



## How to Purchase School Meals

### Student Meal Accounts

Each student has a personal debit account linked to their PPS student identification (ID) number. Student ID numbers can be found on the fall student verification form provided by the school. After students make their meal selection in the kitchen, they enter their student ID number via a pin pad at the cash register to complete the purchase.

### Student Meals Status

All students grades PK-12 are eligible to apply for free or reduced meal benefits (up to \$1,000 per year), if the family meets income guidelines or receives Supplemental Nutrition Assistance Program (SNAP) benefits or Temporary Assistance for Needy Families (TANF) benefits via the State. Below is a list of student meal statuses and information on when to submit a meal application for free and reduced benefits.

Meal Status	Ways to Receive Meal Status	When to Submit a Meal Application
Free or Reduced	For families who meet income guidelines set by the USDA <ul style="list-style-type: none"> <li>Apply <a href="https://district.ode.state.or.us/apps/frlapp/default.aspx">online</a> <a href="https://district.ode.state.or.us/apps/frlapp/default.aspx">https://district.ode.state.or.us/apps/frlapp/default.aspx</a>, or</li> <li>Apply via <a href="http://www.pps.net/Page/2464">paper</a> meal application <a href="http://www.pps.net/Page/2464">http://www.pps.net/Page/2464</a></li> </ul> Applications are processed within 10 business days	<ul style="list-style-type: none"> <li>Students who are new to PPS, including students who transfer to a non-CEP* school</li> <li>Families who have added additional family members to the household or change in income status</li> </ul>
Paid	For families who <u>do not</u> meet income guidelines	Only if the family income has changed and may now meet USDA <a href="#">income guidelines</a>
Free via CEP* School	All students enrolled at a CEP school (See CEP school list** below)	Meal applications are not needed

### \*Community Eligibility Provision (CEP)

The intent of CEP is to improve student access to free school meals in eligible schools and to eliminate the burden for families who are required to complete complicated applications annually. Families of students attending one of the CEP sites listed below do not need to submit a meal application. ALL students are provided free breakfast and lunches at no charge. However, if a student transfers to a **non-CEP** site, a meal application needs to be submitted (for those who wish to apply for free or reduced benefits).

#### \*\*CEP School List

Alliance @ Meek	Harrison Park K-8	Lane MS	Pioneer Program	Sitton ES
Boise-Eliot/Humboldt K-8	James John ES	Lee K-8	Rigler ES	Vestal K-8
Cesar Chavez K-8	Jefferson HS	Lent K-8	Roosevelt HS	Whitman K-5
Faubion K-8	Kelly ES	Madison HS	Rosa Parks ES	Woodlawn K-8
George MS	King K-8	Marysville K-8	Scott K-8	Woodmere K-5

**Student Meal Payment Options:** Families can purchase student meals with the following payment options:

Payment Types	Additional Information
Cash	Funds deposited the same day they are received.
Check	Funds deposited the same day they are received. Highly recommended for tracking purposes.
<a href="#">MySchoolBucks</a>	A secure online prepayment system where parent/guardians can deposit funds via debit or credit card. There is no charge to register and view your student's account. <b>NOTE:</b> When making prepayments, there is a \$1.95 fee per transaction. <b>The charge will show up on your bank or credit card statement as "MSB PORTLAND PUBLIC SCHOOLS".</b>

### Who to Contact with Questions

Question Type	Point of Contact	Contact Information
Student account questions	School cafeteria	<a href="#">School phone number</a>
MySchoolBucks	MSB Support	1.855.832.5226
Meal applications	Meal Benefits Specialist	<a href="mailto:mealbenefits@pps.net">mealbenefits@pps.net</a>   503.916.3402
General questions and/or feedback	PPS District Office	<a href="mailto:nutritionservices@pps.net">nutritionservices@pps.net</a>   503.916.3399, M-F, 7am-4pm