



**MOUNT OLIVE TOWNSHIP
SCHOOL DISTRICT**

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Dear Mount Olive Township School Community,

We hope this email finds you and your family in good health and high spirits. As the new academic year begins, we wanted to provide you with some important information regarding the food services process in our school district, including details on how to complete the free and reduced lunch application and how to conveniently add money to your child's online meal account.

Free and Reduced Lunch Application:

We understand the significance of providing nutritious meals to our students, and we are committed to ensuring that every child has access to healthy food options during the school day. If you believe your child may be eligible for free or reduced-price meals, we encourage you to complete the [Free and Reduced Lunch Application \(English\)](#). This program is designed to support families in need and ensure that no child goes hungry. The application is confidential, and the information provided will only be used to determine eligibility for meal assistance.

To access the Free and Reduced Lunch Application **online**:

- (1) Visit our school district's website at www.motsd.org
- (2) Navigate to the "Student Life" section.
- (3) Click on the "Food Services" subpage.
- (4) Look for the "Free and Reduced Lunch Application" link.
- (5) Follow the instructions and complete the application accurately.

Once your application has been processed, you will receive notification of your child's eligibility status. Please note that it is necessary to reapply for the program every school year, so if your child was enrolled last year, a new application is required. *Additionally, please note, this application can be completed at any time (and more than once if circumstances change) during the school year. There are also paper applications available in the main office of each school building.*

Please note that eligibility for free and reduced lunch only applies to first meals (breakfast and/or lunch). Ala carte purchases include snacks, drinks, second meals and additional entrees are not eligible. Families are obligated to pay for these items. It is important that families share this information with their child(ren) to ensure appropriate purchases are being made that are aligned with their financial circumstances.

Adding Funds to Your Child's Online Meal Account:

We have a convenient online portal, PaySchools that allows you to easily add money to your child's meal account. This eliminates the need for cash transactions and provides a more efficient and secure process. With the online portal, you can monitor your child's account balance, view their purchase

history, and set up automatic low balance notifications. Students are issued a pin number that is used to make purchases.

To add funds to your child's online meal account:

- (1) Visit our school district's website at...
- (2) Go to the "Food Services" section.
- (3) Look for the "Meal Payment Portal" link.
- (4) Follow the instructions to create an account or log in to your existing account.
- (5) Select the option to add funds to your child's meal account and follow the prompts to complete the transaction securely.

We highly encourage you to take advantage of this convenient and efficient online payment system to ensure that your child can enjoy meals without any disruptions. Please note all students are automatically enrolled in the online meal payment portal. If you prefer your child not have an online meal payment option, please contact Ms. Kaitlyn O'Shea at the board business office (kaitlyn.oshea@motsd.org) with your request.

It is important for families to closely monitor their child's online meal account to ensure funds are sufficient to cover the meals/snacks that are being charged to the account. Families will be notified of delinquent accounts within 10 school days as per our board policy ([8550](#)). Please note that as a school district, we will not turn students away when purchasing first meals (breakfast or lunch) even with a delinquent account. However, ala carte purchases (e.g., snacks, drinks, second meals and additional entrees) will not be permitted without sufficient funds on their meal account.

We encourage families to engage in conversations with their child(ren) about what they deem as appropriate purchases including when a student has brought a meal from home but wants additional food. As noted above, if you prefer to not allow your child to have an online meal account, please contact Ms. Kaitlyn O'Shea at the board business office (kaitlyn.oshea@motsd.org). Additionally, if you would prefer that your child not purchase any ala carte item, please inform Ms. O'Shea so that the food service staff is properly informed.

We understand that some families may face financial difficulties, and we want to assure you that our school district is committed to providing support. If you have any questions or need further assistance with the free and reduced lunch application or the online meal account portal, please don't hesitate to reach out to Ms. O'Shea.

Thank you for your cooperation and partnership in making sure our students receive proper nutrition and support for their educational journey. We wish you and your child a successful and rewarding school year ahead.

Warm regards,
Dr. Sumit Bangia