



PORTLAND PUBLIC SCHOOLS | NUTRITION SERVICES

Procedures for School Cafeteria Meal Accounts



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Dear Portland Public Schools Families,

PPS Nutrition Services takes pride in providing students with delicious, high quality, nutrient-rich meals to support learning. Under no circumstance do we want a child to go without a meal. It is the responsibility of parents or guardians to either prepay for school meals, provide a breakfast/lunch from home, or complete a meal application to receive free or reduced meal benefits. We understand families have busy schedules which is why we make every effort to communicate with families about the status of their student's meal account balance. PPS Nutrition Services does not publicly identify students who cannot pay for a meal. We are an opt out service. If you do not want your child to participate in school meals, please provide a written statement to our department.



Each student has a personal debit account linked to their PPS student identification (ID) number. A student's identification number can be found on their fall registration form. Students enter their ID number on a keypad at the register to purchase a meal. Students will be able to purchase one breakfast and/or one lunch per school day. While additional entrees are not available for purchase, all school lunches come with unlimited fruits and vegetables. Milk may be purchased separately for \$0.50 each. The meal prices at schools that are not CEP for the 2023-24 school year are \$1.60 for breakfast for students in all grades, \$3.00 for lunch for students in grades K-8 and \$3.50 for lunch in grades 9-12.

Meal Account Balances

When a student's account is low or out of money, families will be contacted. Families will receive phone calls and emails weekly. Families without an email address on file may receive a letter to their home address. Please note, all balances rollover from year to year (from 2019-20 and prior). The meal payment options available are:

Credit/Debit Card: Enroll and use the online prepayment service SchoolCafé.

Check: Made payable to PPS Nutrition Services, including student's name and student ID.

Cash: All funds will be added to the student's account. Cash back is not provided.

SchoolCafé

SchoolCafé is a secure, online system for families to make payments and fund student cafeteria meal accounts, set low balance alerts, review purchasing history and submit and review your household meal application. To enroll, go to www.schoolcafe.com. After registering, you can add students to the account. You will need the child's student ID number and school. There is no charge to register and view your student's account. When making prepayments to a student's account there is a \$15.00 minimum and a 5% fee. In one transaction, prepayments can be added to multiple students in a household.

This institution is an equal opportunity provider.