



PORTLAND PUBLIC SCHOOLS

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NUTRITION SERVICES

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Director

Procedures for HS Cafeteria Meal Accounts 2011-2012

It is the responsibility of parents or guardians to prepay for school meals or provide a lunch from home or complete an application establishing eligibility for free or reduced-price meals. Nutrition Services is unable to use federal funds to forgive student meal debt and has established guidelines to help families manage cafeteria accounts. The following steps are taken to communicate with families and students about cafeteria meal accounts:

Low Balance

1. Cafeteria staff may give gentle verbal reminders to student to bring money when the account balance is low.
2. Families who have provided an email address may be notified via email.

Negative Balance

3. Students are not permitted to charge meals at high school.
4. School Administrators, PTA or other groups have the option to set up a cafeteria account to pay for student meals that are not eligible to be covered by federal funding.

Families can enroll in the online prepayment service www.myLunchMoney.com for convenient online payment and account tracking. There is a \$1.95 transaction fee to process each payment and it can take up 24 hours for payments to post to accounts.

Cash and checks are accepted in school cafeterias. Families are encouraged to send checks that include the student's name and ID number. Contact Nutrition Services at 503-916-3399 for more information.