

Food & Nutrition Services

SPUSD Local Meal Charge Policy, Debt Collection and Refunds

General Meal Account Guidelines and Charging Procedures

California will continue Universal Meals in the fall for the 2025-2026 school year. Brunch and lunch will be provided daily. Although meals are at no charge we encourage eligible families to apply for other educational benefits. Applications can be completed on line through the LINQ Family Portal or paper applications are available on our website and in the office of each school site.

Second Meal Prices

Second Meal Prices

Elementary Schools:	Breakfast \$3.00	Lunch \$4.00
SP Middle School:	Breakfast \$3.25	Lunch \$4.25
SP High School:	Breakfast \$3.50	Lunch \$4.50

- **Summer School meals are not free for K-8 students. Meals are only free for High School Students.**
- All school sites will offer Brunch during morning recess.
- Brunch includes grains, proteins, fresh fruit, and 1% unflavored milk. All students must take ***at least one*** fruit or juice to receive their meal at no charge.
- Lunch includes the five Components of a "Complete Meal"- Protein, Grain, Fruit, Vegetables and Nonfat chocolate or 1% unflavored Milk. Students must take 3 components, with ***at least one fruit*** and ***or one vegetable*** to receive their meal at no charge.
- Second meals and a la carte items are available to all students at an additional charge. Students will not be permitted to incur a negative balance for purchases of those items.
- If a student's account becomes negative for any reason, it is the parent/legal guardian's responsibility to pay the debt within 30 days.

Payments and Charging Procedures

In compliance with CDE requirements all students must use their 6-digit student ID number at the register in order to account for all meals received or to purchase any additional items.

While payments can be made by the student at the register, for the sake of convenience and to improve service times we strongly encourage families to pre-pay their student's meal account in one of the following ways:

- **On Line payments:** This is the quickest and easiest way as funds are available in real time. Set up your account at [LINQ Connect Family Portal](#). Through LINQ Family Portal you may transfer funds between siblings, set up automatic payments, set up low balance alerts, set spending limits and apply for additional Education benefits. Money deposited to your child's account will roll over to summer school and or to the next school year. It will also transfer to any SPUSD school site.
- **In Person Payments:** Payments can be made, cash or check, (Payable: SPUSD Nutrition Services) at the Nutrition Services Office, located behind the High School Cafeteria, Mon-Fri between 8am to 11:30am or 1:30pm-3:00pm or to the District office at 1100 El Centro, South Pasadena.

- **Mail a Check to the District Office:** Make check Payable to SPUSD Nutrition Services. Include student name and student ID #. Allow 7-10 business days to process. Mail Attention to Nutrition Services at 1100 El Centro Street South Pasadena, CA 91030.

Debt Notification and Collection Procedures

Negative balance letters are sent monthly so that parents may closely monitor their students' expenditures. In order for a student account to be debited, the student must provide his/her PIN or first and last name to the cashier. When the account is retrieved, the student's picture appears as a secondary source of identification. Parents may view your students purchases and transactions on the LINQ Family Portal. If, after reviewing transaction purchases, a dispute exists, the Parent/Guardian or student may submit in writing via email to the Nutrition Services Department and request further information, and/or dispute specific transactions. Disputes must be made within 30 days of the purchase in question.

Refunds

For students leaving the district, please turn off any autoloan setting and complete a [Meal Account Refund Form](#). Multiple students may be combined in one form. Submit this completed form to MMaling@spusd.net. Refunds less than \$10.00 can be collected in cash from the Nutrition services office. All other refunds are issued by check. Allow 4-6 weeks for delivery. *Refunds may only be collected 3 years from student's last day at SPUSD.*

For Graduating Seniors, Families are encouraged, through [LINQ](#), to transfer remaining funds to siblings and turn off any recurring deposits so that the refunds are accurate. We will begin the refund process for any funds left in senior accounts a week after graduation. **This is automatic:** you do not need to contact us.

Any remaining funds can also be donated to SPUSD Nutrition Services to offset negative balance recovery. Contact JeniferSmith@spusd.net to donate.

Federal regulations do not allow cafeteria funds to settle student meal account debt.

Contact Information

For additional information please contact the Food & Nutrition Services Department at

626-441-5820 Ext. 2951

JWillard@spusd.net

JeniferSmith@spusd.net

Mail payments or meal applications to the Food & Nutrition Services Department at:

1100 El Centro Street

South Pasadena, CA 91030

Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's

TARGET Center at 202-720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at 800-877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDAOASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling 866-632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or

2. **fax:**

(833) 256-1665 or (202) 690-7442; or

3. **email:**

program.intake@usda.gov

This institution is an equal opportunity provider.