

## **Breakfast/Lunch Program Information and Meal Purchasing Procedures 2017-2018**

Welcome to the Columbia Public Schools' cafeterias! For your convenience, Nutrition Services has a computerized cashiering system at all of our schools. All students are automatically assigned access to a student debit account in order to purchase and to pay for lunch, breakfast and/or a la carte items. Money may be deposited into a student's account so that it is available each time a student eats and allows the student to move through the lines quickly. Students may still pay cash daily to the cashier as they have in the past. For parental convenience, parents may view student purchases and deposit money online.

### **Parental/Guardian account access to child(ren) meal information:**

- Parents/guardians may review and/or pay for student purchases via MySchoolBucks at [www.MySchoolBucks.com](http://www.MySchoolBucks.com)
- Parents may also fill out a free and reduced price meal application in order to receive free or reduced priced meals for their student at: <http://www.cpsk12.org/nutrition> at any point in time during the school year.
- Parents/guardians may also pay for student meals in the school cafeteria, but only to Nutrition Services personnel and;
- Lastly, payments and account review can be made at the Nutrition Services office at 1818 W. Worley Street, 65203

All students will use their assigned personal identification number to access their meal account. This identification number will be typed into a keypad by the student at the cashier stand after obtaining a meal. Kindergarten students are encouraged to practice using their individual student identification number in order to move through the lunch lines efficiently.

All communications sent home are sent using the student information on file with the district. Please keep all records up to date in order to receive important information.

### **Free and Reduced-Price Meals**

Our free and reduced-price meal applications can be accessed and submitted online. Applications for meal benefits are only good from July 1 through June 30 annually. A new application must be completed at the beginning of each school year. Households are responsible for all student purchases incurred prior to meal benefit approval. Approval notices will be sent to the home address each household has on file with the district. If a notice of approval has **not** been received, meals obtained will be charged to a student's account and parents/guardians will be responsible for all accumulated charges. If a child in your home is missing from the Free and Reduced Price meal notification, contact Nutrition Services immediately to have a student added to the application to avoid unnecessary meal charges. Nutrition Services reserves the right to pursue payment of unpaid charges owed by the student's parent/guardian with a third party collection agency.

### **2017-2018 Breakfast Prices, All Grades K-12**

All students are welcome to eat breakfast every morning.

Price: Full breakfast, \$1.85  
Reduced-price breakfast, \$0.30  
Adults, \$2.25

A la carte milk \$ .50 and juice a la carte prices vary by size

### **2017-2018 Elementary Lunch Prices, Grades K-5**

Hot and cold lunches are provided featuring a regular menu, garden bar, or sack lunch. All meals include milk.

Price: Full lunch, \$2.90  
Reduced-price lunch, \$0.40  
A la carte milk \$0.50  
Juice 4 oz. \$0.40  
Juice 8 oz. \$0.60

### **2017-2018 Middle School and High School Meal Prices, Grades 6-12**

Hot and cold lunches are provided featuring a regular menu, garden bar, or sack lunch. All meals include milk.

Price: Full lunch, \$3.00  
Reduced-price lunch, \$0.40  
A la carte milk  
Juice 4 oz. \$0.40  
Juice 8 oz. \$0.60  
Juice 10 oz. \$1.50

Parents are always welcome to eat meals with their children. Visiting adults may purchase a lunch for \$3.75 and breakfast for \$2.25.

### **Charging Procedures:**

#### **Elementary (grades K-5) Charge Procedures**

District-wide procedures allow elementary students to charge only a complete meal (a charge is a meal obtained with a zero or negative student account balance). A complete meal must consist of at least 3 of the 5 components offered (Grains, Meat or protein substitute, Fruit, Vegetable, and Milk). All students are required to take a fruit or vegetable at both lunch and breakfast or will be charged a la carte prices. A la carte purchases are strictly prohibited if a student does not have money in his or her account or if the account balance is negative, regardless of cash in hand. Milk or juice-only purchases are considered an a la carte purchase.

*Important:* Students will only be allowed to charge a maximum of 5 lunches and breakfasts combined (negative \$25.00 maximum charge allowed). All negative balances exceeding this amount will be turned over to a collection recovery agency and may include interest fees and/or court fees if debt is not resolved in a timely manner. Students will be allowed to continue to eat a complete meal. Nutrition Services will provide low funds letters for teachers to send home with students on a weekly basis when a student has reached a positive \$7.00. Courtesy calls will also go out to all households with negative meal balances. Students who owe fees due to negative lunch accounts will not receive grade cards. Parents are discouraged from sending cash to school with students to avoid loss and/or theft.

#### **Middle School (grades 6-8) Charge Procedures**

District-wide procedures allow middle school students to charge only a complete meal (a charge is a meal obtained with a zero or negative student account balance). A complete meal must consist of at least

3 of the 5 components offered (Grains, Meat or protein substitute, Fruit, Vegetable, and Milk). All students are required to take a fruit or vegetable at both lunch and breakfast or will be charged a la carte prices. A la carte purchases are strictly prohibited if a student does not have money in his or her account or if the account balance is negative, regardless of cash in hand. Milk-only purchases are considered an a la carte purchase.

*Important:* Students will only be allowed to charge a maximum of 5 lunches and breakfasts combined (negative \$25.00 maximum charge allowed). All negative balances exceeding this amount will be turned over to a collection recovery agency and may include interest fees and/or court fees if debt is not resolved in a timely manner. Students will be allowed to continue to eat a complete meal. Nutrition Services will provide low funds letters for teachers to send home with students on a weekly basis when a student has reached a positive \$7.00. Courtesy calls will also go out to all households with negative meal balances. Parents are discouraged from sending cash to school with students to avoid loss and/or theft.

Nutrition Services will contact the school's guidance counselor or homeschool communicator to pursue home contact. Students who owe fees due to negative lunch accounts will not receive grade cards, or be allowed priority scheduling.

### **High School (grades 9-12) Charge Procedures**

District-wide procedures allow high school students to charge only a complete meal (a charge is a meal obtained with a zero or negative student account balance). A complete meal must consist of at least 3 of the 5 components offered (Grains, Meat or protein substitute, Fruit, Vegetable, and Milk). All students are required to take a fruit or vegetable at both lunch and breakfast or will be charged a la carte prices. A la carte purchases are strictly prohibited if a student does not have money in his or her account or if the account balance is negative, regardless of cash in hand. Milk-only purchases are considered an a la carte purchase.

*Important:* Students will only be allowed to charge a maximum of 5 lunches and breakfasts combined (negative \$25.00 maximum charge allowed). All negative balances exceeding this amount will be turned over to a collection recovery agency and may include interest fees and/or court fees if debt is not resolved in a timely manner. Students will be allowed to continue to eat a complete meal. Courtesy calls will also go out to all households with negative meal balances. Parents are discouraged from sending cash to school with students to avoid loss and/or theft. Student will be verbally informed that there are negative charges.

Nutrition Services will contact the school's guidance counselor or homeschool communicator to pursue home contact. Students who owe fees due to negative lunch accounts will not receive grade cards, diplomas or priority scheduling.

### **Meal Account Refunds:**

Refunds of \$10 or less can only be obtained in person at 1818 West Worley Street, Columbia. Amounts over \$10.00 must be requested and then will be mailed to the parent/guardian and may take up to 4 weeks to process. Families who plan to leave the district at year's end are encouraged to make plans for refunds that may include the address of their new residence, or make an early request. Overseas payments will take significantly longer to receive.

## **Food Allergies**

If your child has a food allergy that requires a food substitution in the cafeteria, a physician's order is required. The student's physician must fill out and sign the Medical Statement for Students to Request Special Meals form found on the CPS Nutrition Services' website <http://www.cpsk12.org/nutritionservices> or call 573-214-3480 to have a copy mailed or faxed to a physician. Nutrition Services cashiers will be unable to monitor for student or religious preferences that are not physician documented, however, updated menus and ingredient information can be found on the Nutrition Services' website in order to assist families with meals selections daily.

All foods sold to students during the school day are under the scrutiny of USDA's National School Lunch Program Regulations which were created to promote high standards for all foods available to children. Columbia Public Schools strictly adheres to research-based nutrition regulations geared toward targeting nutrients deficient in the U.S. American diet.

For more information regarding school meals, please contact the Nutrition Services office at (573) 214-3480, [lunch@cpsk12.org](mailto:lunch@cpsk12.org) or log on to the Nutrition Services' website: <http://www.cpsk12.org/nutrition>.