

BARTLESVILLE PUBLIC SCHOOLS
Child Nutrition Program
Elementary School Policies
2019 - 2020

The Child Nutrition Department operates the food services provided in the Bartlesville Public Schools. Breakfast and lunch are served in all of the schools following the guidelines of the National School Lunch and the National School Breakfast Programs.

Elementary Meal Prices

Breakfast:

Student Paid	\$2.10
Student Reduced	.30
Adult Paid	\$2.60

Lunch:

Student Paid	\$2.95
Student Reduced	.40
Adult Paid	\$3.85
Extra Milk	.75

Payment for Meals

A computerized system is used for recording and accounting for meals and money. Each child is issued a bar coded account number. Advance payment for meals is credited (+) into each individual account and meals purchased are debited (-) out of the same account.

Meal moneys are collected and credited to the accounts by the school cafeteria manager or cashier. The school office staff members and secretaries do not handle meal moneys. Please deliver or direct payment to the school cafeteria. Please send checks or money orders when sending payment with elementary students. Misplaced cash is very difficult if not impossible to track. Please make checks payable to: ***ISD #30 Child Nutrition.***

On-Line Payment

Credit or debit card payments may be made by creating a student meal payment account on www.myschoolbucks.com (you will need the student's ID# and birthdate). With a "myschoolbucks" account, parents will receive low balance notices by email. Parents also have the ability to view student sales history, set daily or weekly spending limits, control purchases, and select the automatic pre-payment option. "myschoolbucks" can be accessed from the district website.

Payment Reminders

A payment reminder will be sent via automated phones, text and emails when a balance reaches \$10.00. Additional reminders are made when an account is in the negative. Advance payment may be made in any convenient amount. Writing the child's name and/or account number on your check will assist the cashiers in crediting the proper account.

Charges

Alternative meal arrangements may be made in the event of excessive charges or non-payment.

**No charges are allowed during the last four weeks of the school year.
Adults are never allowed to charge meals.**

Balance Carried Forward

Balances remaining Credits/Debits on account at the end of the school year will be carried forward into the following school year. Upon written request, refunds can be issued during the school year in which the payment was made, but no later than **May 1, 2020**.

Free and Reduced Price Meals

To receive free or reduced-priced meals, a parent or guardian must fill out an application for the family.

How to Apply

The fastest and most convenient way to apply for free or reduced price meals for your child or children is online at <http://bartlesvilleisd30.school lunchapp.com>

The online application process is safe, secure and private, and it's available anytime and anywhere you have access to the Internet. Your data is transmitted to the Bartlesville Schools Child Nutrition Office the same day you apply, allowing for quicker processing so you can receive benefits faster.

All families are encouraged to complete this application and take advantage of the breakfast and lunch programs. Please allow 10 business days for processing paper applications for the Free and Reduced Price Meal program. Application may be made at any time during the school year.

Applications must be processed, eligibility determined, and approval notification made before students receive free or reduced price meals. This process may take up to ten working days. ***Students are responsible for paying full price for all meals received prior to application approval.***

Individual Free and Reduced Price Meal application information remains confidential within the Child Nutrition Office. All families are encouraged to make application as the statistical information pertaining to the number of students qualifying for benefits is a determining factor in the federal and state funding allocated to the District for educational programs.

Qualifying families may also be eligible for discounts for other programs and services within the District and community. The "Eligibility Notification Letter" for meal benefits may provide benefits other than meals.

For additional information about the meal programs and service, contact the:

**Child Nutrition Department
Bartlesville Public Schools
(918) 333-7966**

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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:

Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

Fax: (202) 690-7442; or

Email: program.intake@usda.gov.

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