

## Section 800 – Support Services

### School Food Services

#### Procedure for Free or Reduced Cost Meals Eligibility and Meal Charges

File: 802.05 – R1

The School Board's procedure regarding lunch account balances effective for the 2017-2018 school year is as follows:

Payment for school meals is expected at the time of purchase or payments may be made in advance to your family lunch account.

A Point of Sale (POS) software system is used for the school lunch program.

#### **Please note the following important information:**

- Each student has an individual lunch ID number, which students should memorize.
- Check or Cash payments may be made at the individual student's school, the Administrative Offices located at 410 East Benton Street or mailed to O'Neill Public Schools, PO Box 230, O'Neill, Nebraska 68763. Checks should be made payable to O'Neill Public Schools.
- Online payments can be made through the website at [www.oneillpublicschools.org](http://www.oneillpublicschools.org)
- To insure credit to the proper account, the student's lunch account number should accompany the payment.
- If sending cash with a student, place the payment in a sealed envelope, along with the student's name and lunch account number. *O'Neill Public Schools is not responsible for lost, unidentified, or stolen cash.*
- Students must have funds deposited in their lunch account in order to purchase extra entrées or extra milk, regardless of eligibility status (Paid, Free or Reduced).
- O'Neill Public Schools cannot make change for cash at the schools, so please utilize the lunch account for all purchases.

#### The procedure will be enforced as follows:

- The lunch room computer will provide the cashier with a "low balance" warning whenever a student's individual account is \$20.00 or less.
- Each Friday, parents will receive an email notification with their current balance if their account is \$20.00 or less.
- Each Wednesday, an automated phone call will be sent to all parents whose balance is negative.
- Once an account is negative \$20.00 or less the students will not be able to purchase any extra entrées or extra milk, regardless of eligibility status (Paid, Free or Reduced)

Parents can check their account balance by calling the Administrative Office at 402-336-3775 or online at [www.oneillpublicschools.org](http://www.oneillpublicschools.org).

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After thirty (30) days of a negative balance, collection procedures will be initiated, starting with a letter to the responsible party. If there is no response, a second letter will be sent. After it is determined that the usual methods to collect the money owed O’Neill Public Schools have failed, action will be taken to collect the amount due in small claims court.

#### **Outside Food and Beverage Policy:**

O’Neill Public Schools does not allow the delivery of food or beverages from outside vendors or fast food establishments for as student’s breakfast or lunch meal. All meals are to be provided by the School Food Service or a prepared meal from home may be sent with your student. No soda pop is allowed during the breakfast and lunch serving times.