

Mt. Vernon ISD

Child Nutrition Policy and Procedures

Our Mission

The MVISD Child Nutrition Department exists to provide the highest quality meals for the most reasonable price so that we can meet as many nutritional needs of students as possible.

Outside Food Brought for Students

According to Texas Department of Agriculture (TDA), parents may bring food to their children in the cafeteria from an outside source. However, parents may not bring food to another child or student that is not their own. To ensure our students at Mt. Vernon ISD are receiving TDA's required food components and to take precautions for food allergies we ask parents to be considerate of these guidelines.

Student Meal Payments

We encourage prepayment for school meals. For your convenience, you can go the MVISD website, select Departments then Food Service. The Lunch Money Now tab is where you can set up an account and link it to all children living in your household that attends MVISD. This account will allow you to do the following:

- View your student's account balance and purchases
- Receive low balance e-mails or text messages
- Make secure payments online anytime, anywhere

Students may also pay for school meals in the cafeteria during kitchen hours. Payment for meals may be made by the day, week, or month. Please do not combine meal payments with other school purchases. If meal payment is made by check, the entire amount will be deposited into the student's meal account. Make check payable to MVISD. If payment is made with cash the whole amount will be applied to the account. Cafeteria staff will not be giving cash back to students.

MVISD Grace Period Regulation

The United States Department of Agriculture requires all meals and individual food items for sale during the dining experience. Students will be informed often of how much they owe. Parents should use the above-mentioned **LUNCH MONEY NOW** for current account balance information.

Charge notices will be given out weekly to students or emailed to parents who have reached the three-day grace period. (Please keep email addresses updated.) A lower cost meal will be served to students who are over the charge limit. However, a student may pay cash for any food product sold in the cafeteria at any time. The cut-off date for charged meals will be May 1st of each school year. A payment plan will be required for the last month of school so that all charges will be paid before summer break begins.

The child nutrition reauthorization act further prevents the cafeteria department from being responsible for collecting the charged amounts. The following administrative procedures are recommended in an effort to limit the number of charges and to collect amounts already charged.

- 1) Cafeteria staff will verbally remind each student daily if they owe for previous meals. On the first day that a student charges their meal, the student will be reminded to bring meal money for the next day and for the current day.
- 2) Negative notice letters will be printed and sent to the office on a weekly basis for amounts over \$5.00 to be sent home with the students.
- 3) The campus principal or designee at their discretion may:
 - a) First Attempt: Send notice home with the student and contact parents by phone when amount is over \$10.00
 - b) Second Attempt: Send notice home, contact parents by phone, and remind student, if arrangements have not been made.
 - c) Third Attempt: SRO Officer will be informed of the amount owed before it reaches \$25.00 or more per student. Parents will also be notified that we will take additional action. Depending on the circumstances charges may be filed for overdue funds.
 - e) Every effort will be made to maintain confidentiality related to these lists.

Please do not put anyone at the school in the position of having to deny your child the meal of their choice -no one wants to do that. If you make sure your child has adequate funds for purchasing school meals, this can be avoided.

Employees must also follow the three-day grace period for charged meals as well. Prepayment is accepted.

The food service director will present a list for payment approved by each campus principal to the superintendent for payment at the end of each semester. This list will include meals charged plus the cost of the lowest cost meal as required by the child nutrition reauthorization act.

Free and Reduced Priced Meal Information

MVISD offers free and reduced meals to students whose family income meets the federal guidelines for this program. Students qualify for this program annually. To access the online application, go to mtvernonisd.net and select Departments then the Food Services button. The Meal App Now will give directions on how to fill it out. Please include **ALL** children on **ONE** application. Parents whose students qualify will be notified as soon as possible.

MVISD students who qualified last school year are provided a 30 day grace period of free or reduced priced meals in order to allow time for re-submission of application for the current school year. Students who may qualify but are new to MVISD do not receive the same grace period and are encouraged to submit their documentation before school starts.

MVISD Administration will actively pursue collection of debt owed to the district.

For questions or assistance with completing an application please contact Child Nutrition Services at 903-537-2546 ext. 1219.

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, (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. 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. This institution is an equal opportunity provider.