

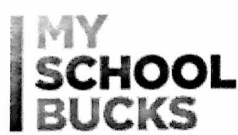
# SCHOOL FOOD SERVICE

## THINGS YOU NEED TO KNOW...



*How to apply for free/reduced meals—go to [www.myschoolapps.com](http://www.myschoolapps.com) to complete an application.*

All applications are processed within 2-3 business days and a letter is mailed to the current address on file.



*How to make payments to your student's account— go to [www.myschoolbucks.com](http://www.myschoolbucks.com) to register your student*

and make payment to their account. This site can also be used to monitor purchases and set up automatic payments.

### *School Board Policy—Positive Balances*

All balances left on a student's cafeteria accounts that have left the district for one full school year will become the property of the Santa Rosa County School District's Food Service Department.

Requests for refunds on balances left on account after a student has left the district will be subject to a 10% service fee for each month the balance is left on account. For instance, a student leaves the district on May 1<sup>st</sup>. with a balance of \$100.00 in their cafeteria account. If on June 1<sup>st</sup>, the parent requests a refund the balance refunded would be \$90.00. The remaining \$10.00 would become property of the District's Food Service Department. For each month the balance is left on the account and additional \$10.00 would be deducted from the balance. For balances left less than 30 days the balance would be refunded in full. Send all requests for refunds to [dunlopm@santarosa.k12.fl.us](mailto:dunlopm@santarosa.k12.fl.us)

*Monies left on a reduced student's account—All monies on a reduced student's account must be refunded when the student leaves the district. If you have a reduced student leaving the district please contact Mary Jane Dunlop at [dunlopm@santarosa.k12.fl.us](mailto:dunlopm@santarosa.k12.fl.us) to receive your refund.*

### ***School Board Policy 8.42—Unpaid Meals (excerpts)***

The policy of the District School Board of Santa Rosa County will be that meals may not be charged. Students who receive a meal without the means to pay will accrue an unpaid meal balance. The policy regarding unpaid meals shall follow the procedures listed below at each school/grade level group .

A. Grade Levels Middle/High - The student will be expected to bring his or her own meal or be on a cash basis until all balances owed have been paid in full.

B. Grade Levels Pre-kindergarten through Upper Elementary - When a student has accumulated three unpaid meals, the parent shall be provided a notice signed by the principal explaining the district “no charge” policy and the status of the child’s account. When the student has accumulated five unpaid meals, the principal shall contact the parent for a conference. If the parent is not responsive, the student will be referred to the School Social Work Department. A representative from the School Social Work Department will visit the home to discuss the family’s eligibility for various programs including but not limited to Free and Reduced Meal Program, public and private assistance programs, and Child Protective Services Program. Any monies received will be applied to the unpaid balance. Until the student’s unpaid balance has been paid, the student will be provided a nutritional balanced alternate meal instead of the pattern meal of the day. The price of the meal will accrue to the student’s unpaid meal balance.

***A full copy of the School Board Policy 8.42 referencing Free and Reduced Price Meals and Meal Prices can be found at ...***

***[https://sites.santarosa.k12.fl.us/policy/policy8\\_42.pdf](https://sites.santarosa.k12.fl.us/policy/policy8_42.pdf)***

**Please direct all questions concerning Free/Reduced meal applications to Mary Jane Dunlop 850-983-5140x111**