

Welcome to the 2019-2020 School Year!

Staff members in the LISD Child Nutrition (CN) Department are looking forward to another great year. We value the opportunity to participate in your child’s education and nutritional experiences. Our goal is to provide balanced and nutritious meals while promoting positive food habits at a minimum cost.

The CN Department operates under the agreement with the Texas Department of Agriculture for the school breakfast and lunch programs. Under this agreement, we comply with state and federal guidelines and strive to provide quality food and nutrition for our students.

LISD Child Nutrition staff members work hard at keeping up to date with new developments in the field of Child Nutrition by taking continuing education classes and attending workshops. School Child Nutrition is an investment in education because it directly benefits the youth of our nation. Proper nutrition provides the fuel, which provides the energy and mental alertness to make learning possible. Our CN staff welcomes input and involvement of students, parents, and faculty as we strive to continually strengthen our department.

We hope this information answers any questions you may have. If you have additional questions or concerns, please contact your student’s Kitchen Manager or LISD Child Nutrition Director, Katie Baker, at (409) 923-7441.

Attention Parents

Please assist the CN Department in our efforts to provide meals for your child(ren) by sending the correct amount of money, either daily or through the purchase of pre-paid meal accounts.

For your convenience, we recommend prepayments of meals. Account balances roll forward from month to month if all of the meal account money is not used. When you are notified of meal charges, please pay promptly. We encourage parents to pay

with check (or online) as it makes tracking possible errors much easier to find and correct, rather than cash payment. Visit schoolcafe.com to manage your child’s account online.

Reimbursable Meal Prices

	Breakfast	Lunch
Student (Pre-K – 3 rd grade)	\$1.30	\$2.65
Student (4 th – 12 th grade)	\$1.50	\$3.00
Staff	\$2.20	\$3.75
Visitor	\$2.40	\$3.95

Menus are posted in cafeterias, classrooms, and are also available online at <http://www.lumberton.k12.tx.us>.

2019-2020 Free & Reduced Meal Applications

The Child Nutrition Department is in the process of collecting meal applications for all eligible students for the 2019-2020 school year. You must reapply even if your child(ren) has been on the program during the past school year.

We are pleased to announce that this year, free and reduced meal applications may be completed online via schoolcafe.com!

Paper applications are also available and may be returned to the Child Nutrition office or to your child’s kitchen manager. Prior year meal benefits will stop after Wednesday, September 25, 2019, if a new application for the current year has not been processed by then. If you have any questions, need internet access, or a paper application, please call (409) 923-7441.

****If you received a Direct Certification Notification letter from LISD after July 1, 2019 indicating that your child will receive free meals, DO NOT FILL OUT AN APPLICATION FOR THAT CHILD****

Offer versus Serve

“Offer vs. Serve” means that students are offered at least five items at lunch and at least four items at breakfast, and they may choose to be served

only three. (Exception: Pre-K must take all items offered on tray). This helps students to have a selection without having excess food waste due to preferences and varying hunger levels. Students are encouraged to take the full menu, but it is ultimately their decision. Students must choose at least ½ cup fruit or vegetable for their meal to qualify as a reimbursable meal.

The five school lunch components are: meat, vegetable, fruit, grain, and milk. The four school breakfast components are: milk, fruit or fruit juice, one grain item, one meat item, or two grain items.

Importance of Breakfast

Hungry children cannot perform to their fullest potential if they are constantly thinking about how hungry they are. Studies have shown that children who eat breakfast perform better because they

- Are more attentive and concentrate better
- Learn more
- Are absent and tardy less
- Make fewer trips to the nurse’s office
- Have more energy and are more productive
- Feel better and have better attitudes

Charge Policy

The goal of the CN Department of LISD is to see that all children receive hot, nourishing, and delicious meals. Sometimes children lose their money and have to charge a meal. Parents may monitor their child(ren)’s account through the Lunch Money Now website. It is the district’s policy that no child will go hungry. The district’s charge policy is as follows:

1. A child may charge up to \$6.00 for reimbursable meals only.
2. When a child has accumulated \$6.00 in charges, the child will be served a substitute meal.
3. No charging allowed for extras/ à la carte items.
4. Cafeteria managers will make an effort to notify parents of charges.

When you are notified of meal charges, please pay promptly. Please note: to clear negative balances at the end of each school year, all charging will be stopped on May 1, 2019.

District Withdrawal

Upon graduation or withdrawal, parents or guardians are asked to contact the Child Nutrition office to request a refund of their student's cafeteria account. If a refund is not requested within six weeks of the student's withdrawal or graduation, the district will close the account by first attempting to transfer any remaining funds into the account of a known sibling of the student. If the district is unable to determine an enrolled sibling, the remaining funds will be transferred into a special account for the campus cafeteria to be used to cover any negative student accounts.

Check Procedures

When paying with check you need only send one check per family. When pre-paying for multiple students, please note each student's ID number and amount per child on your check. Also, please write each child's first and last name next to amount per child.

For a check to be an acceptable form of payment it must include your current, full and accurate name, address, and telephone number. In the event your check is returned for non-payment, the face value may be recovered electronically along with a state allowed recovery fee. In the event your check is returned for non-payment, checks may no longer be an acceptable form of payment for the remainder of the school year. Alternative forms of payment may be used instead of a check payment. The district does not cash checks or give back money on a check.

Online Payments – SchoolCafe

The online system can make it easier for staff and students. Deposit money into the account and money will be deducted as your child makes purchases. The system will maintain a running balance of each student account. Charges are tracked and are shown as negative balances.

Visit schoolcafe.com to create your account. There is a \$2.50 fee to utilize this charge card system. SchoolCafe gives you the ability to deposit funds into more than one student's account during a single transaction. Using this site, you can also sign up to receive free low balance notification emails. Parents have the ability to check their student(s) recent meal transactions for free using SchoolCafe. Parents may request a printout of their child(ren)'s account at any time by contacting the cafeteria manager.

Account Flags & Alerts

The Child Nutrition Department has the ability to flag accounts at any time. Parent may request that their child's account be flagged by contacting the Child Nutrition office at (409) 923-7441. Parents may also set limitations on their students' accounts by utilizing the SchoolCafe program via schoolcafe.com.

Children with Special Needs

A diet modification form must be signed by a Physician or Medical Authority and returned directly to the Child Nutrition office. This form is the only documentation that will be accepted for those students with allergies or other medical food restrictions. Forms must contain complete information as to restrictions and a list of possible substitutions. This form must also be completed for allergies and intolerances. Physician must list possible substitutions for these students as well. Forms are available online at <http://www.lumberton.k12.tx.us/District/Department/5-Child-Nutrition>. Printed copies are available at each campus as well as in the Child Nutrition office.

Upon receipt of completed form, your child(ren)'s account(s) will be flagged to alert cashiers to dietary substitutions or restrictions. It is the parent's responsibility to ensure that the CN Department receives this documentation and to verify receipt of this information. LISD CN Department is not responsible or liable for misdirected documentation.

Parent Eating from Child's Tray

LISD/TDA/USDA encourage parental involvement. However, parents or other adult family members may not eat off of a child's reimbursable meal tray. This meal is considered to be part of the student's nutrition during the school day. Parents or other adult family members may purchase a meal or may bring an outside meal for themselves. If parent or other family member eats from their child's tray, the CN staff is required to disallow reimbursable meal and will charge the parent the visitor's meal pricing for tray.

Information contained in this handbook is those that are addressed frequently and are not limited in those practices and procedures followed by this Department.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotapes, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. 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.htm, 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. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider