

Cafeteria Meal Payment Guidelines

2023-2024 School Year

Whiteford Schools utilizes a computerized sale system for all cafeteria sales. This system – called **Meal Magic®** – benefits the school, staff, students and parents alike.

Note: Whiteford Agricultural Schools will be participating in the Michigan School Meals program as part of the National School Lunch and School Breakfast Programs for the 2023-2024 school year. **THE GREAT NEWS IS that all students enrolled at our schools can receive ONE healthy breakfast and ONE lunch each day at NO CHARGE to your household (second meals will be charged at the normal price, as well as any ala carte purchases).**

We still need your household to complete the Free and Reduced-Priced Meal Application since the amount of money the district receives from a variety of State and Federal supplemental programs is based on the number of students who “qualify” for free or reduced-price meals. It is easiest to complete the application via the Family Portal link at <https://whiteford.familyportal.cloud>; a link can be accessed from the district's website on the Food Service page. If unable to submit electronically, please complete the paper application and return it to the school district as soon as possible.

DEPOSITS TO ACCOUNTS: For efficiency in moving students/staff through the serving line in a timely manner, students/staff will need to pre-pay for their ala carte/meal purchases. Deposits to individual accounts can be made in any denomination (i.e., \$10, \$20, \$50 or more) or based on individual meal prices. All deposits need to be made at the school by cash or check; at this time the district is unable to accept online deposits for meal service. Deposit envelopes and secure bins for dropping off deposits are located outside the elementary cafeteria, high school office and middle school staff lounge.

If you have more than one child in the school district, you only need to write one check for their ala carte purchases, regardless of which building(s) they are in. Simply indicate on the deposit envelope the names of the children, student ID numbers and how much you want in each account. We can split funds evenly between family/household members (i.e., \$60 split between three children = \$20 towards each account) or designated amounts by child. If there is no designation on the envelope, deposits will be split evenly between family/household members.

Deposits made between the hours of 7:00 a.m. – 11:00 a.m. will be applied to accounts that day; deposits made after 11:00 a.m. will become available the following business day. It's important that students/staff drop off deposits before the start of the school day. It is recommended that students/staff deposit money in their account to cover 2 weeks or more of food purchases at a time.

ACCOUNT BALANCES: Account balances can be viewed 24 hours a day/7 days a week online at the website listed below (a link to this site is also available on the district's website (OUR DISTRICT / FOOD SERVICE / then scroll down to the right under the RESOURCES heading). Balances will be carried over from one school year to the next.

<https://whiteford.familyportal.cloud>

LOW BALANCE NOTICES: No automatic email notices will be sent this year due to the free Michigan School Meals Program. Parents should regularly keep track of their student's account balance via the above website as they may run low on funds for ala carte purchases.

CASH WITHDRAWALS: Account balances will stay with the individual until the individual leaves the school district. No cash withdrawals are allowed from any account for any reason during the school year. Balances on accounts in excess of \$10.00 will be refunded to individuals who leave the district or graduate, if a request is made in writing by the parent and a mailing address is provided.

CHANGE RETURN GUIDELINE:

- ◆ Elementary Students: The district has implemented a “no change” guideline for students in the elementary building. Any student presenting cash for a transaction will not have change returned to them; it will be applied to their individual account.

- ◆ Middle/High School Students: Students are discouraged from presenting cash for transactions. It is suggested that students in the middle/high school also have their “change” applied to their individual accounts. Change will only be given if requested.

FREE & REDUCED-PRICE MEAL APPLICATIONS: Families are encouraged to submit applications for free or reduced priced meals any time the family financial situation changes. If you have an Internet connection available, you may complete the application online at <https://whiteford.familyportal.cloud>. A link to this site is also available on the district's website (*OUR DISTRICT / FOOD SERVICE / then scroll down to the right under the RESOURCES heading*). This secure online application method will speed up the processing of your application.

Please keep in mind that changes in eligibility status are not final until approved by the appropriate district official. You will receive written notification of the status of your application when processed.

PIN NUMBER – MS/HS STUDENTS: Students in grades 6-12 will need to know their 5-digit student ID number, which will also serve as their PIN number. As students appear at the register, they simply key in their PIN number and their account information will appear on the cashier's register screen, along with a photo of the student and pertinent information (i.e., account balance).

SECOND (2ND) MEALS: Students desiring a second meal during the meal period will be allowed to purchase an additional meal; however, it will be charged at the full meal rate.

Thank you for your cooperation with our food service point of sale system guidelines. Questions should be directed to the Business Office at 734.856.1443, ext. 111.