

Meal Payment Process and Policy

Unalaska City School District offers healthy meals for every student every day. Families whose student(s) do not qualify for Free or Reduced meals are expected to pay for meals in advance or at the time of service. Following the guidance of USDA, UCSD will “allow children to receive the nutrition they need to stay focused during the school day, minimize identification of children with insufficient funds to pay for school meals, and maintain the financial integrity of the non-profit school food service account.”

To do so, the following guidelines will be followed:

1) Meal Payment:

- a. All students will be expected to have a positive balance in their account or pay for the meal at the time of service.
 - i. Meal debts accumulated prior to the 2024-25 school year will be in a separate fee category; those all student meal debt status will begin the school year at \$0.
- b. Payments may be made:
 - i. NEW: Online through the Parent PowerSchool portal and EPayTrak service
 - ii. Through the school office
 1. In-person with cash, check or credit card
 2. Over the phone by providing credit card information

2) Low or Insufficient Funds:

- a. Families with a student balance of \$7 or lower will receive an auto-generated email notification as a reminder to add funds to their student account.
- b. Students with a balance of \$0 or lower will be provided and charged for the daily meal.
- c. Students with a balance of \$0 or lower will not be served a second entree or A La Carte items.

3) Meal Debts

- a. All food service debts are expected to be paid by the end of each school year.
- b. Upon withdrawal or graduation, transcripts may be withheld pending payment of meal charges and other outstanding fees.
- c. UCSD will work with families to establish a payment plan for meal debts accumulated prior to 2024-25 school year.



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