

## Important Reminder Concerning Free and Reduced Meal Applications for School Year 2016-2017!

Parents and Guardians,

Please note that applications for Free and Reduced Priced Meal Benefits must be submitted each school year within the first 30 days of school. Those of you currently eligible for free and reduced meals that have not submitted a new application, must submit that application by October 17<sup>th</sup>, or face the loss of free or reduced price meal benefits. If no application is received by October 17<sup>th</sup>, the student will be charged full price for breakfast and lunch, and will be expected to pay.

Applications are available in each school office or can be printed off of the Plainville Schools website.

For your convenience, the Plainville School Dining Services Guide for school year 2016-2017 is listed below.

Plainville Community Schools Dining Services  
Information for School year 2016-2017

School Meal prices for the school year 2016-2017 are as follows:

Breakfast- \$1.25 per meal for all grade levels, \$.30 for those eligible for reduced price meals, and free for those eligible for free meals.

Elementary School Lunch- \$2.50

Middle School Lunch- \$2.75

High School Main Lunch Meal- \$2.75

High School Pizza Lunch Meal- \$3.25

High School Made to Order Deli Lunch Meal- \$3.50

High School Made to Order Chef Salad Lunch Meal- \$3.50

The price for those eligible for reduced priced meals remains at \$.40 for lunch and free for those eligible for free meals.

***Please note that students eligible for free or reduced meals in the 2015-2016 school year need to submit a new application for the 2016-2017 school year. Failure to submit an application will result in loss of eligibility. The exception to this is that families who receive a letter from the school system informing them that they are directly certified (Based on information provided by the State of Connecticut) as eligible do NOT have to complete an application.***

***Please also note that Federal regulations stipulate that those eligible for free or reduced priced meals must obtain a full meal only. Students cannot use their free and reduced privileges to obtain individual meal components, milk only, or snacks.***

***Under Federal regulations, free and reduced students are allowed only one breakfast and lunch per day, and need to pay full price for each additional breakfast or lunch.***

For the past several years, The Plainville School Cafeterias have been utilizing a computerized Lunch Point of Sale (POS) System. This system has replaced our traditional cash registers and has eliminated the need for lunch tickets and cash handling, and allows our students at all schools to pass through the lunch lines as quickly as possible.

Each student in the school district has been entered into the computer database and has been assigned a four digit identification number (PIN), which they will retain for as long as they are in the school system. Free and reduced meal eligibility is also entered into the computer data base, as well as any allergy alerts. All information entered into the database is kept confidential by a series of secure passwords and codes.

*All kindergarteners and new students will be issued their four digit PIN number by the first day of school. Kindergarteners and First graders are given a printed card with their name and Pin number on it to use for the first few weeks of school until they can memorize the number. The card is collected in the cafeteria and then redistributed to students before lunch the following day to prevent the card from being lost.*

A major feature of the POS system is that those students who are eligible for free and reduced priced meals cannot be identified by other students at the register. The student status can only be determined by the cashier via an undisclosed method. *Free and Reduced Lunch Applications are available throughout the year in each school office, and can be submitted at any time during the school year. However, Free and Reduced Price Lunch Applications do not roll over from school year to school year, and need to be completed and submitted each new school year.*

The computerized POS System enables parents or guardians of students to put as much money into the student meal account as they desire. Whatever amount is in the student's account can be used to purchase his or her breakfast, lunch, milk, or snack each day. This eliminates the need of sending lunch money to school on a daily or weekly basis.

### **Payments to lunch accounts:**

#### **Physical (check or cash) payments:**

Please place all payments in a sealed envelope clearly marked with the student's name, PIN number, grade, teacher's name, and the amount of money enclosed. At the elementary school level, the money is collected in the classroom and then sent down to the cafeteria each day. At the Middle School level, there are deposit boxes located in the cafeteria and the main office, or students can also give the payments to the cafeteria staff. At the High School level, all payments can be given to the cafeteria staff. The money is then deposited into the student's lunch account. *We highly recommend that all physical*

*payments be submitted by check whenever possible, as the payments are easily traceable and cash does not get lost or stolen. Checks should be made out to PCS Food Services.*

**Online payments:**

**The Plainville Community Schools Food Services online school meal account prepayment website will reopen on Monday August 29<sup>th</sup>, 2016.**

**[www.myschoolbucks.com](http://www.myschoolbucks.com)**

Payments to student meal accounts can still be made simply and easily by using a credit card or other forms of payment. Simply go to [www.myschoolbucks.com](http://www.myschoolbucks.com) and **click on register to get setup!** Those that have registered in prior years **do not** need to re-register. Once the registration process is complete you will be able to check balances and make payments! **Please note that you will need to have your child's I.D. Number handy when you log in or call. This number can be obtained after August 29th, by calling us at 860-793-3234, or by email-at [bondij@plainvilleschools.org](mailto:bondij@plainvilleschools.org).** The system will not accept the student meal four digit PIN number. **Parents can use the website to make payments to meal accounts, view a student lunch balance, view lunch account payment history, and view lunch purchase history for up to 30 days.**

Payments can be made by Credit Card (Visa, MasterCard, or Discover); Bank Check Cards with VISA or MasterCard Logo, and Savings/Checking accounts (e-check via ACH). Deposit confirmations are e-mailed direct to your e-mail, and payments and balances are updated in virtually real-time. **Low balance e-mail reminders can be setup** to remind you when your balance reaches a certain level and the **Wallet and Auto Replenish feature** allows you to set a low balance amount that will automatically replenish your child's account from your credit card.

***There is no charge for viewing lunch account balances or histories. However, please note that a \$2.00 charge is added when making payments on the website. This nominal charge includes the entire family when making a deposit, not just a single child.***

Money deposited into meal accounts will usually arrive at the site within a matter of minutes. **On occasion you may see a delay of up to 48 hours. Please set your low balance e-mail reminder early enough for funds not to fully deplete.** Security is a priority at [www.myschoolbucks.com](http://www.myschoolbucks.com) it is secure PCI-DSS and Visa CISP compliant. If you have problems or payment processing questions, call 800-803-6755

Thank you for your support, and enjoy the convenience of [www.myschoolbucks.com](http://www.myschoolbucks.com)

***Please note that the POS system is not a credit card system, but works similar to a debit card system. The student will be considered to owe for a lunch if there is no money in his/her account, or if they have no cash.***

***The following are the Cafeteria Regulations pertaining to meal charges:***

It is the current policy of the Plainville Community Schools that no elementary school child will be denied a breakfast or lunch of their choice if there is no money in his or her meal account or if the meal account has a negative balance. Students will be issued a meal of their choice and the meal will be charged to their account.

***Please note that there are now charge limits in effect at both the Middle School of Plainville and Plainville High School.***

***The Middle School of Plainville now has a \$20.00 Charge limit in effect. Any student at or above that dollar level will not be able to purchase the regular lunch, but may choose between a Cheese Sandwich and a milk or Peanut Butter Sandwich and a milk. A charge of \$1.25 will be added to the students account if either one of the alternate lunches is chosen. The student will be able to choose from the regular lunch selections once all monies owed are paid in full.***

***Plainville High School now has a \$10.00 charge limit in effect, with no alternate lunch choice. The student will be able to choose from the regular lunch selections once all monies owed are paid in full.***

If a student has no funds in their meal account or if the meal account has a negative balance, the student will only be allowed to charge a full meal of their choice but will not be allowed to charge individual meal components, milk only, or snack items. If a student has a negative meal balance and attempts to purchase a snack or ala carte item with cash, that student will not be allowed to do so until the negative meal balance has been paid in full.

***It is the responsibility of the parents and caregivers to keep track of their student lunch accounts to avoid negative balances. Lunch balances can be easily tracked on the myschoolbucks.com website, or by calling the school cafeteria or the foodservice office.***

Periodically at the elementary and middle school levels, letters will go out to each student with a negative balance detailing the amount owed. These notices will be deposited in the teacher's mailbox for the student to take home. The letter will also list the methods for payments to school lunch accounts.

If a student accumulates a large negative balance, the principal of the school the student attends will be notified and will follow up with the parents for payment. If the student continues to accumulate a negative balance the Superintendent's office will follow up with the parents or additional consequences will incur until all monies owed are paid in full.

***Negative (And positive) meal account balances follow a student from one year to the next, and it is crucial that parents settle negative meal account balances as soon as possible.***

All parent complaints, concerns and questions should be directed to the Foodservice Management staff at 860-793-3234, which has access to student lunch histories and lunch payment records.

Every reasonable effort will be made to resolve any conflicts.