



PAUOA ELEMENTARY SCHOOL MEAL PROGRAM

FREE & REDUCED PRICE MEAL APPLICATIONS

Households must submit a new Free & Reduced Price Meal Application yearly unless directly certified. You may apply online at ezmealapp.com or you may turn in a paper application to the school office. **Fill out (1) application for all members in the same household.** Households with an incoming sibling will need to add the sibling to the application in order to qualify for the same benefit.

The student will carry his/her meal status from the previous school year until a new application is processed or until 30 days (grace period) of the new school year. It is best to apply as soon as possible to give time for the application to be processed (10 work days). If applications are not received and processed before the grace period ends, a student's meal status will turn to **PAID**. The parents/guardians are then responsible for meal charges incurred while waiting for approval.

When the new application is processed, the new eligibility determination will supersede the grace period eligibility. "Students submitting a new application that results in their eligibility status changing from free to reduced or paid will incur a balance based on the applications submission date"(Policy SP 46-2016 :...). An eligibility letter will then be sent home with your child.

IDENTIFICATION (ID) CARDS

All students are provided with an ID at the beginning of the school year (photo ID for returning students and temporary paper ID for new students). They should be kept in school at **all** times in a safe place designated by their teachers. Students should take care of their IDs as they are needed to purchase meals/milk, to borrow library books, for school excursions and for general campus identification purposes. If lost, the student may use prior year's ID if he/she has one. Otherwise, obtain a new one at the office for \$5.00 (**cash only**). IDs should be worn with a clip provided. No lanyards allowed.

MEAL PRICES

Please see MEAL PRICE LIST located on our website. Milk is offered with each meal. **Accounts must have monies available in order to purchase a SECOND meals or EXTRA milk.** Second meals and ala carte milk rates are subject to change.

EXTRA Milk will be chargeable regardless of student's eligibility status. (e.g. student brings home lunch and would like to just get a milk. Whether they are Free / Reduced / or Full Pay they will be charged the price for extra milk.)

MEAL ACCOUNT PAYMENTS

For your convenience, you are encouraged to create an account (if your students does not have one already) online. Please refer to EZSchoolPay 'How To' Guide included in this packet. Online, you can make payments, set low balance email reminders and view transactions. If you choose not to go online, you may pay in person at the school office. Please put your payment (cash or check in an envelope and put in the DROP BOX in the office. Please remember to write your child's name and grade on the outside of your envelope. Checks should be made payable to **Department of Education**. The DOE fee policy on returned checks is \$25 per check payable in cash and no further checks will be accepted from the check writer for the rest of the school year. Deposits should be made **before 10:00am** for it to be credited the same day. **No deposits are accepted in the cafeteria**. Receipts will be given to the students through their homeroom teacher.

LOW OR NEGATIVE BALANCES

Payment reminders for students with low or negative balances will be sent via email to parents. This is a reminder to make payment on the student's meal account. Please refer to the "Unpaid Meal Charges" letter included in this packet regarding DOE's policies and procedures.

END OF THE SCHOOL YEAR

All negative balances must be cleared before the last day of the school year. Meal balance will carry over to the next school year if the student is returning to Pauoa or going to another DOE school. If the student will go to a private or non DOE school, please pick up a School Meal Account Refund Request. Complete (indicate whether you want a refund, a transfer to a sibling's account or a donation to the school) and turn it in at the office.

PLEASE KEEP ALL THE MEAL INFORMATION FOR REFERENCE THROUGHOUT THE SCHOOL YEAR.

Should you have any questions or concerns regarding our Meal Program, you may call the office at 587-4500.

This institution is an equal opportunity provider