

**BARTLESVILLE PUBLIC SCHOOLS**  
***Child Nutrition Program***  
**Secondary School Policies**  
**2010-2011**

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.

**Secondary Meal Prices**

Breakfast:	
Student Paid	\$1.45
Student Reduced	.30

Lunch:	
Student Paid	\$ 2.35
Student Reduced	.40
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 card. Advance payment for meals is credited (+) into each individual account and meals purchased are debited (-) out of the same account.

Secondary students may use their meal cards to purchase a la carte and snack bar items in addition to the traditional meals. Purchases can be limited to “*meals only*” upon parental request.

Advance payments are made directly to the cafeteria manager or cashier before school or during meal service. The school office, secretaries and teachers do not handle meal moneys. Advance payment may be made in any convenient amount. Please send checks or money orders when sending payment with 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.myLunchMoney.com](http://www.myLunchMoney.com) (you will need the student’s ID#). With a “myLunchMoney” 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. “myLunchMoney” can be accessed from the school district website.

**Payment Reminders**

A payment reminder is displayed on the point of sale terminal when an account balance equal to \$7.05. The payment reminder is displayed each time a purchase is made from an account with a balance of less than \$7.05. The student will be told each time the reminder is displayed. This will give the student ample opportunity to apply payment to the account.

## **Charges**

Secondary students are not allowed to charge meals or a la carte purchases. The debit card program will not allow negative balances.

## **Balance Carried Forward**

Balances remaining on account and 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, 2011.

## **Free and Reduced Price Meals**

Applications for the Free and Reduced Price Meal program are distributed to all students at the beginning of the school year. Applications are always available at the Education Service Center, the school offices, and the cafeteria offices. 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. 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 Programs  
1536 S Keeler  
Bartlesville, OK 74003  
(918) 333-7966**

**Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly.** "In accordance with federal law and United States Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, or call (800)795-3272 or (202)720-6382 (TTY). USDA is an equal opportunity provider and employer