



North Montgomery Meal Account and Charge Procedures

The goal of the North Montgomery Community School Corporation's breakfast and lunch program is to provide healthy meals for children during the school day. We believe no child should go hungry throughout the school day. It is important your child has money in their school food service account based on a pre-pay system. Money should be placed in the student food service account before meals are served. Payments are accepted in the form of cash or check at the school cafeteria drop off boxes and through online payments at <https://nmcsc.familyportal.cloud/>.

Instructions for setting up an online food service account are listed on the website. Parents are encouraged to pay online or by check, for record keeping purposes. The check should be made to the individual school food service with the student's name in the check memo. If sending cash, please seal it in an envelope and place the same information on the outside of the envelope. The Board recognizes that circumstances may result in a student's need to charge for lunch or breakfast on occasion and shall permit such charges. Significant negative lunch account balances shall not be permitted. If a student has a significant negative lunch account balance, s/he shall be provided with an alternate reimbursable meal that follows the USDA meal pattern, the cost of which shall continue to accrue to his/her negative lunch account balance. No student will be denied a meal based on account balances. Furthermore, if a student has a significant negative lunch account balance, the student shall not be permitted to charge à la carte pre-packaged, convenience, or beverage food items. Further food service program information concerning meals, procedures, and policy can be found at www.nm.k12.in.us/departments/food-services.

Staff members and adult community residents shall not be permitted to charge meals.

Parents will be notified of low balances by email and/or text from the Meal Magic Family Portal notification system. Negative balance letters will also be sent home as necessary with students or by the postal service.

Students may qualify for free or reduced meals. If a family would like to apply for school meals and textbook assistance, information can be found at <https://nmcsc.familyportal.cloud/> or at www.nm.k12.in.us/departments/food-services on the food services page. Applications and instructions can also be picked up at individual schools or at the NMCSC administrative office.

Negative balance accounts exceeding \$30.00 at the end of the school year will be submitted to the North Montgomery administrative office and turned over to collections ten

business days after the last student day of the school year. Students who graduate or withdraw from the corporation and have a positive balance in their meal food service account are given the option to transfer funds to another student or receive a refund at the end of the school year. The request for transfer or refund form is available on www.nm.k12.in.us/departments/food-services, on the food services page. A request must be submitted within ten business days of the last student day. If no request is made, the student's meal account will close, and the funds will no longer be available. Unclaimed remaining balances will be transferred to the Random Acts of Kindness Fund.

Questions or concerns can be directed to Lauren Jeges, Director of Food Services, North Montgomery Administrative Office, 480 W. 580 N., Crawfordsville, IN, 47933, (765) 359-2112 Ext. 1123 or ljeges@nm.k12.in.us.

This institution is an equal opportunity provider.