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**Administration Center**

15732 Howard Street  
Plainfield, IL 60544  
[www.psd202.org](http://www.psd202.org)

(815) 577-4000 – telephone  
(815) 436-7824 – main fax

## **Free and Reduced-Price Food Services; Meal Charge Notifications**

Date: July 1, 2017  
To: Students, Parents/Guardians, and Staff  
Re: Eligibility and Meal Charge Notifications

The following notification is provided at the beginning of each school year as federally required notification regarding eligibility requirements and the application process for the free and reduced-price food services that are listed in Board policy 4:130, *Free and Reduced-Price Food Services* and 4:140, *Waiver of Student Fees*. For more information, see [www.fns.usda.gov/school-meals/unpaid-meal-charges](http://www.fns.usda.gov/school-meals/unpaid-meal-charges), and/or contact the Building Principal or designee.

### Free and Reduced-Price Food Services Eligibility

When students are unable to pay for their meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly.

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Department of Agriculture, and distributed by the Illinois State Board of Education.

### Meal Charges for Meals Provided by the District

The Building Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy 4:45, *Insufficient Fund Checks and Debt Recovery*. The District will make reasonable efforts to collect charges classified as delinquent debt.

When a student's funds are low or there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. If a parent/guardian regularly fails to provide meal money and does not qualify for free meal benefits, the Building Principal or designee, will direct the next course of action. Continual failure to provide meal money may require the District to notify the Ill. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges.

LEGAL REF.: Healthy Hunger-Free Kids Act of 2010 (P.L. 111-296).  
7 C.F.R. §245.5.  
23 Ill.Admin.Code Part 305, School Food Service.



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**Charge Policy:**

Students at the **high school** level will not be extended credit for the purchases of meals. Students at the **middle school** level will be extended credit for the purchase of up to five meals. After a deficit balance in the amount of five meals has been created, no further credit or meals will be provided unless payment is made. Students at the **elementary school** level will be extended credit for the purchase of meals up to five meals. After five meals, students will be provided with an alternative meal at a reduced rate until the balance is paid. Elementary students will always be provided with a meal.

**Paying for school meals:**

**MySchoolBucks** is our online payment portal; giving guardians a quick and easy way to manage and add funds to your student's meal account. Parents/guardians can view recent purchases, see current balances, plus add funds with no additional service charges. **Enrollment is easy!**

1. Go to [www.mySchoolBucks.com](http://www.mySchoolBucks.com) and register for a free account. A confirmation email will be sent to the address you provide; click on the link included in the email to activate your account.
2. Once your account is activated you may begin adding funds to your students lunch account. The student ID and school name will be required.
3. Funds may be added to your students' accounts with your Visa, MasterCard, Discover Card, debit card, or electronic check\* with **no additional service charge**. Money deposited into mySchoolBucks.com appears in the student account within 24 hours.
4. An added benefit of mySchoolBucks is it allows you to schedule automatic payments to your student's meal account. Funds can be added weekly, monthly or when the balance hits a specified amount. Simply choose the **“Setup a payment schedule”** option during the checkout. This new feature will allow you to automatically replenish your student's account on your terms.

Once you've signed up you can fund your student's account at [www.mySchoolBucks.com](http://www.mySchoolBucks.com) or on the mobile app, which is available for iPhone and Android devices. If you have any questions about myschoolbucks you can email [parentsupport@myschoolbucks.com](mailto:parentsupport@myschoolbucks.com) or call 1-855-832-5226

A check may be sent to the school cafeteria with your child.