

Food Services Payment Procedures

Food Services 2017

Why we encourage advance payment

The MealsPlus Computer System allows the School Food Service Program to keep up with student payments and meals eaten on a daily basis throughout the school year. Because we post grade-level menus monthly to our website, we encourage students to pay in advance for their breakfast and lunch meals.

How to pay for meals

- We accept personal in-state checks. Checks must have current address and telephone numbers imprinted on them.
- The check should not include other school fees, because we cannot cash checks or split checks with other funds.
- Send checks made out to the cafeteria of the school your child attends.
- Please note the child's name on the check – if the check is written for more than one child's money, each child's name & the amount to credit to each child should be noted on the check.
- Meal Payments can also be made through <https://www.k12paymentcenter.com/> where payments are made electronically to the student's account. You will need the student's PowerSchool number to complete this process. There is a convenience fee per transaction of \$1.95 per student.

What happens if a parent can't pay

- Federal law requires that payment must be made for all meals received.
- Provisions are made for households that are unable to pay for their child's meals through Free and Reduced Price Meal Applications. You may complete a paper meal application at your child's school or go to <https://www.lunchapplication.com/> to apply electronically. You will need the student's PowerSchool number to complete this process.
- Middle and high school students are **not** allowed to charge meals.
- Elementary school students may charge Breakfast and Lunch Meals up to five days. After five days, a balance-owed letter will be sent home to communicate a negative balance in the student's account.

How we handle non-sufficient fund checks

- All NSF checks will be recovered by the electronic system CheckTrac via our banking system.
- A second NSF check by the same person will result in all meals being paid by cash or money order for the rest of the school year.
- NSF checks that cannot be collected by the Check Trac system will be notified by certified mail. Please have the check amount plus a \$30 NSF fee in cash or money order. Failure to recover the NSF check will result in NSF checks being turned over to the Magistrate Court.

How we handle end-of-year payments

- Students will **not** be allowed to charge meals during the school year's last two full weeks.
- Students **who owe balances** at the beginning of May **must make arrangements** with the cafeteria manager to clear these balances, or the students **will not be allowed** to eat during the last two weeks of the school year or until the bill is paid.