

Payment for Meals, Charging Meals, and Alternative Meals

Nutrition Services policies and procedures support student access to nutrition required to stay focused during the school day, minimize identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the Nutrition Services Fund. It is the responsibility of parents or guardians to prepay for school meals, provide a lunch from home, or complete an application establishing eligibility for free or reduced-price meals. Below are procedures for how Nutrition Services staff works with students and families to manage student meal accounts.

Student Meal Account Payments

Parent or guardian may prepay for school meals or pay at the time of service **with cash or a check** written to 4J Nutrition Services at the school kitchen or office, or mail payment to:

Eugene School District 4J, Nutrition Services, 200 N. Monroe Street, Eugene, OR 97402

Payment **with debit or credit card** can be made through Mealttime at <http://www.mymealtime.com/>. To create a new Mealttime user account, select 'Create new profile', click on 'Add New Student', 'Select a State – Oregon', select 'Lane County School District No. 4J' then choose your child's school. Next, enter your child's first name and student ID number (six-digit number listed on student report card; contact school for help if needed). In addition to payments, the system provides account transaction history.

Free or Reduced Price Child Nutrition Program

Families may be eligible to receive free or reduced priced meals. To receive a Free and Reduced Meal Application, families can apply online at www.4j.lane.edu/nutrition or call Nutrition Services at 541-790-7656.

Notices Regarding Unpaid Student Meal Accounts

To comply with HB 3454B, Nutrition Services staff will not provide a verbal reminder to students when their meal account balance is getting low. Once a meal account balance is negative, Nutrition Services staff will follow the procedures below to notify families and provide guidance for paying the balance:

1. A reminder phone call to families will be initiated by the Nutrition Services auto dialer.
2. A letter or email may be sent from the District to notify family of a negative balance.
3. Monthly notification of negative balances may be given to the school Principal.

To maintain the integrity of the Nutrition Services fund and to offset the cost of the meal, the District asks families to pay for meals, or complete an application establishing eligibility for free or reduced-price meals. However, a student will never be denied food; all students will be provided a meal regardless of account balance. The exception is for a la carte items, which must be paid for at the time of service.

Student Meal Account End of Year Balances and Refunds

Positive and negative balances will carry over to the following year for those students who will remain in-district; balances follow the student to any 4J school. If a student graduates or transfers to another district, parents may request a refund for any unused prepaid meals.