



Norfolk Public Schools Overview for Meals and Snacks

Norfolk Public Schools provides a federal and state approved breakfast and lunch program. Students and families have options when determining how to handle breakfast and lunch. Families always have the option of eating breakfast at home and bringing a sack lunch. For those who choose to not do that the district provides a breakfast and lunch program which is managed by Lunch Time Solutions. Menus and prices for breakfast and lunch can be found on our District website.

Families and students are encouraged to review the federal free and reduced breakfast and lunch income guidelines and to fill out an application for this benefit if you believe your household income qualifies you for this program. Applications are accepted throughout the school year as household incomes change periodically. Applications are available through our school website or by calling your school's main office.

All families and students who wish to participate in the school sponsored breakfast and lunch program have several payment options.

- Students who qualify for a free breakfast and lunch are eligible to receive one free breakfast and lunch each school day.
- Students who qualify for a reduced price breakfast and lunch are eligible to receive one reduced price breakfast and lunch each school day. The balance of the breakfast and lunch cost may be paid in cash at the school's main office or at the point of sale in grades 5-12. Money can also be put on an individual's account for future purchases. This allows the student to not have the need to carry cash on a daily basis. Families and students who wish to put money on account can do so by bringing cash or check to the schools main office or at the point of sale in grades 5-12. Families and students can also put money on account by paying on-line through the districts website. There is a service fee charge with each on-line payment.
- Students who do not qualify for free or reduced price breakfast and lunch can purchase a breakfast and lunch each school day. Breakfast and lunch cost may be paid in cash in the school's main office or at the point of sale in grades 5-12. Money can be put on an individual's account for future purchases. This allows the student to not have the need to carry cash on a daily basis. Families and students who wish to put money an account can do so by bringing cash or check to the school's main office or at the point of sale in grades 5-12. Families and students can also put money on account by paying online through the district's website. There is a service fee associated with each on-line payment.

The district will follow the procedures listed when a student's breakfast and lunch account falls below \$0 and becomes a negative balance. These procedures fall within the specifics of (District Policy 3571) and is included with this communication. An automated phone call and e-mail will occur each Wednesday and Sunday during the school year between the hours of 6:30 p.m. and 9:00 p.m. when accounts are in the negative. Families and students can review current account balances online or may contact their school's main office for this information.

- (Step 1) An automated phone call and e-mail will be sent to the student's contact information informing the guardian(s) that their student's account is now in the negative.
- (Step 2) An automated phone call and e-mail will be sent to the student's contact information informing the guardian(s) that their student's account is now showing a \$10 or more negative balance. Additional contact by the student's school will also occur.
- (Step 3) An automated phone call and e-mail will be sent to the student's contact information informing the guardian(s) that their student's account is now showing a \$20 or more negative balance and additional charges will be suspended until the entire negative balance is cleared. Additional contact by the student's school will also occur. Students who have accounts in this status will still have the option of bringing a sack lunch or will be offered an alternative meal by the school. This still allows the students to receive a lunch each school day and not be forced to go without. Alternative meal charges will not be assessed against the student's account.

Federal and State law requires school districts to inform families directly about the district's nutrition program. I hope this information is helpful and informative. Any further questions or assistance can be provided at each school's main office or by contacting the district's central office.

Educationally Yours,

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