

SMITHVILLE ISD CHILD NUTRITION DEPARTMENT

2017-18 MEAL CHARGE POLICY

It is the goal of the Smithville ISD Child Nutrition Department to provide a meal to students daily. We realize that lunch payments are sometimes forgotten, but in an effort to cover our cost of meals and labor parents are strongly encouraged to continually monitor their child's meal account balance. Parents can monitor and/or pay their child's meal account online by signing up at www.lunchmoneynow.com or by sending the money with the student.

When a student's meal account is depleted, the district will notify the parent. The student will be allowed to continue purchasing meals for up to **5 MEALS**. **Students are allowed to charge for full meals only. No a la carte items may be charged at any time.** Cashiers will remind a student if money on their account is running low. Once these charge limits have been reached and the district is unable to work out an agreement with the student's parent on replenishment of the student's meal account and payment of any outstanding balance, the student will receive an alternate meal at no charge. These meals are discreetly exchanged with the students.

Brown Primary School Students (Grades PK-2)

- Students may charge up to 5 meals.
- Daily lunches will cost \$2.25 and breakfast is free to all students.
- Money remaining in a student's account will be carried forward to the next school year.

Elementary School Students (Grades 3-5)

- Students may charge up to 5 meals.
- Daily lunches will cost \$2.50 and breakfast is free to all students.
- A la carte (extra's, bottle water, juice, chips, ice cream, cookies etc.) items **cannot** be charged.
- Money remaining in a student's account will be carried forward to the next school year.

Jr. High School Students (Grades 6-8)

- Students may charge up to 5 meals.
- Daily lunches will cost \$2.50 and breakfast is free to all students.
- A la carte (extra's, bottle water, juice, chips, ice cream, cookies etc.) items **cannot** be charged.
- Money remaining in a student's account will be carried forward to the next school year.

High School Students (Grades 9-12)

- Students may charge up to 5 meals.
- Daily lunches will cost \$2.75 and breakfast is free to all students.
- A la carte (extra's, bottle water, juice, chips, ice cream, cookies etc.) items **cannot** be charged.
- Money remaining in a student's account will be carried forward to the next school year.

Adult/Staff

- Are encouraged to sign up for Payroll Deduction. You may review your account and your student's accounts also on www.lunchmoneynow.com.

Unpaid Charges

Once the student nears his/her charging limit, the cafeteria manager and/or Child Nutrition Director will provide one or more of the following reminders in an effort to help the student continue to receive school meals:

- Student receives a verbal reminder from the cashier
- Parent/guardian receives a written note or letter via the student
- Parent/guardian receives a written note or letter via the mail
- Parent/guardian receives automated message from the department

Parents may request a history transaction report detailing their student's meal account from cafeteria manager, Child Nutrition Director, or by signing up and using the Lunch Money Now program offered.

If you are unable to pay your child's balance in full a payment plan can be set up to replenish the student's meal account by calling the Child Nutrition Office at 512-237-5646.

The Child Nutrition Program is not allowed to carry over unpaid charges from year to year; parents/guardians must be responsible and pay off their child's account prior to the end of the school year.

General Information

Once these charge limits have been reached and the district is unable to work out an agreement with the student's parent on replenishment of the student's meal account and payment of any outstanding balance, the student will receive an alternate meal at no charge. An alternative meal consists of a sandwich, fruit, and milk. Other meal modifications are made for students with special diets that have a Special Diet Request Form, signed by a physician, on file with the school cafeteria.

Blocks on Accounts: A parent may call the Child Nutrition Department at 512-237-5646 to place a block on their child's account to prohibit the purchase of ala carte items or set a dollar cap.

Refunds: Request for refunds by parent/guardian is available through the cafeteria manager. The cafeteria manager will submit a signed document (refund request of prepaid money) to the Child Nutrition Director which will then process the refund for a check to be mailed. This process may take up to two weeks.

Texas Department of Agriculture Regulations: Free & Reduced Meal Applications

- A new application must be filled out every year. Federal regulations require every student to receive an application on the first day of registration, whether eligible or not.
- **Students free or reduced status will carry over for the first 30 operating days.**
- Applications will be processed within 10 (ten) operating days of the receipt of the application in the Child Nutrition Office. Applications will be date stamped once received by the Child Nutrition Department Director.
- The previous year's (2016-2017) meal eligibility status will remain in effect for students until October 13th, 2017. If an application is not received by the Child Nutrition Department by October 13th, 2017, the student's status will change to full price status until an application is received and new status is determined.
- New students to the district will come in a full price status until an application is received and processed and an eligibility status is determined.
- **While waiting for status to change from paid to Reduced or Free, the student is expected to pay until eligibility status has been determined. Student charges incurred during the application processing will accumulate until application is processed and approved.**
- Parents/guardians should contact the Child Nutrition Office if an application has already been turned in and you have not received an eligibility status letter.
- Paid students are expected to pay from the 1st day of school.

Competitive Foods

State and federal law, as well as board-adopted policies, defines when, where, and by whom competitive foods, which are foods not sold as part of the regular meal program, can be served or sold on school premises during the school day. [For more information, see policies CO(LEGAL) and FFA(LOCAL).]