**School Meal Payment Policy**

1. Application for Free/Reduced Meals
	1. ­Every householdis to fill out an application every year, even if you do not wish to participate.
	2. Applications **must be filled in with black ink.** The scanner will not pick up anything that is not written in black ink.
	3. Applications are due the first day of classes.
	4. You may turn in a new application at any time during the school year if you have a change of circumstance that you feel may make you eligible for benefits you were not eligible for at the beginning of the school year. Example: Loss of job, layoff, change in household, etc.
	5. If your application is not turned in when the school year begins, you are responsible for the meal charges incurred from the prior year expiration date until the date your application is received, even if you qualify for free/reduced lunch based on income.
2. Notification of Outstanding Balance
	1. An email with the amount owed will be sent to the parent’s email address on file on the first school day of the month. If you do not receive the email or have not provided an email address to DWCS it is your responsibility to check on the balance by contacting DWCS or MySchoolBucks.
	2. You are responsible for keeping up with your student’s balance. The best way to do this is to register for an account at MySchoolBucks.com. It is recommended that every parent, even those with students who do not regularly eat in the cafeteria or with students receiving free meals, sign up for an account on MySchoolBucks.com so you can keep track of your student’s cafeteria activity and make sure that there are no erroneous charges. Milk a la carte is not included in the free meals, there is a 50-cent charge if the full meal is not taken, so it is possible that students receiving free meals will accrue a balance.
	3. If you have a question about the outstanding balance or would like to request an account statement, contact Carla Harpin at 318-368-8051 extension 6035. If you would like to dispute a charge on your student’s statement, contact Carla Harpin at 318-368-8051 extension 6035 within thirty (30) days. After 30 days you are responsible for any charges on your student’s statement. You can access your child’s meal account at MySchoolBucks.com (see below) or by requesting an account statement.
3. Making Payments and Payments Due Date
	1. It is recommended that you pre-pay for your child’s meals.
	2. Balance is due in full by the 10th of the following month. (ex.-January balance is to be paid on or before February 10.)
	3. Payments can be made online (see section IV below) or you can send a check to school with your student. If you wish to pay with cash, please bring it to the elementary or high school office so you can get a receipt.
	4. There will be a $35.00 fine for any check returned due to insufficient funds.
4. Register to Pay for Meals Online
	1. Go to [www.MySchoolBucks.com](http://www.MySchoolBucks.com) or download the mobile app and register for a free account.
	2. Be sure to choose D’Arbonne Woods Charter School for the school district.
	3. Add your students using their name, student ID and birthdate. You can find your student’s ID number (SIDNO) on Parent Command.
	4. Make a payment to your students’ accounts with your credit/debit card or electronic check. ***A program fee will apply.*** *You will have the opportunity to review any fees and cancel if you choose before you are charged.*
	5. If you have any questions, contact MySchoolBucks directly:
		* 1. support@myschoolbucks.com
			2. (855) 832-5226
			3. Visit myschoolbucks.com and click on Help
5. Late Payments
	1. If you cannot make a payment by the 10th of the month, call Carla Harpin at 318-368-8051 extension 6035.
	2. Any balances remaining on August 1 from the previous school year will be sent to collections.
6. Students who are graduating or leaving DWCS.
	1. Payment in full is due immediately.
	2. Outstanding balance will be sent to collections after 60 days.
7. Refunds/Transfers
	1. Parents/guardians may request a refund of their student’s balance by June 1.
	2. Refunds are issued in June unless there is a special circumstance (student is leaving DWCS, change in meal benefit status)
	3. Parents/guardians may request a transfer of funds between siblings residing in the same household.
	4. Requests for refunds or transfers can be emailed to foodservice@darbonnewoods.com.

This institution is an equal opportunity provider.