



AVONWORTH SCHOOL MEAL PAYMENT/CHARGE PROCEDURES

OBJECTIVES

- Allow all students the access to healthy meals to improve their readiness and ability to learn.
- Provide free or reduced priced meals to students that qualify in a manner that prevents overt identification of these benefits.
- Treat all student with dignity at all times. Minimize identification of students with insufficient funds to pay for school meals.
- Maintain the financial integrity of the self-supporting, nonprofit school food service account.

GENERAL INFORMATION

- All enrolled students will automatically have a cafeteria account. This account can be accessed using the student's last name, student ID# or school issued cafeteria ID card.

FREE/REDUCED PRICED MEAL BENEFITS

- The Free/Reduced Meal application is available on the District Website, in the school offices or may be completed on-line at:
www.compass.state.pa.us
Please contact the Food Service Director at 412-366-6360 x 1612 to request a mailed copy of the free/reduced application.
- A new application must be completed each school year. If your child received meal benefits during the prior school year, these benefits will continue for the first 30 days of the current school year or until a new application is submitted. If a new application is not received by the 30th day of school, your child will be charged full price for meals and you will be responsible for these charges.
- Free/Reduced Meal applications are available for submission during the entire school year to account for any changes to your economic status.
- A "Notice of Direct Certification" letter will be mailed to any family that automatically qualifies for the free meal benefit because they receive SNAP and/or TANF or Medical Assistance and meet the qualifying household level income limits.
- Free/Reduced meal benefits entitle students to one complete breakfast and lunch, at the free or reduced rate, daily. Students must select the necessary minimum meal components to qualify for this benefit. Single components of the complete meal (entrée, milk or sides only), second meals or "extra" items (snacks, beverages) do not qualify for this benefit.

- Applications should be sent to Melissa Schad, 258 Josephs Lane, Pittsburgh, PA 15237. Please contact Melissa at 412-366-6360 x1612 or mschad@avonworth.k12.pa.us if you have any questions.

PAYMENT PROCEDURES

- Payments are accepted by mail or at school, during regular school hours for any amount. Checks are the preferred method of payment and will act as your receipt. Please include student name and/or ID# on the check made payable to the ***Avonworth Cafeteria Fund***.
- For your convenience, Avonworth offers you the option to fund your child's cafeteria account on-line using the ***My School Bucks*** payment system. A small transaction fee is charged for making payments. This payment option allows the student meal service lines to move faster and gives students more time to enjoy their meals!
- Parents can sign up for a free account on ***myschoolbucks.com*** for several benefits including:
 - View account balances and meal purchases (at no cost)
 - Schedule automatic payments (a transaction fee is charged)
 - Set-up low balance reminders (at no cost)
 - Ability to make payment anytime, anywhere using their mobile app (a transaction fee is charged)

CHARGE PROCEDURES

- Student's with a negative cafeteria account balance:
 - Will not be denied a regular, complete meal.
 - Will not be permitted to purchase single components of the complete meal (entrée, milk or sides only), second meals or "extra" items (snacks, beverages).
- Automated phone calls will be sent, twice weekly, to the primary contact number for any student with a negative cafeteria account balance of -\$3.00 or more.
- Negative balance e-mails will be sent, once a month, by the Food Service Director for a negative cafeteria account balance greater than -\$10.00.
- A negative balance letter and/or a personal phone call may be made, once monthly, by the school principal or designee for a negative cafeteria account balance greater than -\$25.00.
- Once a negative balance of -\$50.00 is reached, the following course of action may be taken:
 - The Director of Student Services and/or the School Counselor may be contacted to investigate.
 - If the family is in need of services, the school district will facilitate.

- A payment plan will be offered to families that have the ability to pay, so that the account is paid in full prior to the last day of school.
- Any debt that remains unpaid, after all attempts have been exhausted, will be turned over to the school business as bad debt. The Director of Business and Finance will make a determination if the District wishes to pursue alternative collection measures.

CAFETERIA KINDNESS FUND

- A fund will be available to accept donations from generous Avonworth Community organizations or individuals to support families who cannot pay for the cost of school meals.
- Families may apply for use of these funds to assist with short-term need.
- If you would like to contribute to this fund, please make checks payable to the *Avonworth Cafeteria Fund* and include, “Kindness Fund” in the memo.