HERRON-RIVERSIDE HIGH SCHOOL

2022-2023 LUNCH, POWERSCHOOL, AND SCHOOL FEES INFORMATION

School Fees, bus passes, and other resources are determined based on a student's lunch status. In order to receive a free or reduced lunch status to be eligible for free or discounted resources, you need to submit a lunch application <u>each</u> year.

Herron-Riverside High School will be implementing the Community Eligibility Provision (CEP) for meals served on the National School Lunch Program and School Breakfast Program for the 2022-2023 school year. All students enrolled at Herron-Riverside are eligible to receive a healthy breakfast and lunch at school at <u>no charge</u> each day of the 2022-2023 school year. EXTRA free or reduced meals or a la carte items will be charged.

Please note that a lunch application <u>still needs to be submitted</u> for school fees and bus passes to not be charged to your student or to get uniform assistance.

If you know your student will not qualify for free or reduced lunch status, please skip #1 below and follow instructions for #2 K12PaymentCenter.com and #3 PowerSchool.

<u>MUST DO CHECKLIST FOR EVERY FAMILY</u>

Returning Families:

1) Submit a lunch application in lunchapplication.com if you would like to apply to see if you qualify to receive benefits. <u>MUST DO THIS EVERY YEAR</u>.
2) Make sure you have a login and password for your student's lunch account in K12PaymentCenter.com and *check for unpaid lunch charges from past years*.
3) Make sure you have a login and password for parent PowerSchool access. *Please check for unpaid fees.*

New Families:

1) Submit a lunch application in lunchapplication.com if you would like to apply to see if you qualify to receive benefits. <u>MUST DO THIS EVERY YEAR</u>.
2) Set up a student lunch account in K12PaymentCenter.com.
3) Set up parent access in PowerSchool. *Password information will be listed on your student's schedule which they will receive on August 9. Please make a copy for your records.*

<u>PLEASE SEE INSTRUCTIONS AND DETAILS FOR EACH STEP BELOW</u>

<u>Due Date to submit lunch applications is September 21, 2022</u>

STEP #1 LUNCH

> **Submit a lunch application** online <u>regardless of prior year lunch status</u> – unless you received a letter from the Herron Classical Schools stating that your family was directly certified by the state. The letter will be sent by email if possible, and if not, by regular mail. ***As of July 12, the state has not opened the Directly Certified site for us to view as they are moving to a new website. This will delay notification letters.** **If you know that your family does not qualify for assistance, do not submit a lunch application. Please move to Step 2 K12 Payment Center.*
>
> Go to www.lunchapplication.com and click "Apply Now".
> Select Indiana as the "State" and Herron Classical Schools as the "School District".

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

- Please list every Herron Classical Schools student as a Student and others as Household Members. *List only one parent/guardian email address to ensure you receive status notification via email.* Both parent/guardian emails can be entered in PowerSchool.

- 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.
  - List all *gross (not net)* income for all who have a job.
  - List all Social Security or retirement benefits. Report the amount and frequency of the payments.
  - List all additional sources of income. Report the amount and frequency of the payments.

- If you do not have access to the internet, pick up a paper application from the student services desk at your school.

- You will receive a letter no later than 10 days *after the lunch application is downloaded in our processing system,* by email or mail, letting you know your student's lunch status.

STEP #2 K12 PAYMENT CENTER

Set up or access a student lunch account. <u>ONLY ADDITIONAL BREAKFAST AND LUNCH MEALS OR A LA CARTE ITEMS WILL BE INCURRED THIS YEAR.</u> Please set up an account regardless of lunch status. If you had previously set up an account, please make sure you can access that account. This shows meal activity and outstanding breakfast and lunch charges.

<u>PowerSchool does not show meal activity. Meal balances in PowerSchool are not correct.</u>

One (1) Breakfast meal and one (1) lunch meal will be free to all students regardless of lunch status for the 2022-2023 school year. No ala carte items will be available for sale during the first quarter. A second meal or a la carte items may be purchased only if the student has available funds in their account.

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

- First time users click "Sign Up." Select Indiana as the "State" and Herron Classical Schools as the "District" from the drop-down lists. The site # for Herron-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 2022-2023 schedule and it is also in PowerSchool).

STEP #3 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.

Set up or access PowerSchool. The parent login information can be found on your student's schedule which will be available August 9 so please make a copy for your records.

● 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

2022-2023 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. Check your email address this fall for fee invoices and a fee explanation letter.

PAYMENT METHODS FOR LUNCH AND SCHOOL FEES

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

SCHOOL FEES AND LUNCH PAYMENTS

● Pay School Fees online in PowerSchool. Details to follow.

● Pay Meal Fees online in the K12 Payment Center.

● Send payments (either cash, check or money order) with your student to deliver to the Student Services desk.

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

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 or Karen Poulsen at the contact information below.

Mary Ann Beale　　　　　　　　　　　　**Karen Poulsen**
Campus Administrative Coordinator　　　　Controller
mbeale@herronhighschool.org　　　　　　kpoulsen@herronclassical.org