

2020-2021 LUNCH ACCOUNT TIPS & GUIDELINES

In March 2018, the Hawaii DOE School Food Services Branch transitioned into the **Etrition** meal counting system. This program allows your child's account to automatically transfer with them to other schools under the **Hawaii DOE** school system.

ONLINE ACCOUNT

To keep abreast of your children's meal account activities, make yourself an **EZSCHOOPAY** account. With this parent account you can keep track of all your children attending a **Hawaii DOE** school. The service is free and it will allow you to:

- ✓ **FREE:** View the purchase activity on your child's account.
- ✓ **FREE:** Allows parents to set purchase limits.
- ✓ **FREE:** Notify you via email when your child's account is getting low (You determine the balance amount).
TIP: Set the amount to at least \$10.00 so you have time to make a deposit prior to the account reaching a zero balance.
- ✓ **FREE:** Set up the auto-pay deposit feature so that your child never misses a meal.
- ✓ You may continue to make cash or check deposits in the Office, or you can make an online credit card payment with your EZSCHOOLPAY account for a small bank convenience fee.

Check the Niu Valley Middle School website under Parent Notices (EZSCHOOLPAY How-Tos) for instructions. To register, go online to:

WWW.EZSCHOOLPAY.COM
School District: Hawaii

ACCOUNT DEPOSITS

We accept cash/check deposits in the Office with the following guidelines:

- All deposits must be accompanied by a NVMS deposit slip available in the Office. Please print legibly with the first AND last name your child registered for school with. DO NOT USE INITIALS OR NICKNAMES. Incomplete deposit slips will be returned to your child.
 - ✓ If you have more than one child attending Niu Valley Middle School you may write one check with separate deposit slips per account showing the distribution to each child.
 - ✓ Place your deposits in the *LUNCH ACCOUNT DEPOSIT* drop box located on the right hand wall as you enter the Office. They will be processed the same day it is received, up until first recess. Parent name, Grade, and Advisory are important information to differentiate students with identical/similar names.
- We accept checks written out to "DEPARTMENT OF EDUCATION" (DOE). Include your child's name/grade on the notation line.
 - ✓ If a correction is made on the check, *please remember to initial the change!* Advise your child to not alter the check. The school will not accept the responsibility of correcting your check if it is written in error.
 - ✓ Should a check written in error be returned from the bank, it may be subject to a State of Hawaii Department of Accounting service fee of \$25 at your expense.
 - ✓ For all checks returned due to insufficient funds, a \$25 service fee will be assessed by the State of Hawaii in addition to the amount of the original check (you may also be subjected to your own bank service fees). Once we are alerted regarding the status of an insufficient funds check, your child's account will be adjusted accordingly. All future deposits must be made as cash payments only. *Any unfulfilled financial obligations will result in your child not being able to participate in all student activities and will remain on their school record until it has been fully satisfied.*
- A receipt for your deposit is distributed to your child the following morning in Advisory.

FREE/REDUCED MEALS

You may apply for free or reduced priced meals any time your financial situation changes. Applications are distributed on the first day of school or you may pick up a paper application from the Office during normal business hours. Submit one application per FAMILY. For a faster and more convenient process apply online using the following website:

ezmealapp.com

District: Hawaii (select Hawaii Department of Education)

If you provide a valid email address, your approval/denial letter will be emailed directly to you.

IT IS IMPORTANT THAT YOU KEEP A RECORD OF YOUR APPROVAL LETTER!

FREE/REDUCED MEALS (continued)

If you have any general questions or concerns about Free/Reduced meals, feel free to call the Meal Clerk. Calls may not be answered during lunch period as we are busy servicing our students and teachers. Specific questions regarding your child's free/reduced status may not be discussed over the phone.

The following is a guideline of the estimated daily/weekly/monthly breakfast and lunch costs:

	PAID MEALS			REDUCED MEALS			FREE MEALS		
	Daily	Weekly	Monthly	Daily	Weekly	Monthly	Daily	Weekly	Monthly
BREAKFAST	\$ 1.10	\$ 5.50	\$ 22.00	\$ 0.30	\$ 1.50	\$ 6.00	\$ -	\$ -	\$ -
EACH Addtl Breakfast	\$ 2.40	\$ 12.00	\$ 48.00	\$ 2.40	\$ 12.00	\$ 48.00	\$ 2.40	\$ 12.00	\$ 48.00
Milk Only	\$ 0.75	\$ 3.75	\$ 15.00	\$ 0.75	\$ 3.75	\$ 15.00	\$ 0.75	\$ 3.75	\$ 15.00
LUNCH	\$ 2.50	\$ 12.50	\$ 50.00	\$ 0.40	\$ 2.00	\$ 8.00	\$ -	\$ -	\$ -
EACH Addtl Lunch	\$ 5.50	\$ 27.50	\$ 110.00	\$ 5.50	\$ 27.50	\$ 110.00	\$ 5.50	\$ 27.50	\$ 110.00
Milk Only	\$ 0.75	\$ 3.75	\$ 15.00	\$ 0.75	\$ 3.75	\$ 15.00	\$ 0.75	\$ 3.75	\$ 15.00

ADDITIONAL MEALS (This applies to ALL students regardless of meal status)

Only the first meal is a Federally subsidized meal (see chart above).

EACH ADDITIONAL BREAKFAST PURCHASED costs **\$2.40**.

EACH ADDITIONAL LUNCH PURCHASED costs **\$5.50**.

Before an additional meal is purchased, the Cashier will confirm the cost with the student. Upon acceptance, the additional meal is then charged to their account. If you are interested in limiting your child from making these purchases, you may do so with your EZSchoolPay account.

The responsibility to maintain an appropriate balance in a student's account rests with parents/guardians and their children.

LUNCH LOANS

Students with insufficient funds in their meal accounts will automatically receive a loan for a single meal. Loans will not be issued for second meals, ala carte items (i.e. extra milk), nor accounts with balances beyond the maximum limit. A printed notification will be given to your child when charged. Parents will be contacted and repayment of this loan is due **immediately**. Any outstanding loan balance will be due in full before the last day of school. Should you wish to opt out of this automatic loan process, please put your request in writing to the Meal Clerk. You may also limit your child from making excess purchases by adjusting the settings on your EZSchoolPay account. *Any unfulfilled financial obligation will result in your child not being able to participate in all student activities and will remain on their school record until it has been fully satisfied.*

If your child has a sibling at NVMS with an adequate balance, the shortage may be transferred for that day only. A courtesy call will be made to parents. If you prefer that a transfer not be made, please put your request in writing to the Meal Clerk.

STUDENT IDs

Your child's ID card is a mandatory part of their school uniform and is required to purchase meals, use specific school equipment, and attend field trips. Replacement ID cards may be purchased in the Office for a \$5 fee, Monday – Friday between 9:00am – 1:00pm.

We are able to deduct this fee from your child's Meal account with your verbal or written permission, provided there is an appropriate balance in their account. Payment for IDs are accepted in cash or checks made out to "**Niu Valley Middle School.**"

If your child forgets or misplaces their ID card, they may come to the Office to obtain a Temporary Lunch Pass for the sole purpose of having a single meal. Lunch Passes will not be issued before the lunch bell rings. Please remind your children to bring their IDs to school daily.

Information is subject to change

Office Hours: Monday-Friday 7:30am – 4:00pm, Phone 377-2440

Meal Clerk Hours: Monday-Friday 9:00am-1:00pm, Phone 377-2440 ext 310

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), 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:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.