

# FOOD SERVICE LUNCH ACCOUNT PROCEDURES

2021-22

**HOW TO PUT MONEY ON LUNCH ACCOUNTS:** Students (K-5<sup>th</sup>) a **Check is preferred** with student's first name, last name and class on the check and envelope then given to their teacher. Students may also give their lunch money to the cooks in the cafeteria. High School and Middle school students will deposit money on accounts as they go through the lunch line. Preferred method of payment is by **check or online payment through myschoolbucks.com**, will also accept cash.

**Myschoolbucks.com:** Please take advantage of the online Districts Family access to myschoolbucks.com to view and deposit money on your child's lunch account. A link to myschoolbucks.com is located on the main page of each school's web site under Food Service. Once you set up a login and password you will be able to put money on your child's lunch account, check lunch balances and see daily spending. There is only a fee when adding money onto lunch accounts. If you only want to see account balances and daily, spending there is no fee for that. **Please be advised, (All Schools) if you deposit money on your child's account after 9:30 am using myschoolbucks.com, there is a good chance the deposit will not post to your child's lunch account until after 12:00pm.**

**LOW ACCOUNT /NEGATIVE BALANCES:** Parents with Students having a low/negative lunch account balance are notified via email daily/ weekly or letter sent home.

## **NEGATIVE ACCOUNT BALANCES:**

If your child's lunch account has a (-) negative balance your child's lunch account is past due and needs money, payment is due next day after receiving a notice. If your struggling to pay please reach out to Lisa Leitner, Food Service Director at [lleitner@dunlapcusd.net](mailto:lleitner@dunlapcusd.net) or 309.243-8700 before lunch balances get too high.

If a student has a (-) negative lunch balance they will not be allowed to charge any ala carte food items until lunch account shows a (+) positive balance.

**RETURNED CHECKS:** Food Service Director will make contact by phone on checks returned due to Insufficient Funds. The signee of the returned check will be responsible party for any bank fees associated with a returned check. You have 5 days when contacted by the Food Service Director to send money and fees owed for the returned check. If no response within 5 days, money owed will be deducted off the student's lunch account and show a large negative balance.

Lisa Leitner  
Food Service Director