

## Meal Magic Lunch Program 101 Zion Christian School Families!

Byron Center Public School's Food Service Department provides hot lunch every school day for Zion Christian School students and staff. Following is a brief description of "how things work":

**NEW** ✓  
**Lunch**  
**Prices**

Lunch costs \$2.65 for students and \$3.40 for adults. Lunch includes Fresh Veggie and Fruit Bar, Main Entrée, Hot Vegetable, 100% juice and a choice of 1% Chocolate or White Milk.

\***MILK ONLY** - Students may purchase milk without a lunch at a cost of \$.50 per bottle to ALL students including those receiving free or reduced priced meal benefits.

- ✓ Free or Reduce-price meals (\$.40) are available for those who qualify based upon income guidelines set by the Federal Government. Fill an application out online at [www.lunchapp.com](http://www.lunchapp.com).
- ✓ Preorder lunches on the order form provided with the monthly menu. **Free students must also preorder lunches.** We do not provide lunch for a student without an order for the lunch. **Byron Center Public Schools asks that you do not send cash to school for deposits.** Sending cash with a student can result in lost money. Instead make a check deposit or debit or credit card payment online at [www.sendmoneytoschool.com](http://www.sendmoneytoschool.com). You are in control of your money and here's why:
  1. ***COST FOR ONLINE TRANSACTIONS***
    - a. ***FREE - electronic check deposits!!***
    - b. ***Fee for debit/credit card deposits is \$2.65 per transaction***
    - c. ***Deposit any amount of money you wish any time of day or night!***
  2. ***Make deposits to all your children in one transaction!***
  3. ***Move money between your children's lunch accounts.***
  4. ***Eliminate the problem of lost cash or checks.***
  5. ***Set up email preferences to receive low-balance emails (see next).***
- ✓ **Parents decide when to receive a low-balance email alert.** Set personalized reminders for when balances fall below dollar amounts which you choose by following these instructions:
- ✓ Log in at [www.sendmoneytoschool.com](http://www.sendmoneytoschool.com). If you have not used the site yet, you will need your student's ID number. Call or email Kerri Saltzgaber (616.878.6115 or [ksaltzgaber@bcpsk12.net](mailto:ksaltzgaber@bcpsk12.net))
  1. Click on "Your Account"
  2. Click on "Update Preferences"
  3. Check "Yes, I want to receive reminders"
  4. Choose the amount of money
  5. Click on "Update Preferences"
- ✓ Lunches are entered into the computer daily after lunch is served. At that time your student's account is debited for the lunch purchase.
- ✓ If a lunch is ordered and your student is not in school because of illness the money stays on the account.
- ✓ If a student orders a lunch and decides to not take it even though they are attending school that day, they will be charged for that lunch. Byron Center Public Schools cannot be held responsible to pay for a meal which was ordered and provided. If a lunch is ordered on a field trip day and not canceled at least one day before then the lunch will be charged to your student's account.
- ✓ When school is canceled because of inclement weather, the lunch that was planned for the snow day will be served the day school resumes. The money for that lunch will remain on your student's account until the lunch is eaten.

## **FREQUENTLY ASKED QUESTIONS BY PARENTS**

**Q: Can I order my child's lunches online?**

**A:** No, the Meal Magic Program tracks deposits and sales, but you cannot order meals online yet. Send in your lunch orders each month. Please be sure to fill out the order forms accurately and neatly with your child's lunch choices, name, teacher and grade. ALL STUDENTS (including FREE, REDUCED AND FULLPAYING) MUST PREORDER LUNCHES OTHERWISE A LUNCH WILL NOT BE PROVIDED.

**Q: Do I need to deposit the exact amount of money equal to the number of lunches my child has ordered?**

**A:** No, you may deposit any amount of money you wish. Check account balances any time of day or night at [www.sendmoneytoschool.com](http://www.sendmoneytoschool.com). **PLEASE MAKE SURE YOUR STUDENT HAS ENOUGH MONEY ON THEIR ACCOUNT FOR THE NUMBER OF LUNCHES ORDERED.** *Parents now have even more control over their student's meal account! Parents can subscribe to low-balance emails through the Send Money to School (SMTS) web site at [www.sendmoneytoschool.com](http://www.sendmoneytoschool.com).* Reminders are sent whenever balances fall below specific notification levels set by parents. Here's how to set this up:

- ◆ Log in to SMTS. If you haven't used the site yet you will need your student's ID number.
- ◆ Click on "Your Account"
- ◆ Click on "Update Preferences"
- ◆ Check "Yes, I want to receive reminders" Choose the
- ◆ amount of money
- ◆ Click on "Update Preferences".

**Q: If I order lunch on a Field Trip Day when my student is not on campus or if my student is at school but does not take the lunch which was ordered am I responsible for paying for that lunch?**

**A:** Yes, the lunch will be charged to your student's account if it is ordered and not taken. The food has been prepared for your student. The Public Schools cannot be held responsible financially for those lunches ordered and not taken. The lunch will show up on your student's account (if you view it online) as a "Meal Ordered – Not Taken" charge of \$2.65. **Even if your child receives free or reduced priced meals and has preordered a meal but decided not to take it he/she will be charged the full \$2.65 amount.**

**Q: If my child would like milk but did not order it can they purchase one at school that day?**

**A:** Yes, we have extra milk on hand. Please make sure your child tells the food service staff that they are purchasing milk. If they do not have the cash for the milk we will enter it as a sale on their account and if they do not have money on their account then the account will show that \$.50 is owed.

**Q: How do I access the Free and Reduced-Price Meals Application?**

**A:** A new form must be completed each year after July 1.

- ◆ If your student received benefits at the end of the 2016-17 School Year, they continue with the same benefits for the first 30 school days. **Please complete a new application prior to October 19, 2015 to continue receiving benefits for the 2017-18 school year. Your student will be charged full price for lunch and breakfast beginning on October 23, 2017 if a new application has not been approved!**
- ◆ For faster processing of your family's application, complete the ***Free and Reduced-Price School Meals Family Application*** online at [www.lunchapp.com](http://www.lunchapp.com) any time after July 1, 2017. Online applications will normally be approved more quickly than a paper application.
- ◆ If you choose to **fill out a paper application (allow up to 5 days for processing)** download and print an application from [www.bcpsk12.net](http://www.bcpsk12.net) or pick up an application at your school's office. **Only one application per family is necessary.**
- ◆ Make sure the application is completed correctly with all required fields filled in. If any information is missing, the application will be returned to you to complete which will delay processing and approval for benefits. Return the completed application to the school office.
- ◆ A letter or email will be sent telling you what benefits your family is entitled to receive. Be assured that all the information on the application remains confidential.

**Note:** The ***Free and Reduced-Price School Meals Family Application*** may be filled out any time during the school year if someone in your household loses a job or experiences a reduction in income. If you have any questions, comments or concerns call Kerri Saltzgaber, Nutrition Services Director at (616) 878-6115.