



# CRESTVIEW LOCAL SCHOOL DISTRICT

1575 State Route 96, Ashland, Ohio 44805

Phone: 419-895-1700 or 419-281-6206 | Fax: 419-895-1733

## **School Meal Account Information and Charge Procedures**

The Food Service Department must be self-sustaining and financially independent of the school district's general fund budget. To achieve this, school personnel, students, and parents must cooperate.

### Breakfast and Lunch Line Procedures-

- Students are issued a confidential 4-digit PIN # to access their individual meal accounts to make purchases.
- We recognize the importance of nutrition in the learning process; therefore, no student will be denied a meal due to an outstanding balance.
- If a student with a negative balance obtains a meal, the cost of that meal will be charged to the student's meal account.
- Students with a negative balance will not be allowed to purchase ala carte items, regardless of whether they have cash to pay. They will have the option to deposit funds into their meal account or retain their cash.
- All account balances (positive or negative) will carry over to the next school year.

We request that families maintain a positive balance in their students' meal accounts. Crestview utilizes LINQ Connect for our online menu and payment system, which allows parents to conveniently pay for lunch, athletic fees, and other school-related expenses. LINQ Connect offers features such as a recurring lunch payment setup, low-balance notifications, and the ability to transfer funds between siblings. Additionally, parents can access a history of their students' meal purchases.

To register for an account, you will need your child's name, date of birth, and six-digit student ID number. This ID can be found on Final Forms or obtained by contacting the school office. To create a FREE account, please download LINQ Connect from the App Store or Google Play and follow the prompts, selecting Crestview Local School District—Ashland. The program is also accessible at [LINQconnect.com](http://LINQconnect.com).

For those who prefer to pay for meals in cash or by check, please ensure the payment is placed in an envelope labeled with the student's name and lunch pin number. Thank you for your cooperation.

Households can apply for Free and Reduced Price Meal benefits anytime throughout the school year. To initiate the application process, please visit [LINQconnect.com](http://LINQconnect.com) or log into the LINQ app. Once there, select the meal application under Quick Links and follow the provided instructions. For those who prefer a paper application, these are available in each school office and at the Board of Education Office. Please note that a new application must be submitted annually. The USDA program does not permit retroactive approvals for free or reduced meal benefits; therefore, any outstanding balances for meals charged before approval must still be settled.

Our computerized cashiering system ensures that students' meal eligibility statuses remain fully confidential. Additionally, our cafeteria staff is trained in the importance of maintaining this confidentiality. We encourage you to complete a Free and Reduced Price School Meals Application if you have a financial need without concerns about your child being easily identified.



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It is highly recommended that schools participating in the National School Lunch Program communicate information regarding negative balances or reminders to submit payments directly to families rather than addressing students. Consequently, we will only inform students in grades K-8 about negative balances if they inquire. However, high school students will continue to receive reminders when their account balance is low or negative.

## **Families can keep up to date with meals account balances by**

- Setting up an account with [LINQ](#) and enabling low balance reminders
- By calling the building cafeteria or the Food Service office
- Having the student ask what their meal account balance is while at the cashiering station

Negative balance notifications will be sent weekly via email to the primary contact for each student. In addition, paper reminders will be mailed throughout the year to encourage families to complete their payments. Please note that official grades and credits will not be released to any student, graduate, or authorized representative until all fees and fines associated with the student have been settled, regardless of whether they are from previous years or the current academic year, unless mandated by law. Furthermore, students eligible for graduation will not be permitted to participate in commencement ceremonies until all outstanding fees have been resolved.

## **Parents or Guardians**

If your senior is graduating or you are withdrawing your student from our district, please be aware that any remaining balance in your child's lunch account can be managed in several ways. You may opt to have the funds refunded, transferred to a sibling's account, applied towards school fees, or designated to assist families needing lunch funding. For further assistance, kindly contact the Food Service Department to confirm your preference.

This information is available on the district website and will be shared with families annually.

Cross-reference:

Board Policy Files -

Po 8500 Food Services / Food and Beverage Sales

Po 8531 Free and Reduced Priced Meals

Po 8550 Competitive Food Sales

Po 6152 Student Fees, Fines & Charges

Po 6152.01 Waiver of School Fees for Instructional Materials