

## **HERRON PREPARATORY ACADEMY**

### **2022-2023 LUNCH & SCHOOL FEES/POWERSCHOOL INFORMATION**

School Fees, meal charges, and other resources are determined based on a student's lunch status. In order to receive a free or reduced lunch status, you need to submit a lunch application each year. Lunch and breakfast fees **WILL BE** charged this year. During the COVID-19 pandemic school corporations operated with the use of a waiver to allow them to feed every child for free. The waiver expired at the end of the 2021-22 school year.

*If you know your student will not qualify for free or reduced lunch status, please skip #1 below and follow instructions for #2 K12PaymentCenter.com and #3 PowerSchool.*

#### **MUST DO CHECKLIST FOR EVERY FAMILY**

##### **Returning Families:**

- 1) Submit a lunch application in [lunchapplication.com](http://lunchapplication.com) if you would like to apply to see if you qualify to receive benefits. **MUST DO THIS EVERY YEAR.**
- 2) Set up a student lunch account in [K12PaymentCenter.com](http://K12PaymentCenter.com).
- 3) Make sure you have a login and password for parent PowerSchool access. *Please check for unpaid School fees.*

##### **New Families:**

- 1) Submit a lunch application in [lunchapplication.com](http://lunchapplication.com) if you would like to apply to see if you qualify to receive benefits. **MUST DO THIS EVERY YEAR.**
- 2) Set up a student lunch account in [K12PaymentCenter.com](http://K12PaymentCenter.com).
- 3) Set up parent access in PowerSchool. *You should receive an email with PowerSchool login information and school ID #.*

#### **PLEASE SEE INSTRUCTIONS AND DETAILS FOR EACH STEP BELOW**

Due Date to submit lunch applications is September 21, 2022

##### **STEP #1 LUNCH**

**Submit a lunch application** online regardless of prior year lunch status – unless you received a letter from the Herron Classical Schools stating that your family was directly certified by the state. The letter will be sent by email if possible, and if not, by regular mail. **\*As of July 12, the state has not opened the Directly Certified site for us to view as they are moving to a new website. This will delay notification letters.**

*\*If you know that your family does not qualify for assistance, do not submit a lunch application. Please move to Step 2 K12 Payment Center.*

Go to [www.lunchapplication.com](http://www.lunchapplication.com) and click “Apply Now”.

Select Indiana as the “State” and Herron Classical Schools as the “School District”.

- Please enter the last four digits of the Head of Household or check the box No SSN.
- Please list every Herron Classical Schools student as a Student and others as Household Members. *List only one parent/guardian email address to ensure you receive status notification via email.* Both parent/guardian emails can be entered in PowerSchool.
- If you participate in SNAP or TANF, you will need to know your ten digit case number that begins with 10 or 60. The state will not accept a Medicaid case number so do not enter a case number, but proceed to enter household income to see if your family qualifies for benefits.

- If you do not participate in SNAP or TANF, you will need to report your total household income to determine if your family qualifies.
  - List all gross (not net) income for all who have a job.
  - List all Social Security or retirement benefits. Report the amount and frequency of the payments.
  - List all additional sources of income. Report the amount and frequency of the payments.
- If you do not have access to the internet, pick up a paper application from the student services desk at your school.
- You will receive a letter no later than 10 days *after the lunch application is downloaded in our processing system*, by email or mail, letting you know your student's lunch status.

## STEP #2 K12 PAYMENT CENTER

**Set up or access a student lunch account. BREAKFAST AND LUNCH CHARGES WILL BE INCURRED THIS YEAR.** Please set up an account regardless of lunch status. If you had previously set up an account, please make sure you can access that account. This shows meal activity and outstanding breakfast and lunch charges.

*PowerSchool does not show meal activity. Meal balances in PowerSchool are not correct.*

Breakfasts or lunches for the 2022-2023 will be charged to all full pay and reduced lunch status students. No ala carte items will be available for sale during the first quarter. A second meal may be purchased if the student has available funds in their account.

Go to [www.K12PaymentCenter.com](http://www.K12PaymentCenter.com) to set up your account or to access your existing account.

- First time users click "Sign Up." Select Indiana as the "State" and Herron Classical Schools as the "District" from the drop-down lists. The site # for Herron Prep is 9702.
- Fill in your information to set up the account.
- Click "Manage Students" to add your student(s) with their last name and student ID number. You should receive an email with information on where to find your student(s)' ID number.

## STEP #3 POWERSCHOOL

Parents have a login and password in PowerSchool. It is important that a parent or guardian is logging into PowerSchool to see school fees and other information.

- **Set up or access PowerSchool.** You should receive an email with information about how to setup and access your student's PowerSchool account.

## **SCHOOL FEES**

2022-2023 School fees will be assessed later in the semester, usually in October/November. You will receive notice of the fees through your email, and your student's lunch status **does** affect the amount of the fees. Check your email this fall for fee invoices and a fee explanation letter.

## **PAYMENT METHODS FOR LUNCH AND SCHOOL FEES**

There are several options to **make payments towards your outstanding fee balances and/or lunch charges**:

### **SCHOOL FEES AND LUNCH PAYMENTS**

- Pay School Fees online in PowerSchool. Details to follow.
- Pay Meal Fees online in the K12 Payment Center.

[www.k12paymentcenter.com](http://www.k12paymentcenter.com)

If you have any questions or concerns, please reach out to Mary Ann Beale or Karen Poulsen at the contact information below.

#### **Mary Ann Beale**

Campus Administrative Coordinator  
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#### **Karen Poulsen**

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