

July 2018

Please note: Hot Lunch Prices for the 2018-2019 school year will be as follows: Elementary \$2.45, Middle School \$2.60, and High School \$2.70. Prices are subject to change.

Payment Information

- Parents are required to **prepay** meal purchases. Any combination of weeks or months of pre-payment is suitable. No cash will be accepted in the cafeteria, including the “Quick Picks” line.
- Parents need **only make one payment (one check needed)** for all of their children attending the Cedar Grove-Belgium Area School District. The account is recorded under the name of the person (parent/ guardian) responsible for the payment. Only one **family** account will be maintained for all children in the family in any/all of the CG-B district schools. The “**family**” account includes children with different last names who are members of the same family.
- Payments are accepted in the **elementary office, middle school Commons, or high school office**. Payment also may be mailed to the Cedar Grove-Belgium Schools, c/o Tammy Peiffer, School Nutrition Manager, 321 N. 2nd Street, Cedar Grove, WI 53013. **All payments must be received by 9:00 a.m. in Middle and High School and 9:30 am for Elementary in order to be credited for that day’s lunch. If payment is received after that time it will be credited the following business day.**
- Payments must be in an envelope with the following information printed on the outside of the envelope:
 - Name of Parent/Person Responsible for Payment
 - Name(s) of Student(s)
 - Amount Enclosed
 - Date
- ❖ Preprinted envelopes are available in each school office. If you do not use these envelopes please be sure to include the above information on your own envelope.
- You also have the convenience of using Infinite Campus Online Payments. This is a reliable and secure payment processing solution that allows you to submit food service fees 24/7 via the Parent Portal. Payments can be made for the **family** account. A \$2.50 convenience fee is assess per transaction to help offset the cost of using the service.
- “Quick Picks” purchases will be deducted from the **family** account. Prices for these items are found online at www.cgbrockets.com under Food Service then see Ala Carte Menu.
- All unused balances in **family** accounts will be carried forward to the next school year.

Through the Infinite Campus Parent Portal you can conveniently log on to view **family** account balances and view daily meal purchases in real time.

Negative or Low Family Account Balances

Parents will receive automated phone calls or email notifications when **family** account balances are at \$5.00 and below. Please deposit money in accounts as soon as possible after receiving a notification.

Parents (not the Food Service Staff) have the responsibility to instruct students on the limits of their individual spending.

Free or Reduced Lunch applications will be available after July 1 and will be emailed to all households before the start of school. Please be sure to update your parent information in the Parent Portal of Infinite Campus to be sure you receive the application information as well as any other district emails. Applications will also be available on the school district website throughout the year if your financial situation changes.

If you have questions you may contact Tammy Peiffer, School Nutrition Manager at 920-668-8518 or 877-280-7361, Extension 237 or tpeiffer@cgbrockets.com.

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- (1) **Mail:** US Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, DC 20250-9410;
- (2) **Fax:** (202) 690-7442; or
- (3) **Email:** program.intake@usda.gov.

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