

# 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.