



Arcanum-Butler Local Schools

Food Service Department

2011 Trojan Ave

Arcanum, Ohio 45315

(937)-692-5174 Ext.1138

Dear Parents, Guardians and Students:

Welcome back for another great Arcanum-Butler school year! My name is Doug Surber, and I am the Food Service Director for Arcanum-Butler Local Schools. If you have any concerns regarding food service, please feel free to call our office at 937-692-5174 Ext.1138. Have a great 2024-2025 School Year!

- **What is the price of the school meals?** Elementary meal prices are **\$1.85** for **breakfast** and **\$2.50** for **lunch**. Middle and High School prices are **\$1.90** for **breakfast** and **\$2.75** for **lunch**. There is also a **"Chef Line"** for the middle and high school students available that is priced at **\$3.25**. This line features lots of options and more trendy foods that our students are currently eating. Reduced-priced meals are **free** for **breakfast** and for **lunch** at all grade levels for those that qualify. Arcanum Students have numerous breakfast, lunch and a la carte options daily. To review our menus please go to the Arcanum Food Service Website.
- **How Do I pay for School Meals?** Parents can access Titan/Linq on the cafeteria page of the Arcanum-Butler Schools website to manage all of their students' account information, view transaction history, set up recurring payments, create spending limits/restrictions, set up low balance alerts, apply for free/reduced priced meals, and more. We highly encourage parent interaction with this payment software. Money can still be added to a student's account through cash or check in person in the cafeteria.
- **What if I have low funds on my account?** Please see Arcanum's charging policy on the Arcanum-Butler foodservice website or you can refer to the policy on the document included in this booklet. Students are not allowed to charge milk, snacks, or a la carte items. **Parents can subscribe to low-balance notifications through Titan/Linq.**
- **Can I qualify for financial assistance?** If you need help with your meal costs, you can complete a Free and Reduced-Price School Meals Application. An application can be completed online through Tital/Linq on the Arcanum-Butler Local Schools web site. If you do not have access to a computer or are unable to complete on your mobile phone, please contact your principal's office for a copy. Complete the application and return it to the principal's office or mail to 2011 Trojan Ave, Arcanum, Ohio 45304. Each

application will be reviewed and an eligibility determination will be within 10 working days upon receipt of the application. Notification will be sent through email if provided or mail. Please take note, the application has to be filled out every school year. You have 30 days to fill out the form to avoid any lapse in benefits from the previous school year. If you need help with this application, please call 937.692.5174 Ext.1138

- **How do I get my school instructional fees waived?** You must fill out the free and reduced -priced school meals application in order to have fees waived. Reduced status will result in free school fees for the 2024-2025 school year. Please make sure to fill out the "Sharing Information" section on the **Final Forms** site.

Doug Surber

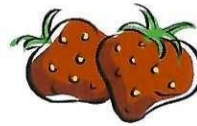
Food Service Director

Arcanum-Butler Local Schools

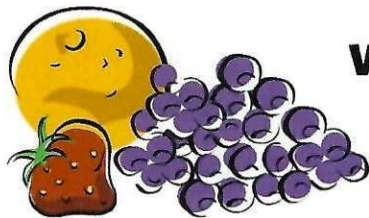
[doug\\_surber@arcanum-butler.k12.oh.us](mailto:doug_surber@arcanum-butler.k12.oh.us)

937.692.5174 Ext.1138

# START



## your day the right way with School Breakfast!



**School Breakfast**  
will give you **MORE** energy,  
keep your body healthy  
and help improve your grades!

School Name: Arcanum-Butler Local School

Breakfast Times: HS/Jr High 7:20-7:35

Elementary 8:30-8:50

Prices: \$1.85   Reduced:\$0.00   Milk .50

Location Served: Cafeteria

Other info: Hot/Cold Breakfast

This institution is an equal opportunity provider.





Titan Family Portal is now



**LINQ** Connect



### Easy Login

A centralized location to manage payments, view menus, set reminders and more!



### Sign-Up Free

The user-friendly portal makes signing up easy and quick.



### No More Hassle

No need to send cash to school. Easily make one-time or recurring payments.



### Resource Center

Find helpful guides and useful tools to help you set up payments for your student.



### Dashboards

Simple and interactive dashboards to view all your students in one place.

**Download the Free  
Mobile App or visit  
[LINQConnect.com](https://LINQConnect.com)**



Google Play



Apple Store



*"The Arcanum-Butler Local School District provides a caring and safe environment where students are challenged to become lifelong learners and productive citizens."*

# Arcanum-Butler Local School District

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## Cafeteria – Meal Charging Procedure

Arcanum-Butler Local School District's Food Service Program recognizes that adequate nutrition is essential to students' mental, physical and academic growth. All children (grades K-12) participating in the School Breakfast Program and the National School Lunch Program, whether at a free, reduced or paid rate, will receive a breakfast and/or lunch meal that meets USDA requirements, regardless of whether the students have sufficient money in the meal-charge accounts or cash-in-hand to pay for the cost of the meal at the time of the service.

It is the responsibility of the Parent or Guardian to monitor their student's cafeteria account and deposit the appropriate funds when necessary. Titan Student Account Management is the online payment system that is used by the school district for monitoring a student's account activity. Deposits can also be made in person, mailed to the school or sent in with the student. The district understands that funds on a student's cafeteria account may become depleted at times for various reasons. Because we believe in the importance of our student's nutrition, students may "charge" for a meal under certain circumstances. Charging for a meal will result in a negative balance on a student's account. Parents, who wish to prohibit their students from charging meals, can limit their ability to do so through the Titan Account. Contact the Food Service Department for assistance if needed. It is imperative that our cafeteria collects the balance owed. See the following procedure for charging school meals below:

1. Student will be verbally notified for the first charge.
2. A note will be sent home with the student when the account reaches -\$10.00.
3. A letter will be mailed home when the account reaches -\$25.00.
4. Upon reaching the - \$25.00 threshold, students will be provided an alternative "salad w/ dressing option".
5. In the event that an account is at -\$25.00 at the end of each quarter, parents will receive an automated One Call message notification regarding an overdue balance needing to be paid.
6. Additionally, in the event that an account is at -\$25.00 at the end of the semester, the student's grade card will be held and parent progress book access will be denied until payments are received.

Please note: Students who have a negative balance will not be permitted to charge Ala Carte items or any additional meal items until negative balances are paid in full.

USDA is an equal opportunity provider and employer

*"The Arcanum-Butler Local School District provides a caring and safe environment where students are challenged to become lifelong learners and productive citizens."*

Charging will not be permitted at the end of the school year during the last two weeks of school. Unpaid meal charges will be carried over at the end of the school year to the next school year and will be subject to this charge policy the following year.

Thank you for your cooperation and support. We urge parents and guardians to be proactive in checking accounts and reconciling balances. If you feel that your student may qualify for assistance under the Free and Reduced Price Meal Program, you must fill out an application for approval. You are also permitted to submit an application at any time during the year if your family experiences any changes in household members or income. For questions, please contact the cafeteria at 937-692-5174 ext. 1138.