



## McGregor Independent School District Child Nutrition Program

P.O. Box 356

McGregor, Texas 76657-0356

(254) 840-2665

Lisa Mays  
Director of Food Service

Fax (254) 840-4077

### Meal Charge Policy

#### ***Purpose***

The goal of McGregor Independent School District is to provide students with healthy meals each day.

However, unpaid charges place a large financial burden on our Child Nutrition Program. The purpose of this policy is to insure compliance with federal reporting requirements for the USDA Child Nutrition Program, and to provide oversight and accountability for the collection of outstanding student meal balances.

The intent of this policy is to establish uniform meal account procedures throughout the McGregor Independent School District. The provisions of this policy pertain to regular, reduced-priced and free school breakfast and lunch meals. While the USDA Child Nutrition Program does require that a student who pays for regular/reduced priced meals be served a meal without payment, McGregor ISD provides this policy as a courtesy to those students in the event that they forget or lose their lunch money.

#### ***Policy***

Full pay students – Pre-K – 12<sup>th</sup> Grade will pay for meals at the district's published standard rate each day. A student will be allowed to charge a maximum of \$ 10.00 to their account after the balance reaches zero. Once a student has charged \$ 10.00 , he/she will not be allowed to charge, however he/she will be offered a designated meal alternate. Example would be a cheese sandwich and milk. This designated menu alternate will be charged to McGregor ISD funds at the standard rate.

Reduced-Price Meals- Pre-K – 12<sup>th</sup> Grade- Reduced status students will be allowed to receive breakfast for \$ .30 and lunch for \$ .40 each day. A student will be allowed to charge \$ 10.00 to their account after the balance reaches zero. Once a student has charged \$ 10.00 he/she will be not be allowed to charge, however he/she will be offered a designated menu alternate. Example: Cheese Sandwich and milk. The designated menu alternate will be charged to McGregor ISD at the reduced rate.

Parents/Guardians are responsible for meal payment to the Child Nutrition Program. Notices of low or deficit balances will be sent to parents/guardians at regular intervals during the school year, if current phone numbers, mailing addresses, or email address are provided.

(Over)

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All School Cafeterias possess computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student and said records are available by setting up an account at [myschoolbucks.com](http://myschoolbucks.com).

Students/Parents/Guardians may pay for meals in advance using [myschoolbucks.com](http://myschoolbucks.com), cash or check payable to McGregor Child Nutrition Program. Further details are available on our webpage [McGregorisd.org](http://McGregorisd.org). Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student will be carried over to the next school year.

Refunds for withdrawn, and graduating students; a written request for a refund of any money remaining in their account must be submitted. An e-mail request is also acceptable. Students who are graduating at the end of the year will be given an option to transfer to a sibling's account with a written request.

Unclaimed funds must be requested within one school year. Unclaimed funds will then become the property of the McGregor Independent School District Child Nutrition Program.

If a student is without meal money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. Parents and families are encouraged to apply for free and reduced-price meals for their child.

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, 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. 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 <[http://www.ocio.usda.gov/sites/default/files/docs/2012/Complain\\_combined\\_6\\_8\\_12.pdf](http://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf)>, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](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. 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; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov) <<mailto:program.intake@usda.gov>>. This institution is an equal opportunity provider.

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