



Office of Student Nutrition Services

Student Nutrition Services Procedures Hanover Central Middle/ High School

Welcome to the 2018-2019 Hanover Community School Corp. School Year. The Department of Student Nutrition Services would like you to be aware of the following procedures for the cafeteria services.

Payments and Deposits

- We offer a pre-pay computer system account for each child. Students are able to pay for their meal by entering the Touch & Go Biometrics System or by entering their Student ID Number. The Touch & Go Biometrics System takes an individual's unique print and generates it into a mathematical template that creates only identifying points - not the whole print. This unique template system cannot be accessed for replication by other security systems.
- Balances (positive or negative) remaining in student meal accounts from school year 2017-2018 and previous years will be held over the summer for the next school year. 5th grade student meal accounts at Jane Ball and Lincoln Elementary schools will be transferred to Hanover Central. **All incoming 5th & 6th grade students will have to re-scan their finger in the Hanover Central Cafeteria computer system as this information does not transfer. This can be done during registration week.**
- "No Cash Back" Beginning school year 2018-2019 a "No Cash Back" procedure will begin. All monies given to the cafeteria will be deposited in their "entirety" with no change available. Deposits to student accounts can be made in the form of cash or check made out to **Hanover Cafe**.
- On Line meal account viewing and deposits is now available at www.mymealtime.com.
- **CHARGING** will be allowed at the Middle School or High School level. Hungry children can not learn! **It is the Student's Responsibility to be aware of their account balance.** Our full charging policy can be found on our webpage at the district website. www.hanover.k12.in.us
- Parents should clear any negative balances by the end of the school year. When a deposit is made into the student's account all charges will be satisfied first and the remainder of the deposit will be posted to the student's account for their use.

- Our Non Sufficient Check policy can be found on our webpage at the district website. www.hanover.k12.in.us
- If parents or guardians fail to provide lunch money, supply a lunch from home or apply for meal assistance the school principal or counselor will be informed and further action may be taken which could include contacting Child Protective Services.
- To request a refund of an account or to check an account balance, contact your school cafeteria manager directly.
Hanover High Café – Linda Marks – 374-3808
Hanover Middle Café – Raelynn Janes – 374-3926
- Free and Reduced meals and text book assistance applications are available at the school offices after July 1, 2018. A new application MUST be completed every year and income verification information can be requested at any time. If you're household qualified for meal assistance benefits last year you MUST file an application this year by October 1, 2018 unless you receive a letter in July 2018 stating differently. Your child will continue to receive the benefits that he/she was last approved for the previous school year until October 1, 2018 or until a new application has been processed, whichever comes first. Families that do not file by October 1st will be dropped from the program.

Meal Offerings and Prices

- Breakfast – 2018-2019 Student Price \$1.55, milk price 50¢.
Open every morning before school from 7:15am – 8:00am. Students may purchase breakfast items and milk on their meal accounts. Early dismissal days will feature a breakfast only service.
- Lunch – 2018-2019 Student Price Middle \$2.60, high \$2.70, milk price 50¢.
Open every day that school is in service for the full day. Delayed opening school days will only feature a lunch service.

Allergies

- Be sure to notify the school nurse of any food allergies that your child may have. A dietary prescription form signed by your physician is required to be on file for any necessary food substitutions, including milk.

Thank you for the opportunity to serve your family. We take our RESPONSIBILITY to help keep your children healthy and properly nourished seriously. Please feel free to contact me at anytime.

Sincerely,

Michelle Philipp
 Director of Student Nutrition Services
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