

Keystone Local Schools Charge Procedure for School Meals

Keystone Local Schools offers a nutritious breakfast and lunch every day to our students and staff.

The Food Service Department participates in the National Schools Meal Program. Through this program we can provide you with assistance to help pay for your child's breakfast and lunch. An application is sent home with all students in the welcome packet on the first day of school. The application can also be downloaded from the Food Service tab on the school website. All students are treated equal and are in no way segregated from other students. ***Meal applications can be filled out any time throughout the year.***

Direct Certification -The Direct Certification process is run at least 3 times a year. If you receive a Direct Certification notice, your child was automatically approved for free meals and you do not need to fill out a paper application. However, you do need to sign the bottom and return the paper for a fee waiver.

Self-supporting- The Food Service Department is self-supporting and no general funds are used to support this department. All funds come from purchases and reimbursements from meals sold. Unpaid charges place a financial strain on the Food Service Department.

Payschoolscentral.com- We encourage all parents to register on Payschoolscentral.com, our online payment site. You can look at your child's lunch activity and daily purchases, add money to their lunch account, set up the auto replenish option to ensure your child always has money or set up low balance reminders that can be sent to your email or phone. You will need your child's student number which can be found on the PowerSchool parent portal or contact the Food Service Director. Please contact the Food Service Director should you have any questions.

jody.white@keystoneschools.org

Meal Charging- We must be in compliance with the State guidelines and maintain a system for accounting for charged meals for both reduced and full pay priced meals. Only a **full breakfast or full lunch** may be charged, **no ala carte items which include milk.** Students cannot purchase ala carte items with cash if a charge is outstanding.

***Students K-5:** We will allow students to charge up to 2 breakfasts and 2 lunches, which is equivalent to \$10.30. After that time, it is borrowed from **Keystone Kares** and will need to be paid back. The maximum is 5 breakfasts and 5 lunches which equals \$25.75. After that time the student will receive an alternate lunch at no cost until debt is paid.

***Students 6-8:** We will allow students to charge up to 2 breakfasts and 2 lunches, which is equivalent to \$10.70. After that time, it is borrowed from **Keystone Kares** and will need to be paid back. The maximum is 5 breakfasts and 5 lunches which equals \$26.75. After that time the student will receive an alternate lunch at no cost until debt is paid.

***Students 9-12:** We will allow students to charge up to 2 breakfasts and 2 lunches, which is equivalent to \$10.70. After that time, it is borrowed from **Keystone Kares** and will need to be paid back. The maximum is 5 breakfasts and 5 lunches which equals \$26.75. After that time the student will receive an alternate lunch at no cost until debt is paid.

Keystone Kares Meal Program- This is a supported account from the community who make donations to help cover the cost of a breakfast or a lunch when a student has used all charging privileges and the parent or guardian has forgotten to replenish their funds. This fund is **NOT** designed to be abused, if your child is at his/her maximum charging limit and has had to borrow from the Keystone Kares account this needs to be paid back as well.

Ala carte Items –Students are not permitted to charge ala carte items including milk. Students also cannot purchase ala carte items for cash if a charge is outstanding.

Daily Low Balance Calls- Parents/Guardians are given a courtesy call when a student's account goes passed the maximum charging amount reminding them to clear this debt. We also try to give courtesy calls throughout the week. Again, these are courtesy calls and not guaranteed, it is still ultimately the parent's responsibility to find out their own child's lunch account balance and keep it replenished for purchases. We encourage parents to call the school or go online and check lunch account balances freely at any time. If you do not want your student to buy any snacks or a la carte items, we can put a block on their account, please call Jody White at (440)355-2389 to do so. **When the maximum charge limit has been reached, please provide your child with a packed lunch from home until the debt has been paid.**

Remaining money on account & Lunch Debt- If any money remains on a student's account at the end of the year, the balance will roll over into the next school year. If there is a **negative lunch account balance** and the student is withdrawing this is considered debt and must be paid before leaving. **All fees and lunch debt must be paid before graduation or the student will not be able to walk at the graduation ceremony.** There will be no charging for **seniors** the last 2 weeks of school to clear all lunch account debt and fees owed to prepare for graduation. **Senior accounts** with remaining balances will be transferred to a sibling lunch account, if you would like a refund please call or email Jody White at (440)355-2389, jody.white@keystoneschools.org with your request by June 10, 2027. If no other siblings are in the district any remaining senior balances \$8.00 and under will be donated to our Keystone Kares Meal Program which covers students with lunch debt, unless a refund has been requested by June 10th, 2027. Senior balances that are \$8.01 and above will receive a refund check from the Keystone Board of Education. Please call Jody White at 440-355-2389 with any questions or concerns you may have.

To Check Lunch account balances-It is a parent/guardian's responsibility to know their child's lunch account balance by doing any of the following:

- 1.) Go into Payschoolscentral.com (you will need your child's student ID number) it will show you balances and all activity. When in this program you can set up low balance reminder emails (there is no fee for setting this up or looking at balances) and auto replenish limits to a credit card when your child's lunch account gets low. There is a fee when you add money to their account online.
- 2.) Call the building cafeteria between 7:00 am-1:30 pm and ask for a balance.
- 3.) Send in enough money with your child to cover for that day if they are buying, and a note asking for your child's balance. In return we will call you with a balance.

Unpaid Charges- Any student with unpaid charges may possibly be denied participation in fun day field trips and/or extracurricular events such as dances etc. until the debt is paid. All debt is due before the last day of school each year.

USDA is an equal opportunity provider, employer, and lender.

Thank You,

Keystone Food Service

