

April 18, 2024

Dear Parent or Guardian:

The Pocatello/Chubbuck School District has a policy in place that does not allow for unlimited charging to the student's meal accounts. The Board of Trustees has set a cap on the amount of charges for school meals at a negative (\$20.60) per student. Accounts that have reached that amount and beyond will necessitate that, while parents pay off current debt, their children may participate in the school meal program on a cash only basis or may bring food from home.

When your child reaches a negative amount in their meal account, reminder calls will go out every Tuesday & Thursday. There is also an "opt-in" feature in the parent portal on Infinite Campus that allows parents to be notified Monday – Friday evenings of a low balance when the account drops below \$10.00 (positive). For those parents who have chosen to "opt-in" via the parent portal, you could receive a voice message, text and e-mail, depending on the options selected. You may not receive any notification if you opted out of the communication or your information in Infinite Campus is not accurate.

We offer parents the convenience of using debit or credit cards, for a nominal fee, through the parent portal in Infinite Campus to put money in their student's meal accounts. Parents may call the Central Kitchen Food Service Office at 208-235-3254 where we also take debit and credit card payments, for the same nominal fee. We also take payments in the form of check or cash at each school location.

We encourage all families to find out if their children are eligible for free or reduced school meals through the USDA Child Nutrition Program. **Parents may now access an online application available through the parent portal, or conveniently through the Infinite Campus App.** Parents may also pick-up a free & reduced lunch application from the District Food Service Office or any school cafeteria site.

The District's Food Service Department will consider setting up payment plans to help parents who currently have negative balances in excess of the \$20.60 limit. If a payment plan is needed, please visit the School Food Service Office at 3115 Pole Line Road between the hours of 8:00 a.m. and 4:00 p.m. A parent or responsible party to the account must contact the Food Service Office, **as School District #25 reserves the right to send accounts that have become delinquent to a collection agency.**

We want to ensure that all children have proper nutrition throughout the school day and ask for your cooperation in keeping your child's account current. Please contact our Food Service Department to make payments on any unpaid balance of your student's meal account and to keep Food Service Accounts paid throughout the school year.

Sincerely,



Heather Canfield

**FOOD SERVICE
COORDINATOR**

www.sd25.us

This institution is an equal opportunity provider.