

# Child Nutrition

There's Nothing More Valuable Than Knowledge

305 Baker Street, San Angelo, Texas 76903 | (325)659-3615

## Welcome Back

At San Angelo I.S.D. we know that good nutrition and learning go hand in hand. The Child Nutrition Department is made up of a team of food and nutrition professionals that are dedicated to students' health, well-being, and their ability to learn. It is the Child Nutrition Departments pleasure to offer SAISD students with access to a variety of affordable and appealing foods that meet the health and nutrition needs of students. All menus meet the strict federal nutrition guidelines set by the United States Department of Agriculture.

### Interesting Facts about our Food:

- All breads and pastas are whole grain!
- Only reduced and fat free milk is offered!
- All items are baked and never fried!
- Fresh fruits and vegetables are offered daily!



## Check This Out

Between August 2016 and May 2017 the SAISD Child Nutrition Department served over almost 3-million meals throughout the district!

- 1,137,520 Breakfasts served in the 16/17 school year. Free school breakfast is available to all elementary and Lincoln students
- 1,782,783 Lunches served in the 16/17 school year

## SCHOOL MEAL ACCOUNTS MADE EASY

[www.myschoolbucks.com](http://www.myschoolbucks.com)



Check cafeteria balances & purchases



Receive low balance alerts



Set up automatic payments

## What's Inside?

01 Welcome Back

What's New

New Mobile Menu App

New!  
Free Mobile Menu App



WEB MENUS



## Interactive Nutritional Menus

Search "Web Menus by School Nutrition & Fitness" powered by the School Nutrition Network

We are please to announce a new Mobile Menu App that offers an easy way to view menus and nutrient information for products right from your smart phone. For more information visit

[www.saisdschoolnutrition.com](http://www.saisdschoolnutrition.com).

## NEW Menu Items

Orange Chicken

Cereal Bowls

Mixed Dried Fruit

New Juice Flavors

Fresh Pears

New Snackbar Items

02 Frequently Asked Questions

03 Meal Charge Policy 2017-18

**San Angelo Independent School District**  
**Child Nutrition Department**  
**Frequently Asked Questions**

**Visit our website for more information concerning menus, meal prices and services available.**  
[www.saisdschoolnutrition.com](http://www.saisdschoolnutrition.com)

**1. How do students access their cafeteria account?**

- Elementary students will access their cafeteria account by saying their name to the Cafeteria Manager at the end of the serving line.
- Secondary students will access their cafeteria account by keying in their Student ID# prior to each cafeteria purchase on a ten key pad. ID numbers are assigned by the school office when students enroll in SAISD.
- **Students must not share or reveal their Student ID number with others.** It is important that students know their ID number is confidential and should only be used by them. If you suspect there is a problem, contact the Food Service office at 659-3615, so we may investigate the matter.
- When advanced payments are received from a parent or student, the advanced payment is added to the student's account.
- When items are purchased by the student, the amount of the purchase is deducted from the account.

**2. How do I know when to send money?**

- We encourage parents to visit [www.MySchoolBucks.com](http://www.MySchoolBucks.com) to check on their student's account balance.
- Parents or students can contact the school cafeteria manager.
- Managers will notify students when their account balance is low.
- Account balances at the end of the year will be forward to the new school year, or a refund will be issued with a written request from the parent.

**3. How do I make a prepayment at the school cafeteria?**

- Advanced payments can be made in the school cafeteria between 7:00 a.m. and 1:00 p.m. each school day. Parents or students can turn in payments to the cafeteria
- Advanced payments can be made in any amount to fit the household budget.
- We strongly encourage that advance payments sent to the cafeteria be made with checks. The canceled check is your receipt for these advanced meals, and checks are traceable in our system.
- SAISD school cafeterias will not cash personal checks. All checks made out to the cafeteria must be for the amount of purchase only, and will be applied to the student's cafeteria account.

**4. Can my child pay daily?**

- Daily cash payments will still be accepted for cafeteria meal purchases.
- All AlaCarte purchases may be paid in cash or require money to be on the Account. Charging of alacarte items is not allowed.
- Secondary students paying cash or with a check will be required to enter their Student ID number.

**5. Will my child get to eat if I forget to send money or make a payment?**

- We encourage parents to notify the cafeteria manager at their school if they are unable to pay for their child's meal and need charge privileges.
- District policy limits charging of school meals to no more than ten dollars (\$10) AND is restricted to school meal purchases only.
- Charging is not allowed for any AlaCarte purchases or extra food items.
- An alternate meal will be offered that consists of a cheese sandwich and milk to students that have charges over ten dollars (\$10).
- Parents are responsible for payment of any meal charges made by students

**6. Is there financial assistance available for school meals?**

- Households must re-qualify for meal benefits **every year**.
- Applications are available at the school or on our website at [www.saisdschoolnutrition.com](http://www.saisdschoolnutrition.com).
- **Those families who want to apply for meal benefits only need to complete and submit ONE application per household**
- Free and Reduced Price Meal benefits are posted directly to the qualifying student's account.
  - Protects the identity of those receiving these benefits because it appears the student is using his account balance to pay for the purchases made.
  - Insures students are paying the correct price for their meals.
  - Free or Reduced-Price Meal benefits only apply to Meal purchases.

# San Angelo Independent School District

## Meal Charge Policy

### I. Purpose

The goal of the San Angelo Independent School District is to provide student access to nutritious meals each school day.

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

### II. Policy

- Charge Policy Communication
  - Copies of the Charge Policy will be distributed to:
    - Parents – A written copy of the meal charge policy will be distributed to families at the beginning of the school year. The Charge Policy will also be issued to new or transferred students at the time of enrollment.
    - Child Nutrition staff will receive a written copy at annual trainings for Managers and Cashiers.
    - District Staff will receive a copy at the beginning of the school year.
  - Other Communication Tools
    - The Child Nutrition website includes the Charge Policy
    - Student Handbook
    - Charge letters
- Who can Charge School Meals
  - Students or staff unable to pay for their meal at the time of the meal service are allowed to charge Breakfast and/or lunch Reimbursable meals. There are no limitations on the reimbursable school meal options that can be selected when the meal is charged.
- Charge Policy Limit
  - Students or staff will be allowed to charge a maximum of \$10.00 to their account. The charge meals offered to students will be reimbursable meals that are available to all students.
- A la carte Purchases
  - Charging is Not allowed for snacks, extra servings and a la carte items. Students will need to pay cash or have money on their cafeteria account for a la carte purchases.
- Emergency Meals
  - San Angelo ISD will not let a child go hungry. Once a student reaches the maximum charge limit of \$10.00, the District will offer an emergency meal consisting of a cheese sandwich and choice of milk at no charge to the student.
- Payments
  - Parents/Guardians are responsible for meal payments to the food service program. Discreet notices of low or negative balances will be sent to parents/guardians at regular intervals during the school year.
  - Cash Payments are accepted in the serving line and/or cash advanced payments can be made in the school cafeteria.
  - Students/Parents/Guardians may pay for meals in advance via *MySchoolBucks.com* or with a check payable to the School Cafeteria. Further details are available on our webpage at [www.saisdschoolnutrition.com](http://www.saisdschoolnutrition.com). 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.
  - Refer to [www.saisdschoolnutrition.com](http://www.saisdschoolnutrition.com) for additional information regarding refunds.

- Delinquent Charges
  - District procedures and thresholds have been established for monitoring low and negative balances. Delinquent Charges will be managed by the Child Nutrition Office.
  - Attempts will be made to contact households by phone calls, notices and emails.
  - 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. If financial hardship exists, parents and families are encouraged to apply for free or reduced price meals for their child if applicable.
- Balance Notifications: This notification letter includes the account balances and a reminder of the charge limit.
  - Low balances – Parents or staff may contact the school Cafeteria Manager or use our On-Line system to obtain balances. The On-Line system will also provide email reminders for low balances.
  - Negative balances – SAISD will contact households by phone calls, notices and/or emails.
- Balances Owed
  - Collection of owed balances will follow the policies and procedures set by the District.
  - SAISD offers individual repayment plans based on household circumstances.
- Financial Assistance
  - Parent/Guardian may complete a Free/Reduced-Priced Meal Application at any time throughout the school year as need arises to avoid charging meals.
  - Assistance with applying for free or reduced priced school meals may be obtained by calling the Child Nutrition Office at 659-3615.
    - Primary Contact – Brenda Fulks, CN Coordinator
    - Secondary Contact – Tana Riney, Free/Reduced Clerk

S/Food Service\Charges\Charge Policy - Revised.docx (Revised 9-11-17)

#### USDA Nondiscrimination Statement

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.

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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](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)

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