

September 16, 2024



Dear Parent or Guardian:

This letter is to remind families of the Pocatello/Chubbuck School District's policy preventing unlimited charging to student meal accounts. To help manage our meal program effectively, the Board of Trustees has set a limit on charges for school meals at a negative balance of \$16.10 per student. Once an account reaches this limit, we kindly ask that you provide payment to bring it current. While the balance is being paid off, students may continue to participate in the school meal program on a cash-only basis or bring meals from home.

To assist you in managing your child's meal account, reminder calls will be sent out every Tuesday and Thursday when a negative balance is reached. Additionally, there is an "opt-in" feature in the Infinite Campus parent portal that allows you to receive notifications Monday through Friday evenings when the account drops below \$10.00. Depending on your selected preferences, you may receive a voice message, text, or email. Please ensure your contact information in Infinite Campus is up to date to receive these alerts.

For your convenience, payments can be made using debit or credit cards through the Infinite Campus parent portal for a nominal fee. You may also make payments by calling the Central Kitchen Food Service Office at 208-235-3254 or in person by cash or check at any school location.

We also encourage all families to check if they are eligible for free or reduced-price school meals through the USDA Child Nutrition Program. **Applications are available online through the Infinite Campus parent portal or app**, or you can pick up a form at the District Food Service Office or any school cafeteria.

If you find your student's account balance exceeds the \$16.10 limit, the Food Service Department is happy to discuss setting up a payment plan. Please visit the School Food Service Office at 3115 Pole Line Road between 8:00 a.m. and 4:00 p.m. to make arrangements. As a last resort, School District 25 reserves the right to refer delinquent accounts to a collection agency.

We work diligently to ensure all students have access to nutritious meals throughout the school day and we appreciate your cooperation in keeping your child's meal account up to date. If you have any questions or need assistance, please contact our Food Service Department. Thank you for your attention to this important matter and for supporting our efforts to provide healthy meals for all students.

Heather Canfield
FOOD SERVICE
COORDINATOR
www.sd25.us

This institution is an equal opportunity provider.