



SBCSC Cafeteria Year End Money and Charge Procedure

Dear Parent/Guardian,

The 2017-2018 School year is almost over. As a reminder, we ask that you check your child's account balance. Per SBCSC Meal Charge Procedures, charging school meals is not allowed after April 30th of each school year. To help make sure that your child has money in his/her account, you may check balances in the following ways:

- www.myschoolbucks.com. This online service is available for parents to check balances for free. If you have not checked balances before, you will need your students' birth date and ID number. If you do not have that, please call your child's school and they can get it for you.
- Your Child's Cafeteria Manager. You can call or stop by your child's school office and ask to speak with the cafeteria manager, they will be happy to look up the balance for you; SBCSC Food and Nutrition office. Our phone number is 574-393-6059 and we can provide student balance information.

Some important things to keep in mind now that the school year is coming to a close:

- You can make Payments for school meals online at www.myschoolbucks.com, pay at the Food & Nutrition office in the Administration Center, or the school cafeteria.
- Negative balance letters will continue to be sent home. We will make every effort to notify you when your student is out of lunch money and is receiving a courtesy meal.
- Money deposited into your child's account will remain safely in the lunch account for startup next fall. If your student transfers to a different school in the SBCSC district, the money will transfer with your child to that school.
- If your child is a graduating senior or transferring out of the corporation, you may transfer any remaining balance to another SBCSC student account or you may request a refund by completing a Student Meal Account Refund Form.
- The last day to make deposits online for this school year will be Friday, June 30th, The system will be closed for deposits after this date until fall.
- Students are not permitted to carry forward a negative balance in their account. Negative balance letters will be sent home asking for payment. If no payment is made by June 30th unfortunately, the account will be turned over to collections.

Thank you for your cooperation and if you have any questions, please call the Food and Nutrition Office at 574-393-6060.