



**POWAY UNIFIED SCHOOL DISTRICT  
Food and Nutrition Department  
PAYMENT PLAN AGREEMENT FOR UNPAID MEALS**



Poway Unified School District understands that some parents/guardians are not able to pay the entire balance of their child(ren)'s unpaid meal debt at one time. The Food and Nutrition Department (F&ND) works with parents/guardians to develop a payment plan to help them eliminate this debt during the school year.

**All of a student's unpaid meal debt – including those from the current year and previous years - must be paid in full before June 30.**

If a parent/guardian deems it necessary, he/she may work with the Food and Nutrition Department to develop a payment plan for unpaid meal debt. Any payment plan developed jointly by the parent/guardian and the F&ND will include any previously accumulated negative balances accrued on a student's account, as well as unpaid meals owed for the current school year.

This payment plan is completely independent from the District's process for determining a student's eligibility for Free or Reduced Price Meals (F/RPM) through the National School Lunch Program (NSLP), and also independent from the District's process for evaluating other fee waivers. Parents entering a payment plan with the District must have already applied for F/RPM and found not to be eligible for free meal benefits.

The F&ND works diligently to be a responsible financial steward, and aims to limit the burden on the school budgets and classroom funds as much as possible. It is important for F&ND to make a significant effort to collect obligations that are owed to the District by its students and their families.

Please contact the Food and Nutrition Office at (858) 668-2570 with questions.

<b>PAYMENT PLAN DETAILS – Please keep a copy of this payment plan agreement as your monthly payment reminder.</b>			
<b>Last Name</b> _____	<b>Child 1</b> _____	<b>Child 2</b> _____	<b>Child 3</b> _____
<b>Current Account Balances</b>	<b>Child 1</b> _____	<b>Child 2</b> _____	<b>Child 3</b> _____
<b>Monthly Payment on Unpaid Balances</b>	<b>Child 1</b> _____	<b>Child 2</b> _____	<b>Child 3</b> _____
<b>Total Monthly Payment (for all students)</b> _____			
<input type="checkbox"/> <b>2 Payments (Aug./Jan.)</b>	<input type="checkbox"/> <b>5 Payments (Aug./Oct./Dec./Feb./Apr.)</b>	<input type="checkbox"/> <b>9 Payments (Sept.-May)</b>	

**Methods for Payment**

**Pay Online:** Make an online payment to your child's account using your credit or debit card at <https://www.myschoolbucks.com/>. There is a transaction fee of \$2.49.

**Pay in the Mail:** Send a check to Food and Nutrition Department, 12225 Kirkham Rd., #100, Poway, CA 92064. Checks should be made payable to PUSD Food and Nutrition. Please include your child's name and student ID number when sending a payment.

**Pay in Person:** Stop by Food and Nutrition Department, 12225 Kirkham Rd., #100, Poway, CA 92064 between 7:30 a.m. and 4:00 p.m. Monday through Friday to pay by cash or a check. You may also send cash or a check to school with your child. Please hand-deliver cash to Food and Nutrition employee. Checks should be made payable to PUSD Food and Nutrition..

\_\_\_\_\_  
**Parent's/Guardian's Name (Printed)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent's/Guardian's Signature**

\_\_\_\_\_  
**Food & Nutrition Director's Signature**