



**WESTERVILLE CITY SCHOOLS**  
**Department of Food Services & Purchasing**  
**Karisa Dennis, DTR; Manager**  
**Lonnie Robinson, Secretary**  
**614/797-5993 office**  
[www.wcsoh.org](http://www.wcsoh.org)



## **LOST/FORGOTTEN SCHOOL BREAKFAST/LUNCH MONEY**

### **Administrative Guidelines**

Westerville City Schools recognizes that occasionally a student may forget, lose and/or encounter a zero cash balance in a student's personal breakfast/lunch account fund.

Westerville City Schools Dining Services is dedicated to ensuring that students are provided the opportunity to eat a nutritious breakfast and/or lunch at school – as there is a positive correlation between a healthy diet and academic success. Additionally, Food Service will continue to operate in a fiscally responsible manner. WCS Food Service operations are self-funded.

In order to achieve this important balance, the following Administrative Guidelines have been developed.

### **ELEMENTARY - MIDDLE SCHOOL**

Westerville City Schools Dining Services will allow each elementary and/or middle school student to carry a "balance due" on their account up to five (5) meals. High School students are old enough to be responsible for their daily finances.

- **First, Second and Third Occurrence** - A student will be notified that money is now owed.
- **Fourth and Fifth Occurrence** – A Student will be offered the opportunity to purchase an "Alternate Healthy Meal" and add to their "balance owed."

#### **Alternative Meal**

*Cheese Sticks = Meat Component*

*Crackers = Grain Component*

*Raisins = Fruit Component*

*Milk = Milk Component*

#### **Low Balance Notice**

Elementary students will receive a **Low Balance Paper Notice** when a student has an available balance of \$5.00 or less in their breakfast/lunch account.

### **ONLINE Payment Option – Avoid a Negative Lunch Fund Balance.**

**USE EZ PAY** - [www.spsezpay.com/SPSEZpay/NT/Login.aspx](http://www.spsezpay.com/SPSEZpay/NT/Login.aspx)

Parents can use EZ pay to add money to a student's Food Service breakfast/lunch personal account by logging into the above website, or following the links through the district website. Parents are able to monitor a child's account balance and individual food purchase history through this on-line payment option, provided for your convenience. Personal checks may also be sent to your child's school for deposit into your child's account.