

El Dorado Union High School District
Food Services
Meal Charge Policy



EDUHSD Breakfast and Lunch Program

The El Dorado Union High School District's Board of Trustees recognizes that healthy, nutritious food is essential to a student's health, development and ability to learn. The District provides a Breakfast and Lunch program, which is overseen by the USDA.

The EDUHSD Breakfast and Lunch Program will provide meals for all students through June 30, 2022 at no cost to families. Every student attending school is eligible for one free breakfast and one free lunch each school day. Students participating in the EDUHSD Online Distance Learning program may receive their Grab and Go Meals on Mondays at Union Mine High School from 8:45 a.m. to 9:45 a.m. (Distance Learning students will not be permitted to consume meal(s) in the cafeteria).

The EDUHSD Breakfast and Lunch Program and the Grab and Go Meal Program extend only to the meals served at Breakfast and Lunch. **These programs do not apply to a la carte items.**

In order to assist in planning for the number of students to be served, families are encouraged to submit the attached Household Income Data Collection form or complete the form online at www.eduhsdnutrition.net.

A La Carte Payment Options

A la carte items must be paid for at the time of purchase with either cash/check or through a prepaid MySchoolBucks.com account. Families are encouraged to consider establishing a MySchoolBucks.com online account where payments are simple, safe and secure 24 hours a day. The MySchoolBucks.com account will send a low balance alert when the account falls below the family designated amount. MySchoolBucks.com can send an alert to a designated cell phone as well. *MySchoolBucks* charges a \$2.49 service fee per transaction.

Point Of Sale (POS)-Pin Numbers

The District Cafeterias use the eTrition "Touch n Serve" POS system. ALL students will be assigned a POS Pin number. Students can obtain their POS Pin number through the cafeteria or the District Office. Students input this pin# into the eTrition key pad or for touchless entry; they can scan their student ID card. In order to avoid potential misuse of a student's meal account, the POS system will display a photo of the student for the cashier to verify the correct student is using the lunch account. Cashiers will alert the student when their account balance drops below \$10.00.

Parental Controls: Parents/guardians can monitor their student's meal account through the *MySchoolBucks* program or they can request a meal account statement from the Food Services Supervisor or the receptionist at the District Office. A parent/guardian may call or email the Food Services Supervisor or the receptionist at the District Office to place a block on their student's meal account. Examples of a student Meal Account Block: Student may purchase one meal per day, student may spend \$5.00 a day, or student may not purchase a la carte items.

Cash/Check: You or your student can also add to their account by bringing money to the school. Please place cash/check in an envelope clearly marked with your student's name, their ID# and the amount enclosed. Pre-paid deposits should be turned in to a cafeteria cashier(s) or to the school finance office.

Refunds: Parents/guardians can request a refund of their student's meal account funds at any time. Parents/guardians may call or email the receptionist at the EDUHSD District Office for a refund of their student's meal account balance. Service fees charged by *MySchoolBucks* are non-refundable. Refunds will be made by check only. We are unable to credit a charge account or debit card.

Community Children: Grab and Go Meal Program

Summer Grab and Go Meal Program

EDUHSD is pleased to announce that the Summer Grab and Go Meal Program will offer FREE weekly pick-up of breakfasts and lunches to any child age 2-18 on Mondays from June 7, 2021 through July 26, 2021. Meals may be picked up at Ponderosa High School, 3661 Ponderosa Road, Shingle Springs, CA 95682, from 9:00 a.m. to 10:00 a.m.

2021/2022 School Year Grab and Go Program

EDUHSD will facilitate a community Grab and Go Program available to any child age 2-18 on Mondays from August 2, 2021 through May 23, 2022 at Union Mine High School, 6530 Koki Lane, El Dorado, CA 95623 from 8:45 a.m. to 9:45 a.m.

Responsibilities

Nutrition Services Supervisors will be responsible for training all food service staff prior to working the service line regarding the District Food Services Meal Charging Policy.

Nutrition Services Contact Information

EDUHSD District Office	Lisa Baughn, EDUHSD Secretary III/Receptionist	530-622-5081 x7234
El Dorado High School	Suzette Champlain, Nutrition Services Supervisor	530-622-5081 x1053
Oak Ridge High School	Joyce Walker, Nutrition Services Supervisor	916-933-6980 x3025
Ponderosa High School	Cathy Reid, Nutrition Services Supervisor	530-622-5081 x2240
Union Mine High School Virtual Academy Independence High School	Tim White, Nutrition Services Supervisor	530-622-5081 x4611

FREQUENTLY ASKED QUESTIONS

Dear Parent/Guardian:

ARE APPLICATIONS REQUIRED? No. In order to assist in planning for the number of students to be served, families are encouraged to submit the attached Household Income Data Collection form or complete the form online at www.eduhsdnutrition.net.

DO I NEED TO FILL OUT A FORM FOR EACH CHILD? No. Use one form for all students in your household. Please be sure to complete the entire form, income information helps provide funding and services at your school. Return the completed form to: Lisa Baughn c/o EDUHSD, 4675 Missouri Flat Rd. Placerville, CA 95667.

CAN I APPLY ONLINE? Yes! You are encouraged to complete an online form instead of a paper one if you are able. Visit the [EDUHSD website](#) to begin or to learn more about the online form. Contact Lisa Baughn at the District Office **530-622-5081 x7234** or **916-933-5165 x7234** if you have any questions about the online form.

MY CHILD WAS ENROLLED LAST YEAR. DOES THE SCHOOL NEED A NEW ONE? Yes, please. Your form will be extremely important as we try to anticipate how many children will be participating this year. Enrollment also helps provide funding and services at your school.

MAY I ENROLL IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You, your children, or other household members do not have to be U.S. citizens to enroll.

WHAT IF THERE ISN'T ENOUGH SPACE ON THE FORM FOR MY FAMILY? Please contact: **Lisa Baughn c/o EDUHSD 4675 Missouri Flat Rd. Placerville, CA 95667 530-622-5081 x7234 or 916-933-5165 x7234 for more information.**

MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for **CalFRESH** or other Assistance benefits, contact your local assistance office: El Dorado County Office of Human Services @ 530-642-7300 or call **California State Social Services 877-847-3663**. If you have other questions or need help filling out the form, call Lisa Baughn at the District Office @ **530-622-5081 x7234 or 916-933-5165 x7234**.

Sincerely,

Ron Carruth, Ed.D.
EDUHSD Superintendent

The information submitted on this form is a confidential educational record and is therefore protected by all relevant federal and state privacy laws that pertain to educational records including, without limitation, the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended (20 U.S.C. § 1232g; 34 CFR Part 99); Title 2, Division 4, Part 27, Chapter 6.5 of the California Education Code, beginning at Section 49060 et seq.; the California Information Practices Act (California Civil Code Section 1798 et seq.) and Article 1, Section 1 of the California Constitution.

Who should I include in “Household Size”?

You must include yourself and all people living in your household, related or not (for example, children, grandparents, other relatives, or friends) who share income and expenses. If you live with other people who are economically independent (for example, who do not share income with your children, and who pay a pro-rated share of expenses), do *not* include them.

What is included in “Total Household Income”? Total Household Income includes all of the following:

- **Gross earnings from work:** Use your gross income, not your take-home pay. Gross income is the amount earned before taxes and other deductions. This information can be found on your pay stub or if you are unsure, your supervisor can provide this information. Net income should only be reported for self-owned business, farm, or rental income.
- **Welfare, Child Support, Alimony:** Include the amount each person living in your household receives from these sources, including any amount received from CalWORKs.
- **Pensions, Retirement, Social Security, Supplemental Security Income (SSI), Veteran’s benefits (VA benefits), and disability benefits:** Include the amount each person living in your household receives from these sources.
- **All Other Income:** Include worker’s compensation, unemployment or strike benefits, regular contributions from people who do not live in your household, and any other income received. Do not include income from CalFresh, WIC, federal education benefits and foster payments received by your household.
- **Military Housing Allowances and Combat Pay:** Include off-base housing allowances. *Do not* include Military Privatized Housing Initiative or combat pay.
- **Overtime Pay:** Include overtime pay **ONLY** if you receive it on a regular basis.

How do I report household income for pay received on a weekly, twice per month, every other week, monthly, and annual basis?

- For each household member determine the frequency in which income is received (weekly, twice per month, every other week, monthly, or annually) and enter amount in appropriate column. For example, if you are paid twice per month report the gross amount of your paycheck in the appropriate column.
- Repeat these steps for each source of income for each household member. If you have more sources of income than columns provided, report all additional income in the appropriate column.
- Add amounts reported in each column in the subtotal row. Multiply each subtotal by the appropriate number, as indicated on the form.
- Add all columns to determine the Total Household Income.

If your income changes, include the wages/salary that you regularly receive. For example, if you normally make \$1,000 each month, but you missed some work last month and made \$900, put down that you made \$1,000 per month. Only include overtime pay if you receive it on a regular basis. If you have lost your job or had your hours or wages reduced, enter zero or your current reduced income.

For additional information on Household Size and Gross Household Income, please see the Eligibility Manual for School Meals on the U.S. Department of Agriculture Guidance and Resource Web page at <http://www.fns.usda.gov/cnd/guidance/default.htm>.