

Keystone Local Schools Charge Procedure for School Meals

Keystone Local Schools offers a nutritious breakfast and lunch every day to our students and staff.

The Food Service Department participates in the National School Meal Program. Through this program we can provide you with assistance to help pay for your child's breakfast and lunch. An application is sent home with all students in the welcome packet on the first day of school. The application can also be downloaded from the Food Service tab on the school website. All students are treated equal and are in no way segregated from other students. *Meal applications can be filled out any time throughout the year.*

Self-supporting- The Food Service Department is self-supporting and no general funds are used to support this department. All funds come from purchases and reimbursements from meals sold. Unpaid charges place a financial strain on the Food Service Department.

Pay for it- We encourage all families to register on Payforit.net, our online payment site. You can choose the amount to add to the account or you can use the auto replenish option to ensure your child always has money. You will need your child's student number which can be found on the PowerSchool parent portal or contact the Food Service Director. Your account can be customized to receive low balance reminder notices which can be sent to your email or phone. Pay for it can be used to see all account activity at no cost to you. Contact the Food Service Director should you have any questions jody.white@keystone.k12.oh.us

Meal Charging- We must be in compliance with State guidelines and maintain a system for accounting for charged meals for both reduced and full pay priced meals. Only a full breakfast or full lunch may be charged, no ala carte items.

***Students K-5:** We will allow students to charge up to 2 breakfasts and 2 lunches which is equivalent to \$8.40.

***Students 6-8:** We will allow students to charge up to 2 breakfast and 2 lunches which is equivalent to \$8.80.

***9-12:** No Charging allowed

Keystone Kares Meal Program- This is a supported account from the community who make donations to help cover the cost of a breakfast or a lunch when a student has used all charging privileges and the parent or guardian have forgotten to replenish their funds. This fund is NOT designed to be abused, if your child is at his/her maximum charging limit and has had to borrow from the Keystone Kares Account 3 meals in a month that is considered abuse. If this occurs we will deny buying of any snacks or extras until account is back in good standing and the funds used from Keystone Kares has been repaid. (Ex. You send in \$20.00 for your elementary child's account that is -8.40, they have also used 1.30 from the Keystone Kares, your remaining balance after these charges would then be \$10.30.)

Ala carte Items –Students are not permitted to charge ala carte items including milk. Student also cannot purchase ala carte items for cash if a charge is outstanding.

Daily Low Balance Calls- Parents/Guardians will be called daily when a student's account is close to or at the maximum negative balance. When the charge limit has been reached, please provide your child with a packed lunch from home and pay back charge.

Remaining money on account- If any money remains on a student's account at the end of the year, the balance will roll over into the next school year, this includes negative balances. There will be no charging the last 3 weeks of school. Senior accounts will be transferred to a sibling account, unless a written request or phone call is received.

Checking Lunch Accounts- It is a parent/guardian's responsibility to know their child's lunch account balance by doing any of the following:

*Go into PayForIt.net it will show you balances and all activity. When in this program you can set up low balance reminder emails. There is also an option for auto replenish from your credit card when your child's account gets low.

*Call the cafeteria between 7:00 am-1:30 pm and ask for the balance.

*Send enough money with your child for that days meals if they are buying, and a note asking for your child's balance. In return we will we will call you with the balance.

Unpaid Charges-Any student with unpaid charges may possibly be denied participation in fun day field trips and/or extracurricular events such as dances etc.

Keystone Food Service Department