

THRALL ISD FOOD SERVICE DEPARTMENT MEAL CHARGE POLICY

To avoid charging, parents/guardians are encouraged to monitor and/or pay their child's meal account online by signing up at www.myschoolbucks.com or by sending the money with the student. We have the following charge policies:

Thrall Elementary School Pre K Students only

- Breakfast & Lunch meals are free
- Money remaining in a student's account will be carried forward to the next school year.

Elementary School Students (Grades K-4)

- Daily full paid lunch cost is \$2.65, reduced \$0.40 and breakfast full paid \$1.50, reduced \$0.30.
- If a student is over the \$7.00 meal charge limit, a low cost meal may be provided.
- Students are given a 2 day grace period to take care of meal charges over \$7.00.
- You may contact the Child Nutrition Office for repayment plan options.
- A la carte (extras, bottle water, juice, ice cream, cookies, etc.) items **cannot** be charged on negative accounts.
- Money remaining in a student's account will be carried forward to the next school year.

Jr. High School Students (Grades 5-8)

- Daily full paid lunch cost \$2.90, reduced, \$0.40 and breakfast full paid \$1.50, reduced \$0.30.
- If a student is over the \$7.00 meal charge limit, a low cost meal may be provided.
- Students are given a 2 day grace period to take care of meal charges over \$7.00.
- You may contact the Child Nutrition Office for repayment plan options.
- A la carte (extras, bottle water, juice, ice cream, cookies, etc.) items **cannot** be charged on negative accounts.
- Money remaining in a student's account will be carried forward to the next school year.

High School Students (Grades 9-12)

- Daily full paid lunch cost \$2.90, reduced, \$0.40 and breakfast full paid \$1.50, reduced \$0.30.
- If a student is over the \$7.00 meal charge limit, a low cost meal may be provided.
- Students are given a 2 day grace period to take care of meal charges over \$7.00.
- You may contact the Child Nutrition Office for repayment plan options.
- A la carte (extras, bottle water, juice, ice cream, cookies, etc.) items **cannot** be charged on negative accounts.
- Money remaining in a student's account will be carried forward to the next school year.

Staff

- Staff lunch price is \$3.65 and breakfast price is \$2.25. Staff are encouraged to sign up for Payroll Deduction program or you may review/pay your meal account online at www.myschoolbucks.com.

Visitor

- Visitor lunch price is \$3.65 and breakfast price is \$2.25
- Absolutely No Charging

Unpaid Charges

To avoid unpaid charges, parents/guardians are encouraged to monitor and/or pay on their child's meal account at www.myschoolbucks.com

Once the student nears his/her charging limit, the cafeteria cashier and/or Food Service Director will provide any of the following reminders on an effort to help the student continue to receive school meals:

- Student receives a verbal reminder
- Parent/Guardian receives a written note or letter via the student
- Parent/Guardian receives a written note or letter via mail, text, or email.
- Students are given a 2 day grace period to take care of meal charges up to \$7.00.

Parents may request a history transaction report detailing their student's meal account from the Food Service Director, or by signing up and using the My School Bucks program offered.

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.

Pre-Payment Method

Parent/Guardian can do any of the following:

1. Send a payment in with your student. When making cash payments; please submit in an envelope and address it to the Food Service Department. Please provide your student's name, ID number (if known), and grade to ensure proper credit to students meal account. Cash payment is accepted by the cafeteria cashier.
2. Checks should be made out to: Thrall ISD Food Service Dept. (any costs and fees incurred by TISD due to insufficient funds shall be paid by the parent or legal guardian).
3. Mail a payment to Thrall ISD, Food Service Department, 201 S. Bounds St. 76578. Please allow adequate time for payment to be received by cafeteria staff.
4. Create a personalized meal account at www.myschoolbucks.com and apply sufficient funds to your student's meal account electronically (there is a small fee charged for each time you apply funds, but viewing the account is free). You will need to know your student's ID number, which can be obtained from his/her school office or the Food Service Department or ask your child.

Account Set-up and Monitoring:

Please follow the steps below:

- Go to www.thrallisd.com
- Click on **Parents** on the top of the home page
- Click on **Food Service**
- Scroll to the bottom of the page
- Then click on My School Bucks
- This will take you to the **MySchoolBucks.com page** where you will **Create an Account**
- Once you create an account you will hit the **Register Now button**.
- This will then take you to the next screen where you will need your **student ID number** to continue.
- **You have now created your student's account.** This is also the screen where you will make deposits to accounts and check student activity. If you have any questions on setting up account please call the Child Nutrition Department 512-898-0062

General Information

A low cost lunch consists of a sandwich 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 nurse and cafeteria.

Refunds: Request for refunds by parent/guardian is available through the Food Service Department Director. The Food Service Director will submit a signed document (refund request of prepaid money) to the Thrall ISD accounts payable dept. 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 enrolled student to receive an application on the first day of registration, whether eligible or not.
- Meal Applications must be submitted within the first 30 operating days of the school year.
- Applications will be processed within 10 (ten) operating days of the receipt of the application in the Child Nutrition Office. Applications will be dated once received by the Food Service Director.
- Students will carry over last year's status for the first 30 operating days.
- The previous year's (2018-2019) meal eligibility status will remain in effect for students until October 2, 2019. If an application isn't received by the Food Service Department by October 2, 2019, 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.
- **Student charges incurred during the application processing will accumulate until application is received in the Food Service Dept. and is approved.** Once status is determined the balance will be reversed based on the status of eligibility.
- Parents/guardians should contact the Food Service Dept. 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.
- **While waiting for status to change from paid to Reduced or Free, the student is expected to pay full price until eligibility status has been determined.**

Updated 9/19/19

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To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call [\(866\) 632-9992](tel:8666329992). Submit your completed form or letter to USDA by: **Mail:** U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410 **Fax:** [\(202\) 690-7442](tel:2026907442); or **Email:** program.intake@usda.gov.

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