

## **Bunker Hill Community School District #8 Lunch Program Information**

Lunch accounts are not meant to be charge accounts, rather depositories for maintaining a positive balance in which to draw from for meals, similar to a checking account. However, funds are only for purchases through the cafeteria during meal service and cannot be used to pay any unpaid balance in another category, such as fines, fees or book rental.

### **Meal Accounts and Negative Balance Policy:**

The Bunker Hill Community School District Nutrition Service Department is a self-operating program. In order to maintain financial stability and equality of all lunch paying students, policies regarding lunch accounts have been adopted.

Each student has a computerized meal account. Parents may **pre-pay** money into the student's meal account. The computer records the meal and deducts the appropriate amount from the student's account. To keep meal prices reasonable, the Food Service Department & office staff at each building closely monitor student accounts to prevent negative balances and charges. Here are some of the services we provide to parents to ensure their child has adequate funds for meals.

- 1) Parents may monitor student accounts from home (via their parent PowerSchool account.)
- 2) Parents may sign up for automatic lunch balance notifications, which will be emailed via PowerSchool when a student's lunch balance reaches \$5.00.
- 3) An automated Alert Now call will go out every Sunday evening to those student's whose accounts are at \$5.00 or below
- 4) Emails are sent out when an account has become negative with no arrangements made to bring the account current.
- 5) Online prepayments with debit/credit card can be made through [www.bhschools.org](http://www.bhschools.org) website using the GovPay link. ***\*\*Please allow a minimum of 24 hours for deposits via GovPay to be processed and show up in student accounts\*\****
- 6) Cash or check payments are accepted at your child's school office. Envelopes are provided for lunch deposits in the school office. Please make sure to include your students first and last name and the amount being turned in. One check can be written for multiple students at the same school and how to apply it to their accounts can be marked on the check or envelope. Deposits for students at separate schools will not be accepted at one school, separate checks must be made for those situations.

**Negative balances:**

Once a student's lunch balance is -\$10.00, parents will be notified via email from the Food Service Director. At this time, payment arrangements may be made and any questions may be answered.

Students with negative balances can purchase that day's lunch via cash turned in for that day.

Students with negative balances will not be allowed to purchase any ala carte items, such as drinks, snacks or extra entrée's.

All negative balances are expected to be paid in full before the end of the school year or before graduation if a senior. Balances **not** paid in full will be carried over to the following school year.

Unpaid negative lunch accounts will be considered a "delinquent" account and could result in a collection agency being contacted to collect the debt.

Student's with a negative balance of more than \$5.00, will be given an alternate lunch. The alternate lunch will consist of items that meet the USDA guidelines. The alternate lunch is as follows: cheese sandwich, fruit and milk. This lunch is at no charge to the student, and is not required to be served by the USDA.

**Free/Reduced Lunch Applications**

- A. Parents/guardians are strongly encouraged to submit free/reduced lunch application forms annually, as well as, when their household information or income changes. Applications can be submitted at any time and are available during registration or through individual schools, as well, as on the district's website: <http://bhschools.org>
- B. Free/reduced applications are also a part of all paperwork provided to families of students transferring into the Bunker Hill Community School District.
- C. **Any** lunch balances accrued before a free/reduced lunch application is approved is the responsibility of the parent/guardian to pay.
- D. Milk **without** a full meal covered under the National School Lunch program is entered as a charge to the student's account at forty cents per carton.

ADOPTED: May 8, 2017