

**HUDSON ISD CHILD NUTRITION
PARENT LETTER and
CAFETERIA POLICIES & PROCEDURES
2018-2019**

SCHOOL BREAKFAST & LUNCH OFFERED DAILY

Our goal is for every child to have access to a nutritionally balanced breakfast and lunch served daily in the school cafeteria. All meals meet the USDA standards for schools, are federally subsidized and therefore affordable.

We must feed the body to feed the mind; a hungry child cannot learn.

STUDENT LUNCH ACCOUNTS – PIN numbers remain the same each year. All new students will be issued a PIN number and will use that number to access their account.

STUDENT MEALS SHOULD BE PAID IN ADVANCE OR ON A DAILY BASIS.



MEAL PRICING 2017-2018		
	Breakfast	Lunch
Full Price (PK – 5 th)	1.75	2.50
Full Price (6 th – 12 th)	1.75	2.75
Reduced Price-all grades	.30	.40

How do I apply for the Free / Reduced Meal Program?

- * Applications for the free & reduced meal program are available for downloading from the Hudson ISD website and also available for online submission with the online student enrollment packet. Applications will also be sent home with all students on the first day of school. **Applications must be renewed annually.**
- * Only one application is required per family; list all children on the same application.
- * You may apply for benefits at any time throughout the school year.
- * The Free & Reduced meal program is based on family size and income levels set by USDA. **Students are required to pay full price for all meals until applications are processed and approved.** All charging policies apply to students that are applying for free meals until the time of approval. You will be notified by mail if you qualify within 10 days of application.

Administrative Policy on Charging Meals

- * To insure that no child goes hungry, charging of meals may be allowed in the case of lost or forgotten lunch money, but not due to financial hardships.

Parent Notification of Charges:

- *Parents will be notified by the district through an automated telephone system and email when their child owes money. Occasionally, a printed reminder will be sent home with the student. Students will also be reminded to bring lunch money while in the serving line if their account is low or in the negative.
- *Parents can monitor their child's lunch account balance through the online **Family Access** system.
- *Parents can sign up for low balance message alerts when their child's account goes below \$10.00.
- *Parents are responsible for all charges incurred by their children.
- *Charges must be paid immediately upon notice or parents must provide meals from home.

CHARGE LIMITS:

- * **HIGH SCHOOL:** (older more responsible students) The charge limit is \$10 (ten dollars).
 - * **MIDDLE SCHOOL, ELEMENTARY, PRIMARY:** The charge limit is \$25 (twenty five dollars)
- This generous credit line allows ample time for students and parents to be notified of the charges and deposit funds into the child's lunch account. However, once these charge limits are reached, the student will be offered a nutritious alternate meal including milk - without further notice and for a limited time only.

Snacks, beverages and a la carte items may never be charged.

Additionally, if charges exist, students may NOT use cash to purchase snacks, beverages or a la carte items. All delinquent charges must be paid prior to the last day of school.

PAYMENT OPTIONS

Prepayments are encouraged, weekly, monthly, etc. Your child's account is like a savings account and will only be debited when they purchase meals or items.

Online payments can be made with Family Access and are immediately posted to the student's lunch account. A small convenience fee is added to this form of payment.

How do I make an online payment?

- *log in to www.hudsonisd.org
- *on the left hand side select Family Access
- *you will be prompted to login to Skyward (register with your child's campus office, one per family)
- *on the left hand side select Food Service
- *click make a payment
- *click update payment amount
- *enter the dollar amount you want to pay
- *click Update Cart

Payments made by check are recorded in your child's account by check number and the entire check must be deposited; we do not cash checks for students.

PRIMARY/ELEMENTARY – As a convenience for parents, lunch money is collected on the first day of each week in the classroom. Payment may also be made on any day or time in the lunch/breakfast line or online.

MIDDLE SCHOOL/HIGH SCHOOL - Students may make payments at anytime in the cafeteria office, lunch/breakfast line or online.

Special Diet Needs

If your child is in need of a special diet relating to a medical condition, please contact the Director of Child Nutrition. Substitutions can be made to meals if it is required by doctor's orders; a diet order form must be completed by the Doctor. Substitutions based on a child's personal likes and dislikes will not be made. Diet order forms are available on the Child Nutrition page of the Hudson ISD website.

If you have any questions regarding these policies, please call Karen Hutto, Director of Child Nutrition at 875-9217.

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