

Antioch CCSD 34 Food Service Department Lunch Account Procedures

District 34's lunch account is a debit style system in our point of sale TITAN. Each child receives a lunch "Debit Card" which is kept in the cafeteria. The cashier keeps all records of purchases, with a daily running balance, in their computer.

Money must be placed on the student's lunch card before a meal can be purchased. Parents/Guardians can make a credit card payment for their student through your PowerSchool parent/guardian account. Deposits can also be made by cash/check to the schools. Money can be sent in an envelope to your student's School: please print your student's first and last name with teacher's name on the envelope.

A student with a negative balance of -\$15.00 may be unable to charge any lunch or milk on their account. Printed notifications and emails are sent home weekly for low or negative lunch balances. Phone calls will be made weekly with high negative balances. Send in a cold lunch with a drink for your student until a payment is made. Please monitor your student's lunch account and make sure they do NOT go negative.

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| • Daily Lunch (includes milk)
\$3.00 | Daily Milk Only
\$0.40 |
| • Weekly Lunch (includes milk)
\$15.00 | Weekly Milk Only
\$2.00 |
| • Monthly Lunch (includes milk)
\$60.00 | Monthly Milk Only
\$8.00 |
| • Reduced Lunch (includes milk)
\$0.40 daily; \$2.00 weekly | |

Applications for free and reduced lunch are available in the school office or on our D34 Website under Parent Forms. Eligibility for free and reduced benefits must be established each school year by filling out an income eligibility application and fee waiver form. Income Documentation must be sent in with the forms. If your student is on free/reduced lunch, they must take the entire lunch. If they purchase milk only, this is at the cost of \$0.40 to your family.

Any funds remaining at the end of the school year are rolled over into the student's lunch account for the upcoming year.

For 8th grade graduates or students not returning to District, parents or guardians must request that any leftover funds be transferred to a sibling or be refunded. Using the form below, check reimbursements must be \$10.00 or more to be refunded. If we do **NOT** receive a check/transfer request by May 31, remaining balances will be placed in our D34 Angel Fund to support students in need in Antioch School District 34.

Please contact your student's cashier at their school with any questions.

Antioch Upper Grade School

Lynn Crandall, lcrandall@antioch34.com or 847-838-8368

Velma Barbarise, vbarbarise@antioch34.com, 847-838-8368

Hillcrest Elementary School

Tracey Delgado, tdelgado@antioch34.com 847-838-8275

Oakland Elementary School

Sheri Koch, skoch@antioch34.com, 847-838-8648

WC Petty Elementary School

Sabrina Coppins, scoppins@antioch34.com, 847-838-8160

District Office

Julie Byczek, Food Service Coordinator, jbyczek@antioch34.com or 847-838-8409

8th Grade Students
End of Year Lunch Balance

8th grade students are encouraged to monitor their lunch balance and spend it down by the end of the school year. Unspent balances may transfer to a younger sibling or a check reimbursement may be requested by completing the form at the bottom of the page and returning it to ANTIOCH UPPER GRADE SCHOOL OFFICE by **May 31**.

Reimbursement Checks will be cut only for amounts exceeding \$10.00. If we do NOT receive a check/transfer request in writing by **May 31**, remaining balances will be donated to the D34 Angel Fund, which supports students with need in D34.

Please contact the Food Service Department, 847-838-8409, with any questions.

Student Name (please print): _____

ID#: _____

Please transfer all remaining funds to the following sibling:

Sibling Name: _____

School Attending: _____

Please issue a check for any remaining balance to:

Parent Name (please print): _____

Address: _____

Phone: _____

Email: _____