

2023-2024 ETRITION ACCOUNT TIPS & GUIDELINES

KEEP TRACK OF YOUR STUDENTS' MEAL ACCOUNT!

We encourage you to enroll into *EZSCHOOLPAY*, a **free** parent account to keep track of meal activities for all your children attending any **Hawaii DOE** school. This service will allow you to:

- ✓ View meal activities of all your children with one account.
 - ✓ Allow you to set purchase limits.
 - ✓ 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 zero balance.
- ✓ 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 create an account can be found on the NVMS website under:

2023-2024 SY - Lunch Account - EZSCHOOLPAY How Tos

To register for an account, go online to: www.ezschoollpay.com

ACCOUNT DEPOSITS

In addition, NVMS also accepts cash and 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 deposit in the *LUNCH ACCOUNT DEPOSIT* 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 or 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 questioned and 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 will be distributed to your child the following morning in Advisory.

FREE/REDUCED MEALS

If you find your financial situation has changed, you may apply for free or reduced priced meals. Applications are distributed on the first day of school or you may obtain a paper application from the Office during normal business hours. Please review the FAQs on page 1 to determine your eligibility prior to filling out the application on pages 3-4. 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!

*****This website will be available for application for Free/Reduced meals for the 2023-2024 SY on July 15, 2023.*****

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

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

ADDITIONAL BREAKFAST = \$2.40 EACH

ADDITIONAL LUNCH = \$5.50 EACH

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.

LUNCH LOANS

Students with insufficient funds in their meal accounts will automatically receive a loan for a single first meal only. Loans will not be issued for second meals, extra milk, nor accounts with balances beyond the maximum negative limit. A printed notification will be given to your child when charged. Parents may be contacted and repayment of this loan is due immediately.

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

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, you may limit your child from making additional purchases by specifying these settings with your EZSchoolPay account. Please discuss these limitations with your children. *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

Your child's school ID card is a mandatory part of their school uniform and should be brought to school daily. It is required to identify our students, 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 may be 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 (other conditions may also apply). Payment for replacement IDs are accepted in cash or checks made out to "**Niu Valley Middle School**."

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 (808) 307-6802

This institution is an equal opportunity provider.

Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly.

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 <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, (AD-3027) found online at: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-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.

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