

2021-2022 ETRITION 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 within the **Hawaii DOE** school system.

ONLINE ACCOUNT (Parent Account)

To keep abreast of your children's meal 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:** With one account, view the purchase activities of all your children in the Hawaii DOE school system.
- ✓ **FREE:** Allows parents to set purchase limits.
- ✓ **FREE:** Notify you via email when your child's account is getting low (You determine the notification amount).
TIP: Setting the amount to \$10.00 may give you enough time to make a deposit prior to reaching a negative balance.
- ✓ **FREE:** Set up an auto-pay deposit feature so that your children never miss a meal.
- ✓ Make an online credit card payment with your EZSCHOOLPAY account (for a small bank convenience fee).

Step-by-step instructions on how to make an account can be found on the NVMS website under 2021-2022 SY/Lunch Account (EZSCHOOLPAY FAQs). To register, go online to: www.ezschooolpay.com

ACCOUNT DEPOSITS

We also 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 with your deposit.
 - ✓ 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. Parent name, Grade, and Advisory are important information to differentiate students with identical/similar names.
- We accept checks written out to the "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 subject to your own bank's service fees). Once we are alerted regarding the status of an insufficient funds check, your child's account will be adjusted accordingly and 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!

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

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	\$ 0.90	\$ 4.50	\$ 18.00	\$ 0.90	\$ 4.50	\$ 18.00	\$ 0.90	\$ 4.50	\$ 18.00
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	\$ 0.90	\$ 4.50	\$ 18.00	\$ 0.90	\$ 4.50	\$ 18.00	\$ 0.90	\$ 4.50	\$ 18.00

ADDITIONAL MEALS - This applies to ALL students regardless of meal status

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, this meal is then charged to their account. If you wish to limit your child from making additional 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 (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 **the following morning**.

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.

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 additional purchases by specifying these settings on your EZSchoolPay account. *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.*

STUDENT IDs & FINGER SCANNING

Your child's ID card is a mandatory part of their uniform and should be brought to school daily. It may be used to purchase meals, borrow books, 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 replacement IDs are accepted in cash or checks made out to "**Niu Valley Middle School.**"

Meals in the cafeteria are charged to students using finger scanners and/or student ID cards. If you have opted out of using our finger scanning process, you will need to ensure that your child brings their student ID card 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

This institution is an equal opportunity provider.

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- (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.