



**Southington Public Schools  
Southington, Connecticut**

**Breakfast and Lunch Charging Procedures**

Dear Parent(s) / Guardian(s):

The Southington Public Schools Food Service Program is a non-profit entity. As a result, we must cover all of our costs through the sale of meals, snacks, and federal reimbursements; therefore, payment at the time of purchase in cash or debit from the student's account is required.

In an effort to enhance your ability to put money into your child's meal account, the Food Service Department offers the [MyPaymentsPlus.com](https://www.mypaymentsplus.com) online payment system. This system allows you to use your credit card or bank account to make deposits to your child's meal account by internet or phone. To further ensure that students are able to purchase meals, the system generates low balance reminders.

In an effort to assist students with insufficient funds in their meal accounts, the school district has developed the following uniform procedure that will start in January of 2024.

**Meal Charge Procedure**

If a child is to have insufficient funds in their meal account, and does not bring a meal from home, the child can go negative on their account. Negative account balances are expected to be satisfied as soon as possible. A child will never be denied a meal, however, after 30 charges, the parent/guardian will be referred to the Southington Public School's homeless liaison.

In addition, students who have a negative balance on their account will not be allowed to purchase a la carte items, including milk. A la carte items are not allowed to be charged.

Parents are encouraged to fill out a free reduced form, when applicable, to see if they can qualify their children for free or reduced lunch.

***In order to rectify all meals that have been "borrowed" since August 31, 2023, bulk negative balances will be charged to your child's account, when appropriate. If you have any questions on this, please contact the Food Service Office.***

Please help us keep your child's account current by using [MyPaymentsPlus.com](https://www.mypaymentsplus.com). We appreciate your prompt repayment of any debt incurred from your child having to charge a meal. Cash or check (made out to Southington School Lunch) will also be accepted in all cafeterias.

In the event that your family's financial circumstances change during the school year, please contact the Food Service Department to inquire if your family qualifies for free or reduced-price breakfast and lunch opportunities or access the application online.

If you should have any questions about your child's account, the process of depositing funds or the charge procedure, please feel free to contact me at [nlefevre@southingtonschools.org](mailto:nlefevre@southingtonschools.org) and I will be happy to assist you.

Sincerely,  
*Nicolé Lefebvre*  
Food Service Director