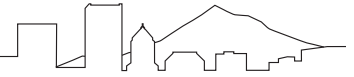


2016-17 Procedures for Elementary Cafeteria Meal Accounts



Portland Public School 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 lunch. It is the responsibility of parents or guardians to prepay for school meals, provide a lunch from home, or complete an application establishing eligibility for free or reduced-price meals. We understand families have busy schedules and our department makes every effort to communicate with families the status of their student's meal account balance by the following:

Accounts with a low balance:

- Cafeteria staff will begin gentle verbal reminders to students to bring money when the account balance falls below \$13.50 (approximately five lunches).
- Students may be given a note to take home or with principal approval, students may use a reminder hand stamp.
- Families may receive a reminder phone call or an email (if applicable) from the cafeteria staff.

Accounts with a negative balance

- Phone calls to families will be initiated by the Nutrition Services auto dialer when the cafeteria account balance is a negative \$2.70.
- Cafeteria staff will provide a gentle verbal reminder to the student to bring money when the student comes through the cafeteria line.
- A letter may be delivered to the teacher's mailbox for the student to take home to the family.
- A reminder phone call to the parent/guardian will be made a minimum of one time and the call documented by the cafeteria staff
- If an account remains unpaid and reaches a negative balance of \$13.50 or higher, the principal or vice-principal will be notified and the student will be provided an alternate meal of milk, fruit and vegetables.
- If an account has a negative balance of \$13.50 or higher and the student has been provided with an alternate meal for five days, families will need to provide a meal from home until the account is paid.
- 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.mySchoolBucks.com for convenient payments and account tracking. There is a \$1.95 transaction fee for this service.

Cash and checks are accepted in school cafeterias. Families are encouraged to send checks that include the student's name and ID number. Contact Nutrition Services at 503-916-3399 for more information.



PORTLAND PUBLIC SCHOOLS
Nutrition Services

This institution is an equal opportunity provider.