

Kilgore Independent School District (KISD)

School Nutrition Charge Policy

This policy applies to all KISD students.

In order to accommodate the needs of our students, Kilgore ISD students will be allowed to charge **meals only** up to a maximum value of **\$18.00** for 8 lunch meals. **No a la carte items will be eligible to charge.** Any negative balances will be deducted from any payments made to a student's meal account.

Once a student's account reaches the maximum negative balance, a student will not be allowed to charge any further meals until arrangements have been made to pay off the balance. It is our goal that no child shall go without a meal. Kilgore ISD will provide a **reimbursable meal** at no charge to the student, until arrangements and payments have been made on the student's account. If unable to pay the balance in full, please feel free to contact our office to make payment arrangements. The KISD school nutrition department will make every effort to ensure that parents/guardians are aware of any negative balances prior to reaching the maximum charge limit. Letters indicating a balance will be given to teachers to send home a minimum of twice per month. Letters will be mailed to the address on file once per month.

Parents/guardians may also review their student's meal account at www.schoolcafe.com/KILGOREISD or request a transaction report from the cafeteria manager or school nutrition administrative assistant. All payments to a student's meal account may be made online at www.schoolcafe.com, paid at any of our school cafeterias, mailed or dropped off at the school nutrition administration office at 301 N. Kilgore Street (KISD administration).

Student Meal Account/Returned Checks

Parents have the option to add funds to their student's meal account at any time. We recommend that when sending money with a younger student, please place the funds in an envelope with a note containing your student's name/grade. This ensures the account is properly credited. We do maintain a **no check cashing policy**. Any check given to credit a student's meal account will be applied in full. Please contact the school nutrition administration office if there are any questions or concerns regarding a student's meal account. Kilgore Independent School District uses a third party agency to collect returned checks. Returned checks will be collected electronically along with the state allowed fee.

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, religious creed, disability, age, political beliefs, 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, audiotape, 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](tel:8008778339). 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.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: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;

(2) fax: [\(202\) 690-7442](tel:2026907442); or (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Original policy school board approved 7/23/2018

Changes to policy language school board approved 7/22/2019