2020-2021 LUNCH, POWERSCHOOL, AND SCHOOL FEES INFORMATION

MUST DO CHECKLIST FOR EVERY FAMILY

New Families:

1) Submit a lunch application in lunchapplication.com
2) Set up a student lunch account in K12PaymentCenter.com
3) Set up parent access in PowerSchool

Returning Families:

1) Submit a lunch application in lunchapplication.com
2) Make sure you have login and password for student lunch account in K12PaymentCenter.com
3) Make sure you have login and password for parent PowerSchool access

PLEASE SEE INSTRUCTIONS AND DETAILS FOR THESE STEPS BELOW

Even though school is starting remotely, it is important to submit the lunch application NOW – due date is September 21, 2020.

LUNCH

1) **Submit a lunch application** online regardless of prior year lunch status – you need to do this unless you received a letter from the Indianapolis Classical Schools stating that your family was directly certified by the state. (If you did receive a letter stating your family is directly certified, then move on to the 2) student lunch account section. The letter would be sent by email if possible, and if not, by regular mail.)

   (If you know that your family does not qualify for assistance, you do not need to submit a lunch application and you can jump to step 2) set up lunch account or make sure you know how to access the lunch account set up last year.)

   Go to www.lunchapplication.com and click "Apply Now".
   Select Indiana as the "State" and Indianapolis Classical Schools as the "School District".

   If you have **this information handy**, it will make the application process fast and easy:

- Please enter the last four digits of the Head of Household or check the box No SSN.

- If you participate in SNAP or TANF, you will need to know your ten digit case number that begins with 10 or 60. The state will not accept a Medicaid case number so do not enter a case number, but proceed to enter household income to see if your family qualifies for benefits.

- If you do not participate in SNAP or TANF, you will need to report your total household income to determine if your family qualifies. In that case…
  - If anyone in your household has a job, you may need to reference the earnings statements or pay stubs to report your gross income, which is different from the amount you actually receive in your paycheck.

- - If anyone receives Social Security or retirement benefits, you may need to gather the benefit statements to report the amount and frequency of the payments.
    - You may also need to reference other financial documents for additional sources of income.
- If you do not have access to an internet connection and need to submit a paper application, please contact Mary Ann Beale at mbeale@herronhighschool.org   317-231-0010 ext. 1111 OR Sabriah Benson at sbenson@riversidehighschool.org   317-231-0010 ext. 16100

- You will receive a letter 10 days after receipt of the lunch application, by email or mail, letting you know your student's lunch status.

2) **Set up or access a student lunch account**. Every family needs to set up an account regardless of lunch status. This is how to you will be able to look at lunch activity.

You should access this account frequently throughout the school year to see lunch charges or make sure you are not receiving lunch charges.

Lunch charges and payments are tracked in the K12PaymentCenter – PowerSchool is NOT used for lunch activity and the lunch balance in PowerSchool is not correct.

- Go to www.K12PaymentCenter.com to set up your account or to access your existing account.

- First time users click "Sign Up" then select Indiana as the "State" and Indianapolis Classical Schools as the "District" from the drop-down lists. The site # for Herron is 5724, and the site # for Riverside is 1122.

- Fill in your information to set up the account

- Click "Manage Students" to add your student(s) with their last name and student ID number (the student ID number is located on your student's 2020-2021 schedule and also it is in PowerSchool)

POWERSCHOOL

Parents as well as students have a login and password in PowerSchool. It is important that a parent or guardian is logging in frequently throughout the year into PowerSchool to see school fees, access grades, log entries, attendance and other important information.

3) **Set up or access PowerSchool** The parent login information can be found on your student's schedule so please make sure to look for it.

- If you do not have access to your student's schedule, please contact Cindi Browning at cbrowning@herronhighschool.org.

- There is also an app for your cell phone that you can set up. Use code PFCL.

SCHOOL FEES

2020-2021 School fees –will be assessed later in the semester, usually in October/November. You will receive notice of the fees through your email, and your student's lunch status does affect the amount of the fees.

- There is a technology fee for students who are using a school-provided tablet this year. There will also be a senior fee assessed to students who are seniors in the 2020-2021 school year to cover special activities and events.

- Other fees will be evaluated when there is more information about returning to the school buildings.

- Bus pass and uniform item charges are assessed throughout the year at the time the student receives the item(s).

- We are collaborating with a third party, Receivables Management Partners (RMP), to help us with our collection of school fees and lunch balances.

PAYMENT METHODS FOR LUNCH AND SCHOOL FEES

There are several options to **make payments towards your outstanding fee balances and/or make lunch deposits**:

SCHOOL FEES AND LUNCH PAYMENTS

- Pay by credit card at http://www.herronhighschool.org/current-families/pay-now/ or https://www.riversidehighschool.org/families/payment/

  Make sure to include in description field if it is for fees or lunch

- Once school is back in the buildings, send payment (either cash or check) with your student to school. Turn in payments at the Student Services desk.

- Send a check: Herron High School or Riverside High School
  - Attn: Business Office
  - 110 16th Street
  - Indianapolis, IN 46202

LUNCH PAYMENTS ONLY

- Pay by credit card at https://www.k12paymentcenter.com/ (you will incur a small convenience fee per transaction)

With all payments, please make note of your student's full name and school to ensure payment is applied appropriately.

If you have any questions or concerns, please reach out to Mary Ann Beale (Herron), Sabriah Benson (Riverside) or Karen Poulsen (both schools) at the contact information below.

Mary Ann Beale
Herron Campus Administrative Coordinator
mbeale@herronhighschool.org
317-231-0010 ext. 1111

Sabriah Benson
Riverside Director of Student Services
sbenson@riversidehighschool.org
317-231-0010 ext. 16100

Karen Poulsen
Controller – Indianapolis Classical Schools
kpoulsen@indianapolisclassicalschools.org
317-231-0010 ext. 1156