

## HERRON PREPARATORY ACADEMY

### 2024-2025 LUNCH AND SCHOOL FEES INFORMATION

School fees, free or reduced meal charges, and other resources are determined based on a student's lunch status. To receive a free or reduced lunch status, you need to submit a lunch application each year.

*If you know your student will not qualify for free or reduced lunch status, please skip #1 below and follow the instructions for #2 LINQ Connect (**NEW THIS YEAR: Replacing K12PaymentCenter.com**) and #3 PowerSchool.*

#### **MUST DO CHECKLIST FOR EVERY FAMILY**

##### **Returning Families:**

- 1) Submit a lunch application on <https://lingconnect.com/public/meal-application/new?identifier=QPWGA4> if you would like to apply to see if you qualify to receive benefits. **MUST DO THIS EVERY YEAR.**
- 2) Create a login and password for your student's lunch account on the **new website** <https://lingconnect.com/QPWGA4> and *check for unpaid lunch charges from past years.*
- 1) Make sure you have a login and password for parent PowerSchool access. Please reach out to [enrollment@herronprep.org](mailto:enrollment@herronprep.org) if you are unsure of your PowerSchool access ID or password. *Please check for unpaid school fees.*

##### **New Families:**

- 2) Submit a lunch application on <https://lingconnect.com/public/meal-application/new?identifier=QPWGA4> if you would like to apply to see if you qualify to receive benefits. **MUST DO THIS EVERY YEAR.**
- 3) Set up a student lunch account on <https://lingconnect.com/QPWGA4>.
- 4) Set up parent access in PowerSchool. Please reach out to [enrollment@herronprep.org](mailto:enrollment@herronprep.org) if you are unsure of your PowerSchool access ID or password.

#### **PLEASE SEE THE INSTRUCTIONS AND DETAILS FOR EACH STEP BELOW**

The due date to submit lunch applications is **September 20, 2024**

#### **STEP #1 LUNCH APPLICATION (**NEW WEBSITE: Replacing Lunchapplication.com**)**

**Submit a lunch application** online regardless of prior year lunch status – 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.

*\*If you know that your family does not qualify for assistance, do not submit a lunch application. Please move to Step #2 LINQ Connect.*

Go to <https://lingconnect.com/public/meal-application/new?identifier=QPWGA4>

- Please enter your address, phone number, and email address. Choose an assistance program that any household member is a part of is applicable. In the box underneath, please enter your 10-digit case number that begins with a 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.

- Hit the Next button.
- Please list **every** Herron Classical Schools student as a **Student** by listing their first name, last name, school, and date of birth. After entering your student, hit save and add student; if you have another student with Herron Classical Schools. Hit save and close when you are finished entering students.
- Next enter the number of household members. Enter each member's name and gross amount of income from all sources. Save and add new until all have been entered. Hit save and close when all have been entered.
- Review the information. You may edit any of the entries by clicking the "pencil." When ready, click the "next" button.
- The two demographic questions are optional. There are two required boxes to be completed. Type the parent's name in the signature box and check the terms of service agreement box. Type in the last four of the parent's social security number or click the no social security box.
- 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 LINQ CONNECT (NEW WEBSITE THIS YEAR)**

**Set up a student lunch account.** Please set up an account regardless of lunch status. This shows meal activity and outstanding breakfast and lunch charges.

*PowerSchool does not show meal activity.*

Go to <https://linqconnect.com/QPWGA4> to set up your account. Click on the orange button "Register."

- 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 in PowerSchool).

## **STEP #3 POWERSCHOOL**

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

- 5) Please reach out to [enrollment@herronprep.org](mailto:enrollment@herronprep.org) if you are unsure of your PowerSchool access ID or password.
- There is also an app for your cell phone that you can set up. Use code PFCL.

## **SCHOOL FEES**

2024-25 School fees will be assessed later in the semester, usually in November or December. 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. The fee explanation letter is available on the school website at <https://www.herronprep.org/families/payment>

## **PAYMENT METHODS FOR LUNCH AND SCHOOL FEES**

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

### **LUNCH and SCHOOL FEE PAYMENTS**

- Pay School Fees online at LINQ Connect (more details to follow).
- Pay Meal Fees online at LINQ Connect.
- Drop off cash or check payment at the Student Services desk.
- Mail a check: Herron High School  
Attn: Business Office  
110 16<sup>th</sup> 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 email Mary Ann Beale or Deb Long at the contact information below.

**Mary Ann Beale**  
School Business Manager  
[mbeale@herronclassical.org](mailto:mbeale@herronclassical.org)

**Deb Long**  
Controller  
[dlong@herronclassical.org](mailto:dlong@herronclassical.org)