

Byron Center Public Schools

Charging Procedure

24/25 SCHOOL YEAR

All students First Meal is Free of Charge

The Nutrition Services Department recognizes that there may be occasions when a deposit is forgotten. As a courtesy to families, the following procedures are in effect.

Payment is required at the time of purchase for all second meals and a la carte items.

Parents/guardians are encouraged to monitor their students account online and keep an adequate amount of funds in the account.

You may monitor account activity and/or deposit money online in our Family Portal located on our website or at byroncenter.familyportal.cloud.

Cash or check are always accepted at school, but we prefer the students to not carry cash at school if possible.

Free/Reduced Meals Benefits are available for families with financial difficulties. Free/Reduced Applications are available on our website, in the Family portal, or request an application from your school office.

**NEGATIVE BALANCE: Nutrition Services office will reach out to the parents/guardians when balances exceed the negative balance threshold of -\$10 by email or phone contact.*

Low Balance Alerts

Low-balance emails can be sent to you. The opt-in procedure is very simple. Once logged into the Meal Magic Family Portal, click on the Notifications button, check the box to indicate you want to receive low-balance reminders, and set a dollar amount indicating when to send notices. If you previously opted out of all email, uncheck that box to access the low-balance email settings.

Student Meals

Automatic low balance and negative balance emails will be sent home twice per week.

A la carte items, second meals and milk, cannot be charged. Therefore, they will not be able to purchase these items unless they have funds in their account.

*All negative charges **MUST** be paid off by the end of the school year.*

Money remaining in an account will be carried forward to the next year.

Adult Meals

*Adults are **NOT** permitted to charge meals or a la carte items. Therefore, they must have funds in their account before they may purchase anything.*

Negative balances and charging are not allowed under the nutrition services account per the State and Federal Requirements.

Accounts can be created online to pay for meals at byroncenter.familyportal.cloud or we also accept cash or checks at school.

Money remaining in an account will be carried forward to the next year.

This policy also prevents lunch shaming with the specifics outlined in State Aid Section 31k as follows:

Prohibits the requiring of students who cannot pay for a school meal or who owe a negative balance to wear a wristband or handstamp.

Prohibits the requiring of students who cannot pay for a school meal or who owe a negative balance to perform chores or other work to pay for school meals.

Prohibits the requiring of students to dispose of a meal after it has been served because the student is unable to pay for the meal or has a negative balance.

Prohibits the direct communication with a student about a negative balance unless our district(s) have unsuccessfully attempted to contact the student's parent or legal guardian first through telephone, mail, and electronic mail.

Prohibits discussing a negative balance with a student in the presence of other students.

The district believes that school meals are an important part of every student reaching their full academic potential. Therefore, no alternate meal will be offered regardless of the student's current account balance. All meals served will continue to increase the negative balance of the student's account at the expense and responsibility of the student's family.

USDA Nondiscrimination Statement

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, audiotope, 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: [USDA Program Discrimination Complaint Form](#), 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

This institution is an equal opportunity provider.