



## **PORTLAND PUBLIC SCHOOLS**

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**NUTRITION SERVICES**

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Director

### **Procedures for MS Cafeteria Meal Accounts 2011-2012**

It is the responsibility of parents or guardians to prepay for school meals, 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 will begin gentle verbal reminders to student to bring money when the account balance falls below \$13.25.
2. Students may be given a “low balance” reminder note to take home.
3. Families may receive a reminder phone call from the cafeteria staff.
4. Families who have provided an email address may be notified via email.

#### **Negative Balance**

5. Phone calls to families will be initiated by the Nutrition Services auto dialer with when the cafeteria balance is negative.
6. Cafeteria staff will provide a gentle verbal reminder to the student to bring money when the student comes through the cafeteria line. With principal approval, students may also use a reminder hand stamp.
7. No more than \$5.30 can be charged to a student’s account (approximately two meals). If the balance remains unpaid, the student must bring a lunch from home until the negative balanced has been settled.
8. 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](http://www.myLunchMoney.com) for convenient online payment and account tracking. There is a \$1.95 transaction fee for this service 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.