

Cafeteria Meal Payment Guidelines

2018-2019 School Year

Mason Consolidated Schools utilizes a computerized sale system for all cafeteria sales. This system – called **Meal Magic®** – benefits the school, staff, students and parents alike.

DEPOSITS TO ACCOUNTS: For efficiency in moving students/staff through the serving line in a timely manner, students/staff are strongly encouraged to pre-pay for their meals. Deposits to individual accounts can be made in any denomination (i.e., \$10, \$20, \$50 or more) or based on individual meal prices (i.e., 10 days at \$2.60 / \$3.00 = \$26.00 / \$30.00). All deposits need to be made at the school by cash or check. Deposit envelopes and secure bins for dropping off deposits are located in each building office.

If you have more than one child in the school district, you only need to write one check for their school meals, regardless of which building(s) they are in. Simply indicate on the deposit envelope the names of the children, student ID numbers and how much you want in each account. We can split funds evenly between family/household members (i.e., \$60 split between three children = \$20 towards each account) or designated amounts by child.

Deposits made before 9 a.m. will be applied to accounts that day; deposits made after 9 a.m. will become available the following business day. It's important that students/staff drop off deposits before the start of the school day. It is recommended that students/staff deposit money in their account to cover 2 weeks or more of food purchases at a time.

ACCOUNT BALANCES: Account balances can be viewed 24 hours a day/7 days a week online at the website listed below. A link to this site is also available on the district's website (on main page, link for *FOOD SERVICE* is located on the left side of the screen. Once on the Food Service page, scroll down to the section labeled Meal Magic Point of Sale System). Balances will be carried over from one school year to the next.

<https://mealmagic.eriamason.k12.mi.us/MealMagic/mylunchaccount/>

LOW BALANCE / NEGATIVE BALANCE NOTICES: Students are notified by the cashier each time they pass through the serving line when their account balance drops below \$5.00 or if the student has overdrawn their account. A reminder notice will also be sent via the Honeywell system on Wednesday and Sunday evenings to the primary contact of affected students to assist parents in keeping sufficient funds in their child's account. To receive these notices, parents should verify either through Home Access Center or through the respective building office, that there is an active phone number associated with the primary contact of their child(ren).

(Parents should regularly view their student's account balance via the above website as they may run low on funds at other times during the week.)

CASH WITHDRAWALS/TRANSFERS: Account balances will stay with the individual until the individual leaves the school district. No cash withdrawals are allowed from any account for any reason during the school year. Cash transfers between family members are discouraged except in situations where a student is in the negative at the end of the school year and a family member has sufficient funds to cover the shortage. Balances on accounts in excess of \$10.00 will be refunded to individuals who leave the district or graduate, if a request is made in writing by the parent and a mailing address is provided. Balances on accounts for any students qualified as reduced will be refunded to the individuals who leave the district or graduate.

CHANGE RETURN GUIDELINE:

- ◆ **Elementary Students:** The district has implemented a “no change” guideline for students in the elementary building. Any student presenting cash for a transaction will not have change returned to them unless specifically requested; it will be applied to their individual account.
- ◆ **Middle and High School Students:** Students are discouraged from presenting cash for transactions. It is suggested that students in the middle and high school also have their “change” applied to their individual accounts. Change will only be given if requested.

ALTERNATE MEAL: Students will be provided with an alternate meal that meets all established nutritional requirements should they not have adequate funds to purchase a meal for the day; however, parents are responsible for the cost of any alternate meals provided to their child(ren). These balances must be paid in full as soon as possible. No other cash transactions are allowed until an outstanding balance is paid (i.e., ala carte sales). ***There will be no exceptions to this guideline.***

FREE & REDUCED-PRICE MEAL APPLICATIONS: Families are encouraged to submit applications for free or reduced priced meals **any time the family financial situation changes.** If you have an Internet connection available, you may complete the application online at www.lunchapp.com. A link to this site is also available on the district's website (*FOOD SERVICE / then scroll down to section labeled: FREE/REDUCED PRICED MEAL APPLICATION*). This secure online application method will speed up the processing of your application.

Please keep in mind that changes in eligibility status are not final until approved by the appropriate district official. You will receive written notification of the status of your application when processed which will be mailed to the home address on file at your child's school.

If a student qualified for free or reduced-price meals at the end of last school year, they will automatically receive free or reduced-price meals until October 15th. To continue for the remainder of the school year, a new application must be completed for each **family** wishing to receive free or reduced-price meals.

PIN NUMBER – MS/HS STUDENTS: Students in grades 5 -12 will need to know their 5-digit student ID number, which will also serve as their PIN number. As students appear at the register, they simply key in their PIN number and their account information will appear on the cashier's register screen, along with a photo of the student and pertinent information (i.e., account balance).

SECOND (2ND) MEALS: Students desiring a second meal during the meal period (whether they qualify for free or reduced meals or not) will be allowed to purchase an additional meal; however, it will be charged at the full meal rate.

Thank you for your cooperation with our food service point of sale system guidelines. Questions should be directed to the Food Service Director at 734.848.9307.