



Adams County Ohio Valley School District Child Nutrition Services Department

141 Lloyd Road, West Union, Ohio 45693-9237
Telephone: (937) 544-5586, ext. 6 - Fax: (937) 347-5897



Helpful Hints



- Applications are now available to be completed online! Simply go to the Child Nutrition page on the district website, www.ovsd.us and choose the **Free & Reduced Meal Application – Online**.
- **To receive meal benefits for the current school year, all parents/guardians MUST complete a current school year meal application.** This is required by the State of Ohio. **PLEASE COMPLETE ONLY ONE APPLICATION PER HOUSEHOLD!!**
- If you received a letter stating that your child(ren) was approved through **Direct Certification**, please **DO NOT** complete an application. If you did not receive a letter for **every** child in your household, please contact our office.
- If income is recorded, **use gross income (BEFORE DEDUCTIONS)** and how often you receive income **weekly; biweekly (every other week); twice a month; or monthly.**
- **Ohio Direction Card and Medical Card numbers CANNOT be accepted.** Only the 10-digit Supplemental Nutrition Assistance Program (SNAP) or Ohio Works First (OWF) case number is valid. All numbers will be verified through the Adams County Jobs & Family Service office, this may take up to 5 days.
- **Delay of student benefits can be avoided if all the required areas of the **MEAL APPLICATION** are completed (instructions for applying are on the back of the “Frequently Asked Questions” handout).**
- If your child(ren) has special dietary needs, please request a form from the school nurse or the school office.
- You are **NOT** required to complete a meal application.
- Please ensure that your child(ren) has sufficient money on his/her account(s) for meals until applications are processed and approved.
- All funds sent in with student will be put on their lunch accounts with no change given back. If you are sending money for more than one purpose, please send separate checks or separate monetary denominations.
- Advanced payments toward meal accounts can be made at myschoolbucks.com
- Additional information regarding the Child Nutrition Department can be found in the Student Hand Book under the section “**CHILD NUTRITION SERVICES**” or by visiting the district website, www.ovsd.us
- **The last day to charge for the 2018-19 school year will be FRIDAY, MAY 10th, 2019.** Please refer to the district’s Meal Charging Procedure for more details.
- **If you do not wish to allow your child(ren) to charge their lunches or purchase ala carte items, please contact our office or e-mail krys.hess@ovsd.us****

****If you need assistance or have any questions, please call 937.544.5586, ext. 6****

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