



STATE OF HAWAII  
DEPARTMENT OF EDUCATION  
KIPAPA ELEMENTARY SCHOOL  
95-076 KIPAPA DRIVE  
MILILANI, HAWAII 96789

Dear Parents,

Kipapa has an automated meal card system. This system allows the school to be more efficient and effective in serving your family as well as keeping your child's meal status confidential.

**How does this work:**

- An individual meal account is automatically created for every child who is enrolled at Kipapa Elementary School. The account is identified with a pin number and barcode. You can find the pin number on the barcode. Your child will be issued a meal card (like a debit card) with his/her name, barcode, and pin number. You do not need to purchase this card, however, there is a **\$1.00** fee for lost/damaged meal cards after 3 replacements.
- This account is like a debit checking account. You will make deposits to the account. Deposits can be made by **cash or check**. If your child qualifies for free meals, an individual account will be created, and **no deposit is required unless your child will be having a second entrée, second breakfast or lunch, or milk only**.
- The individual accounts are numbered and bar-coded on the cards to keep your child's meal status confidential. No one is able to tell just by looking at the card whether a child is paying a full price, reduced price, or having a free meal. At the point of purchase, if our scanner scans your child's card, the terminal will only indicate whether your child's account has money to purchase a meal, or has a deficit and owes.

**Where do I deposit money into my meal debit account:**

You or your child may make deposits at the following location and times:

- At the school **office drop box**, between the hours of **7:30AM – 4:00PM** using the envelopes provided. Please remember to **fill in the envelope completely**. Incomplete envelopes may delay proper crediting to your child's account. **OR**, payments may be made at **www.EZSchoolPay.com** for a nominal fee, and you will need your child's last name and ten digit student ID number (on the report card) or child's last name, first name and date of birth.

Drop the envelope in the locked drop box in the office. Please **allow 24 hours processing** time for all deposits. All excess funds will be refunded when your child leaves the state or certain public schools in Hawaii. If your child is transferring to a public school in Hawaii that has the same meal system as Kipapa, the balance will be transferred automatically.

**If you are paying by check please do the following:**

- **Make checks payable to "State of Hawaii-DOE."**
- Please note that the Department of Education's policy states that there is a **\$25.00** charge for checks returned for insufficient funds or closed accounts. If this happens, you will be required to pay the **amount of the check** and the **\$25.00 charge (separately)** by **cash, cashier's check, or money order**.

### How the automated system works at breakfast:

- Breakfast may be purchased between 7:15 a.m. and 7:45 a.m.
- Students should enter the cafeteria through the door facing the parking lot. After obtaining a breakfast, the student will be directed to the cashier. The cashier will scan the barcode on the student's meal tag. The computer will deduct the appropriate amount from the student's meal account. The amount that will be deducted is \$1.10 for students paying the full price and 30 cents for students paying the reduced price.
- A second breakfast costs \$2.40. All students will be charged this amount for a second breakfast, including those who qualify for reduced price or free meals.
- A student who does not have enough in his/her account to pay for a breakfast will not be allowed to purchase a breakfast.

### How the automated system works at lunch:

- After obtaining a lunch, the student will be directed to the cashier. The cashier will identify the student and click on the student's photo/name in the computer. The computer will deduct the appropriate amount from the student's meal account. The amount that will be deducted is \$2.50 for students paying the full price and 40 cents for students paying the reduced price.
- A second entree (main dish only) will cost \$2.00. All students will be charged this amount including those who qualify for reduced price or free meals.
- A second full lunch will cost \$5.50. All students will be charged this amount including those who qualify for reduced price or free meals.
- Milk only, or, an additional carton of milk may be purchased for 60 cents per carton. All students will be charged this amount including those who qualify for reduced price or free meals.

### IMPORTANT! Low Balances and Loans

- When your child's account has a balance equal to 5 meals or less, a "Low Balance Notice" will be sent home via the child. Please make a deposit to the account to avoid a negative balance.
- If your child's account does not have enough to pay for a lunch, a loan will be allowed up to a certain amount. For students paying the full price, the maximum loan amount is \$16.25. For students paying the reduced price, the maximum loan amount is \$3.50. **No loans** are allowed for students eligible to receive free meals. Students may not purchase a breakfast through a loan.
- When your child's account is in a loan status (has a negative balance), a "Negative Balance Notice" will be sent home via the child. Please repay the loan and make a deposit to your child's account the next school day.

### Applying for free and reduced-price meals

- Parents may apply for their child to have meals at a reduced price or for no charge by completing and submitting an application form. The determination is based on household income and the number of people in the household, according to USDA guidelines. Application forms **for 2018-2019** may be obtained and submitted at the school office throughout the school year or may be completed online at [ezmealapp.com](http://ezmealapp.com).

### IMPORTANT! (State Guidelines as of April 6, 2009)

- **If there are no funds in your child's meal account, and the "lunch loan" maximum amount has been reached, you should send your child to school with a home lunch. Your child will not be able to purchase a lunch using his/her meal account. Schools will not be able to serve a regular lunch but will be required to serve a substitute meal.**

If you have any questions, please call the school office at **305-4200**.

Sincerely,



Corinne Yogi  
Principal

5/2018