

## **Food Service Policy Concerning Prepayments, No Money and Low or Negative Balances**

Joliet Township High School District uses a prepaid point of sale system called MySchoolBucks. Individuals scan their District ID to deduct the meal cost from their prepaid balance. Cash is not accepted in the cafeteria. All students and staff should create and fund a lunch account online at [www.myschoolbucks.com](http://www.myschoolbucks.com). Deposits are also accepted through the school Textbook Center/Cashier Office. All deposits take 24-hours to be processed, so the funds will not be available to use until the next school day. MySchoolBucks provides parents with additional features such as viewing student purchases, spending history, low balance email notifications, ability to set daily/weekly spending limits and the option to specify 'meals only' or include a la carte purchases.

If a student qualifies for reduced-price or paid meals and the student has a low or negative balance, the student will be able to charge the cost of a full meal. After five days of carrying a negative balance, the parent or guardian will be contacted and required to replenish the students My School Bucks account and or complete a meal benefits application if not previously done. Negative balances will automatically deduct from additional funds deposited into the students account. If a student qualifies for free meals, the student does not need money on their account unless they want to purchase extra drinks or a la carte items. Students cannot purchase a la carte or extra drinks if they have a negative balance. All students must pay the full cost of meals while waiting for a free or reduced-price meal application to be reviewed.

Lunch account balances remaining at the end of the school year will roll-over to the following school year. The School District will not issue refunds or transfers during the school year or after each school year, except to graduates or students withdrawing from the school district. Refunds and transfers will be issued according to the following guidelines:

- A. Refunds and transfers will only be considered for graduates and students withdrawing from the school district.
- B. A balance less than \$10 will not be refunded, transferred or used toward payment of student fees. Students should deplete lunch accounts with less than \$10 before their last day of school.
- C. Accounts with more than \$10 will be used:
  - a. Toward payment of the student's fees;
  - b. Transferred to another family member;
  - c. A refund will be issued.
- D. Parents must submit a written request to transfer or refund the balance within two weeks after a student graduates or withdraws from the school district.
- E. Transfer requests should include the name and ID number of the graduate and the name and ID number of the family member receiving the funds.
- F. Refund requests should include the name and ID number of the graduate, the parents name and a mailing address.
- G. Cash refunds will not be provided.

Mail refund request to:

Joliet Township High School District  
Director of Support Services  
3901 Olympic Boulevard  
Joliet, IL 60431-7947

Email refund request to:

[bshaw@jths.org](mailto:bshaw@jths.org)