



Northern Lehigh School District Food Services- Important Information

Dear Parents and Guardians:

This letter is to provide you with information regarding the lunch procedures within the Northern Lehigh School District.

COSTS: Meals for all students within the Northern Lehigh School District will be free for the 2022-2023 school year. The information below is only for students who plan to purchase additional ala carte items. The breakfast and lunch meals will be served at no cost to the student.

STUDENT ACCOUNTS: Payments for meals are made via a computerized register system. The computer screen displays the cost of the meal as well as the balance in the student's account. Parents can pay into the account any amount they would like whether bi-weekly, quarterly, or even for the entire school year. Payment can be made by cash, check payable to **NLSD Food Services** or online through the K12 Payment Center (<https://www.k12paymentcenter.com>). The system also keeps a record of food items purchased on the account.

OVERDUE ACCOUNTS: Due to prior **Federal Regulations**, cashiers will no longer send home a notice or verbally tell your child that they have a negative balance on their meal account. If your child asks about their account, the cashier will be allowed to show them their balance. Please be aware of what your child's purchasing habits are and send money to school accordingly.

Any returned checks, NSF, Closed Accounts, etc. will have thirty (30) days to pay face value of the check and any fees charged by the bank. A letter informing of amount to be paid will be sent by the Business Office. After 30 days, an administrative fee of \$25.00 will be added. No further checks, **CASH ONLY**, will be accepted until the account is paid in full.

Positive account balances will not be refunded at the end of the year except for High School Seniors, or students leaving the district. A letter must be submitted to the Food Service Director asking for a refund of the student's account within 30 days of leaving the district. Only balances of \$5.00 or higher will be refunded. All other balances will be rolled over for use in the next school year.

Please keep in mind the Food Service Department is run as a non-profit. When we do not receive your payments, the department is sacrificed. What is most important to us is feeding our students.

WHAT TO INCLUDE WITH PAYMENT: Please include the following information with your payment in an envelope provide by you: 1. Student's name (first and last), 2. Grade and Homeroom Teacher's name 3. Payment amount.

WHEN TO PAY: It takes time to get everyone through the lunch lines. We want each student (even the last student served) to have ample time to eat. To expedite this, we request that all payments be made in advance. Students can still pay by cash, and they must use their **Student ID#** issued to them. Students can bring payments to the cafeteria staff over our breakfast or lunch services.

WHAT TO DO IF MONEY IS FORGOTTEN: Students who forget to deposit money into their account, or who have a prior negative balance on their account will still be allowed to receive a free breakfast and lunch meal that day. However, students will not be allowed to purchase extra items if they show a negative balance, until that negative balance is rectified. If your student brings money to school to purchase ala cart items, they will be allowed to do so. Parents can call me with any questions regarding lunch procedures.

If you have an outstanding balance at the end of the school year, it will carry over and must be settled at the beginning of the next school year. However, we kindly ask that you settle any debt before the end of the current school year.

SAFETY FEATURES: The cashier uses the display that shows the student's picture along with other information pertinent to the student. This will ensure that students will only purchase one meal per day and will not be able to use another student's ID. The cashier can also access the student's account by using their last name.

MENU: The menus will be available on the district's website at nlsd.org on the CAFETERIA page or in your child's school office. Due to continued supply chain disruptions, please be patient as we may need to change the menu according to our deliveries.

FREE OR REDUCED LUNCH: Although Breakfast and lunch meals are free under the CEP program for the school year 2022-2023, it is still important to complete a free and reduce meal application for the Northern Lehigh School District to be able to qualify for other federally funded programs in the future. Applications for free and reduced lunch will be processed through the Food and Nutrition Department. Please review the qualifications on the application before completing the form. If your child qualifies, submit the form online as soon as possible. To get started review the brochure in this packet, then visit www.schoolcafe.com and follow the steps for completing an application. ***If your child/children incur debt before you qualify for free or reduced status, all charges incurred are your responsibility to pay.***

If I can provide any additional information, please do not hesitate to contact me at 610-767-9811.

Thank you in advance for reading this very important letter. We look forward to serving your child/children.

Best Regards,

Nichole Fink
Director of Food Services
610-767-9811