

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 several times during the day. 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. If you don't have a PowerSchool Parent Portal 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.

### **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. Access your PowerSchool parent account and click the Student Information Update link.**

## **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 or Household Information Report (HIR)**

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 or HIR 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://mead.familyportal.com>. If your child attends **Creekside, Evergreen, Farwell or Shiloh Hills Elementary** we request you fill out the Household Information Report on the same website as the meal application. Paper applications, translated applications and HIR's are available at all schools and the Nutrition Services office. Applications are accepted at any time during the year.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov)