

## SPRINGFIELD LOCAL MEAL CHARGE PROCEDURE

As a friendly reminder, parents/guardians are responsible for ensuring that there is adequate funds to cover their child's meals each day. Please remember free and reduced meals are available when you qualify. Online meal applications are available on the district website ([www.springfieldlocal.us/food-services](http://www.springfieldlocal.us/food-services)), on Payschoolscentral.com ([www.payschoolscentral.com](http://www.payschoolscentral.com)), in the cafeterias and in the school building offices. There is also an app available to download. If applying for free or reduced-price meals, parents/guardians must provide lunch money or a packed lunch for their student until the application has been fully processed and they have received notification that their student has been approved for free or reduced price meals. Students who have qualified for Free/Reduced lunches are still responsible for paying off any debt that was incurred prior to qualifying. Meal account balances may be viewed by parents/guardians on Payschools Central ([www.payschoolscentral.com](http://www.payschoolscentral.com)). This website allows parents/guardians to make online payments, monitor account balances, make transfers, and track student purchases in our cafeterias. Food & Nutrition Services encourages every parent/guardian who uses the PaySchools Central system to set up a low balance alert notifying them of a low balance on the lunch account and/or set up the auto-replenish feature to automatically add funds when lunch accounts reach a set point. Cash and checks are accepted at all schools.

Any student K-12 who would like to purchase a lunch and does not have sufficient funds in their lunch account can charge up to three lunches. Students whose meal accounts have insufficient funds of any amount will not be allowed to purchase a la carte items or snacks until the account has sufficient funds. Students can reach a negative balance of no more than (\$10.50). A Food Service employee will notify the parent by letter at this time. The Food Service Supervisor will communicate with parents/guardians via phone to discuss the negative lunch balance, as well as provide instructions on how to complete the Federal Free & Reduced Lunch application. Charges on the students account are the responsibility of the household.

## SPRINGFIELD LOCAL SNACK BUYING PROCEDURE

Ala cart and snacks are available for purchase. No Student may buy ala cart or snacks from their lunch account if they do not have sufficient funds in the account or cash in hand. In addition, the student **MUST** know their student ID number to purchase ala cart or snacks. We encourage all to practice memorizing the student ID number (a good way is to use the ID number as a password on phones or tablets) or write down the ID number and the student can bring it with them to the cafeteria. Memorizing and practicing ID numbers will move the breakfast/lunch lines along faster.

We can't wait to see you in the cafeteria!!

Any questions please call Food Service Supervisor, Vicki Kephart at 330-542-3260

This Institution is an Equal Opportunity Provider, employer and lender.