

### Meal Account Balance Policy

The Elk Point-Jefferson School District offers a hot lunch program to all students in grades JK-12 who wish to participate. Cost of the meals are published on the school website, on monthly calendars and in the back to school newsletters sent to all families at the beginning of the school year.

All families are encouraged to apply for the free and reduced meal program. Applications are sent home in the back to school newsletter and can also be found on the school website under the School Info tab. If a family would qualify for this program, it can provide a breakfast and/or lunch meal to a student at a reduced rate or at no cost.

The Elk Point-Jefferson School District will follow the below guidelines starting with the 2017-18 school year.

- Accounts are set up for each individual student. Meal money must be received and deposited in the elementary or middle/high school offices by 11:00 a.m.
- Checks can be written or cash can be submitted as payment to a child's lunch account. Payments can also be made online at [www.mymealtime.com](http://www.mymealtime.com). To insure proper credit to the account, the student's name should be written on the check. If there is more than one student in the family attending school, please write a note with all names listed and the amount that goes into each account. If paying with cash, please enclose the cash in a sealed envelope with the student(s) name on the envelope as well as any directions of how the money should be deposited. **PLEASE MAKE ALL CHECKS PAYABLE TO THE ELK POINT-JEFFERSON SCHOOL.**
- It is expected that middle school and high school students are responsible for their own account balances. Students should stop and wait for a transaction confirmation from the cashier. This will allow the cashier to inform students of their account balance.
- The lunchroom computer will give the cashier a "low balance" warning whenever a student's individual account is \$10.00 or below. All students (JK-12) are told the account balance is low and they need to bring money.
- Middle school and high school students will not be able to charge ala carte items on their account if the balance is below \$0.00.
- MS/HS students will not be able to charge meals if the balance is below -\$10.00. All students will need to bring their lunch if their negative balance exceeds \$10.00 as they are no longer able to eat school lunch.
- Building secretaries will send out emails to parents a minimum of once a week if balances go below \$10.00.
- If a student has been approved for free meals, he/she will still be able to receive a school breakfast or lunch, but NO extra entrée, chef entrée, extra milk, or snack sales will be allowed if there are not sufficient funds in the lunch account.
- No students (JK-12) will be allowed to have an extra entrée or milk if their lunch account is below the limit necessary to pay for the items.
- Families are encouraged to review meal accounts with their students and set any limits necessary. School and food service personnel are not responsible for enforcing those limits at school.
- Account balances can be viewed online through Mealtime if an account has been set up at [www.mymealtime.com](http://www.mymealtime.com), or parents/students can check their account balances by contacting Jaimie in the elementary at (605) 356-5800 or Julie in the middle and high school at (605) 356-5900.