



Dear Parents and Guardians,

This letter is to communicate Mead School District's procedure for student meal accounts.

Online Payments

This is the most efficient way to put money on your student's account. Payments made online are posted to student meal accounts within 15 minutes. At this time, there is no service charge to your credit or debit card. Your student's meal account balance is listed on this website. If the balance is in (parenthesis) it signifies a negative balance. You will need a PowerSchool Portal account to access TouchBase. If you don't have an account, please call your school office to get an account set up.

Online payments are accepted at <https://wa-mead.intouchreceipting.com/>.

Other Payments Accepted

Cash or personal check payments are also accepted at all school offices and are deposited by bookkeepers as they receive the payments. Seal in an envelope with your child's name on the outside of the envelope.

Parental Control

At any time parents/guardians may put purchasing limits on their children(s) meal accounts. Please contact our office at 509-465-6100 for more details. We require the parental control request be in writing.

Low and Negative Meal Account Balances

- Any student requesting a full meal will be allowed one regardless of account balance, unless there are parental controls prohibiting meal account purchases.
- Elementary: notification of account balances are only directed to parents/guardians.
- Middle School: notification to students of their account balance occurs when the meal account reaches positive \$10.00. Students are not told their balance after it reaches a negative balance.
- High School: notification to students of their account balance occurs when the meal account reaches positive \$10.00.
- Extra Purchases / Snack Items: snacks or extra items such as additional milk and extra entrees cannot be purchased if a student's account is negative. **Only full meals are allowed to be charged.**
- Adults must keep their meal accounts positive. No purchases will be allowed that result in a negative balance.

Meal Account Balance Notifications

Notifications to parents/guardians are made twice weekly through email and through School Messenger when student balances are low or negative. In addition, principals or counselors may reach out when 5 or more meals are charged to your students account.

To ensure receipt of these notices please keep your contact information up-to-date. Contact your school to update your contact information.

Meal Debt Payments

If at any time you are concerned about being able to pay for your child's meals please contact Nutrition Services. It is imperative at all grade levels that parents/guardians keep meal account balances positive. **Parents/guardians are expected to pay delinquent debt when notified by the school district of the debt.**

Free and Reduced Meal Application

A new application is required yearly to see if your household qualifies for free or reduced price meal benefits. If you receive a letter from the Nutrition Services office in August stating no application is needed for your child, then your child has been directly qualified through the state of WA. and no application is needed. If other children reside in your household and are not listed on the letter please contact the Nutrition Services office at 509.465.6100. The quickest way to apply is online at <https://www.lunchapp.com/>. Paper and translated applications are available at all schools and the Nutrition Services office. Applications are accepted at any time during the year.

The district will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The district will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. District programs will be free from sexual harassment.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410;*
- (2) Fax: (202) 690-7442;*
- (3) Email: program.intake@usda.gov.*

This institution is an equal opportunity provider.