



PORTLAND PUBLIC SCHOOLS

501 North Dixon Street / Portland, OR 97227
Mailing Address: PO Box 3107 / Portland, OR 97208
Phone: (503) 916-3399 Fax: (503) 916-3420
NUTRITION SERVICES

Gitta Grether-Sweeney, MS, RD
Director

Procedures for Elementary Cafeteria Meal Accounts 2011-12 School Year

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. 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 students to bring money when the account balance falls below \$13.25 (approximately five lunches).
2. Students may be given a note to take home or with principal approval, students may use a reminder hand stamp.
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

1. Phone calls to families will be initiated by the Nutrition Services auto dialer when the cafeteria account balance is a negative \$2.40.
2. Cafeteria staff will provide a gentle verbal reminder to the student to bring money when the student comes through the cafeteria line.
3. A letter for the family may be delivered to the teacher's mailbox for the student to take home to the family.
4. A reminder phone call to the parent/guardian will be made a minimum of one time and the call will be documented by the cafeteria Lead on the Account Balance Tracking Form.
5. If the account remains unpaid and reaches a negative \$13.25 (5 meals), the Cafeteria Lead will notify the principal or vice-principal that the student will be given only emergency food of milk, fruit and vegetables.
6. Students will need to provide a meal from home if their account remains a negative \$13.25 and they have been provided with an emergency food for five days.
7. 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 are encouraged to enroll in the online prepayment service www.myLunchMoney.com for convenient online payments and account tracking. There is a \$1.95 transaction fee for this service.

If you have questions regarding these procedures please contact Nutrition Services at 503-916-3399.