time.
- Negative Balance of \$50: An administrator or designee will email and/or call a third time.
- Negative Balance of \$75: Intervention Communication to the Parent/Guardian initiated. The intervention may be administered by a school principal or counselor.

- If a balance is \$75 or more, a school principal or counselor will contact the parent or guardian for an intervention meeting. The well-being of our students is the District's top priority and our administrators will work with families to find viable solutions to repay the debt.
- **After 30 days, if there is no contact from the parent or guardian claiming hardship or setting up a repayment plan, WCSD may initiate collections with an outside collections agency through the State of Nevada. These collections efforts may include reporting of your negative balance to credit reporting agencies and other collection efforts. The account owner may appeal before the account goes to collections.**

Meal Prices for the 2018-19 School Year

	Breakfast	Lunch
Elementary School Students	\$1.75	\$2.80
Middle and High School Students	\$1.75	\$3.05

How to Pay

Students may pay for meals by cash, check, or online. [MySchoolBucks](https://www.myschoolbucks.com/ver2/login/getmain?requestAction=home) is an online payment service that provides parents the ability to securely pay for meals, monitor student cafeteria purchases, and receive email notifications for low account balances. This service allows you to pay for school meals online using a credit or debit card. Visit the site at: <https://www.myschoolbucks.com/ver2/login/getmain?requestAction=home>

Families who believe their student(s) may qualify for free or reduced price school meals are encouraged to submit a school meal application anytime during the school year. The application should be re-submitted each year for consideration for free and reduced price meals, even if the child receives free meals during the previous year. It is important for us all to remember that all information received on meal applications is confidential. Applications are available at the school office, or you may apply on line at: <https://rocket.washoeschools.net>.

Please feel free to contact Nutrition Services at (775) 353-5930 if you have any questions or need to set up a payment plan.

We hope all of our students will have a healthy and productive school year.

Sincerely,

WCSD Nutrition Services

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.