

Lubbock ISD Meal Charge Policy

Lubbock ISD Meal Charge Policy distribution is for the purpose of establishing consistent meal account procedures. State and Federal regulations require that all programs participating in the National School Lunch Program (NSLP) break even at the close of each school year. This policy ensures fulfillment of the requirement on an annual basis and has been developed for the following purposes:

- To ensure all students have a healthy meal and that no child goes hungry
- To treat all students with dignity and confidentiality in our serving lines with regard to meal account details
- To support positive and clear communication among staff, administrators, teachers, students, and parents/guardians
- To establish fair practices that can be used throughout the school district
- To encourage parents/guardians to assume the responsibility of meal payments and to promote self-responsible students
- To establish a consistent practices regarding charges, collection of charges and courtesy meal provisions

Child Nutrition is responsible for:

- Maintaining charge records
- Notifying campuses of unpaid balances weekly
- Notifying campuses of low balance under \$5
- Notifying students/parents/guardians of low and negative unpaid balances by phone, email, text message and/or notices

Lubbock ISD is responsible for:

- Assisting Child Nutrition in collection of outstanding balance
- Sending home weekly correspondence regarding low and negative account balances with confidentiality

Parents & Guardians are responsible for:

- Maintaining a positive balance in their student's meal account
- Contacting the Child Nutrition Department to resolve any issues with their student's meal account
- Informing their student of the location of courtesy meal options when negative balances exceed the designated District grace amount

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Policy and Procedure

- Students will receive low balance communication when their account is below \$5.
- Students will receive communication each week when their meal account has a negative balance.
- The district has a designated grace amount of 3 meals for students with negative balances.
- After exceeding 3 meals of negative charges, students will be provided the lowest cost meal option as a courtesy meal until the negative balance has been settled.
- To maintain confidentiality and avoid overt identification, the courtesy meal option will be a choice that is also available to all students. Middle schools will offer the courtesy meal as a choice on each service line. Elementary schools will serve the courtesy meal from one of the four menu choices already available to students each day.
- A la carte purchases will be restricted immediately to cash only when a student's meal account becomes negative.
- Unpaid meal account balance must be paid in full by parents/guardians before the last day of school each year.
- The Lubbock ISD Charge Policy will be distributed by correspondence each school year, and will also be available on our District website: www.lubbockisd.org

How to Make a Payment on a Meal Account:

Lubbock ISD uses a web-based meal account system. With a Student ID and birthdate, users can log on to **MySchoolBucks.com** to create a free account that will allow personal management of one-time or reoccurring payments for student's meals. **MySchoolBucks** also tracks and sends automatic notifications regarding low and negative balances and allows detailed tracking of purchase history. The system also allows for set-up of custom restrictions to any snack purchases.

Payments for student meals can also be made through your Cafeteria Manager at any time. Please include Student Name, Grade, and Teacher on each check or cash envelope remittance.

How to Apply for Free/Reduced Student Meals:

Free and Reduced-Price Meal Applications will be distributed to all applicable campuses at the beginning of each school year. However, Free and Reduced-Price Meal Applications will be provided upon request and may be submitted at ANY time during the school year. To request an application or ask questions contact our LISD Free and Reduced Clerk, at (806) 219-0700.

Additionally, the Free and Reduced Price Meal Application can be found on our District website: www.lubbockisd.org . Select Parents, Back-to-School, Meal Info