

Lunch Money Collection Procedures

Please place money in a sealed white envelope with the following information:

1. Account number (Account numbers carry over from year to year)
2. First and last name
3. Total amount of money enclosed in each envelope.
4. Teachers name (If Known)

The Department of Elementary and Secondary Education requires that free and reduced applications be filled out at the beginning of each school year. If your child qualified the previous year, information must be updated and a **new application** must be submitted. One application may be submit per family. Applications must list all names of students requesting free or reduced lunch.

Money is deposited in accounts according to numbers; this is the most accurate and efficient way to place money into a student or staff account. If a number is not available however a student's name can be used. Please make sure that the spelling is legible so that money is deposited into the correct account.

Occasionally we receive envelopes with no name or account number or the writing on the envelope isn't legible. We cannot stress enough the importance of having the correct information on the envelopes and that all information is legible.

If you're depositing money into one or more accounts using the same envelope please indicate each students name the account number for each child and the amount you wish to place in each account on the envelope.

We strive to keep account records as accurate as possible and need your help with this process.

Collection Procedures;

1. Elementary student's envelopes are collected in the classroom and brought to the cafeteria. Lunch money is then collected from each building and deposits are made. As a courtesy, elementary students will receive a note from his or her teacher after lunch indicating if he or she has a low balance and needs to bring lunch money. If your child does not have money he or she will be given a substitute lunch. However charges for this will be applied to your child's account.
2. High School and Middle School students must have money in their account it is district policy that no charges are allowed at these location. Students will be reminded that they need to bring lunch money.

3. High School and Middle School have access to a drop box; envelopes are available for students and staff to drop off money before the start of class each day. Students must have money in their accounts to purchase breakfast, lunch, or ala Carte.
4. Money received before 8:30 a.m. will be deposited into accounts for lunch on that day.
5. Envelopes are collected and then the process of opening envelopes and depositing money into accounts begins. This is a lengthy process. Due to the time involved, any money collected after 8:30 **will not** be placed into your child's account until the following day. It's important for you as parents, students and faculty to realize that if your account or your child's account has a zero balance and money was given to a cashier after 8:30 on that day it **will not be deposited** until the following day. This will result in your child either having a charge or having to eat a substitute lunch which could result in charges being applied to his or her account. Please help us avoid having to replace any child's full meal with a substitute choice.
6. **Opaa staff will not accept cash or checks at lunch.** Visitors are the only exception to this rule. This process was begun to help speed up lunch lines and has given students and staff more time in which to enjoy lunch. Cashiers taking money at lunch also increases the chance of lost or misplaced envelopes.
7. Deposits for the next day at the High School and Middle School level may be dropped off at lunch in the drop box, however please remember, that those deposits are not applied to any accounts until the following day.
8. Guests are always welcome... if you plan on eating in the cafeteria you must pay for your lunch as well as any siblings. Our computer system will not allow us to deduct a visitor's meal from a child's account. This payment will then be deposited into a separate account.

We recommend that lunch money be deposited weekly, monthly or yearly. Money left in accounts will be carried over to summer school or the following school year. Arrangements may also be made to refund account balances.

We appreciate the opportunity to serve the staff and students of the Odessa R-7 School District.

Thank you,
Odessa R-7 School District
Opaa Food Management

