



Ashley Onion
Director of Dining Services
47 Robert Holcomb Way • Plainville, CT 06062
Phone 860-793-3234 • Fax 860-793-3224
Oniona@plainvilleschools.org

Plainville Community Schools Food Services Information for 2020-2021 School Year

The United States Department of Agriculture (USDA) has extended free breakfast and lunch to ALL students through June 30, 2021. Your child's participation in the Food Services program provides healthy meals at no cost to all Plainville Community Schools families, and supports the overall financial wellbeing of the Food Services Department!

Meals are free to any Plainville child 18 years and younger. Distance Learning students can pick up meals at Plainville High School located at 47 Robert Holcomb Way from 9:15 AM – 9:45 AM daily. To access our menus please click [here](#).

Free and Reduced Eligibility:

Families and Students that have current eligibility – applications from last school year are effective until 30 school days after the beginning of the school term. A new application will be due prior to that date. Applications are available at the following – PCS website (Departments>Food Service>), school offices, and school cafeterias and food service office.

Meal applications can be submitted at any time during the school year. However, all applications need to be renewed by October.

Note – many families/students will be eligible due to the State of CT Dept. of Social Services electronic uploads. These students are Directly Certified and no paper application is necessary. These uploads occur weekly. Should you have any questions please contact the Food Service office at 860-793-3234.

Participating in Meals:

Federal and State regulations require students who are Reduced or Free eligible **must** take a full meal to receive benefits. Single item, (for example milk), will need to be charged as an a la carte sale.

Also, Regulations require that only one (1) meal per meal period is allowed (one breakfast and one lunch) for Free and Reduced eligible students. Any additional meal is charged \$3.30.

Plainville Schools utilizes a computerized point of sale (POS) meal system. This allows students to participate without tickets or rosters and eliminates the need to handle cash. Every student has an account (it is not a bank account, but debit /credit – money needs to be placed into the account). Each student has been issued a POS number (different from the PCS student ID) called a PIN. Each PIN is unique to that student and remains the same at every grade level. Students use the PIN to purchase meals.

Allergy information, balances, special notes and Free and Reduced eligibility is also retained in the POS. All information is kept confidential. Students do not see each other's information at the POS terminal.



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Another major assist to families is the POS allows money to be placed into the student's account remotely. This can be done for any amount - from daily to weeks and months at a time. This will alleviate having to send money daily.

Making payments to a Student Account:

1. 2020-2021 School Year – checks only – no cash

Due to the recent pandemic and safety for our children and staff, Plainville Community Schools Dining Services will only be accepting checks or online payments.

Please place all check(s) in a sealed envelope clearly marked with the students name, PIN number, name of teacher and amount enclosed. Elementary Schools have these collected in the classroom and sent to the cafeteria staff daily. Middle School students give payments to main office or directly to cafeteria staff. All High School payments are handed to the cafeteria staff.

Note-we recommend that all payments be a check, so that payments can be traced. Make checks out to PCS Food Service.

2. Online Payments (Recommended):

For online payments please visit www.myschoolbucks.com

Payments to student meal accounts can be made by credit or debit card. Upon first time using the site, click register to set up an account. If you already have an account, you do not need to do so again. Once the registration process is complete, you will be able to make payments, check balances, view payment history and also view account history of what the student has consumed for up to 30 days.

To setup an account, you will need the district student ID number. If you do not have this number, simply call us at 860-793-3234, or email us at oniona@plainvilleschools.org. The system will not accept the student PIN number. Please note this is not the four-digit pin number used for lunch.

Payments accepted are – Credit card, (Visa, MasterCard, Discover) Bank check cards with Visa or MasterCard logo, and savings/checking accounts (e-check via ACH). Deposit confirmations are emailed directly to your e-mail, and payments and balances are updated in real time.

Wallet and Auto-Replenish can be set up to automatically replenish your child's/student's account from a credit card if the balance drops below a certain amount.

There is no charge to view an account balance or history. However, a nominal \$2.49 processing charge is added when making payments. This is for the entire family, not just for one child.

Money added is in real time, and will reflect in a matter of minutes. On certain occasions you may see a delay of 48 hours. Please set your low balance email reminder early enough



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so that funds do not deplete.

Security is a priority at www.myschoolbucks.com- the site is PCI-DSS and VISA CISP compliant. If you have questions or concerns please call 800-803-6755.

Note- the POS system is not a credit card, but similar to a debit card. Funds need to be added for use. Students will be considered owing for lunch if there are no funds in the account or do not pay with a check at the POS.

Board Of Education Meal Charge Policy:

“It is the responsibility of the parents and caregivers to keep track of their student account balances and avoid negative balances. Meal balances can easily be tracked on the [myschoolbucks](http://myschoolbucks.com) website, or by contacting the food services office.”

It is crucial to settle all negative balances as soon as possible. Any questions can be directed to Food Service Management staff at 860-793-3234, and all reasonable efforts will be made to resolve any issues.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or



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(3) email: program.intake@usda.gov.

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