



## Arlington ISD Meal Charge Policy

The purpose of this policy is to establish consistent meal account procedures throughout the Arlington Independent School District. Pursuant to State and Federal regulations, Districts participating in the Food and Nutrition Services National School Lunch Program (NSLP) and School Breakfast Program (SBP) will institute and clearly communicate a meal charge policy.

It is a goal of the District that no child goes without a meal. We will work with families to ensure they are receiving the meal benefits for which they are eligible.

The Community Eligibility Provision (CEP) is a service option that automatically allows schools to provide breakfast and lunch to all enrolled children at no charge. Children attending a school operating CEP will receive free breakfast and lunch without families completing the USDA free and reduced-price meal application. Families with students enrolled at a CEP campus will be asked to provide their household income data to help ensure that the campus receives the full state and federal benefits to which it is entitled. Schools operating the Community Eligibility Program are:

Adams Elementary	Amos Elementary	Anderson Elementary	Atherton Elementary
Berry Elementary	Blanton Elementary	Burgin Elementary	Carter Jr. High
Crouch Elementary	Crow Elementary	Ellis Elementary	Farrell Elementary
Foster Elementary	Goodman Elementary	Hale Elementary	Johns Elementary
Knox Elementary	Larson Elementary	McNutt Elementary	Morton Elementary
Nichols Jr. High	Patrick Elementary	Peach Elementary	Pope Elementary
Rankin Elementary	Remyse Elementary	Roark Elementary	Shackelford Jr. High
Sherrrod Elementary	South Davis Elementary	Speer Elementary	Thornton Elementary
Webb Elementary	Workman Jr. High		

### THE FOLLOWING POLICIES APPLY TO ALL CAMPUSES OTHER THAN THOSE LISTED ABOVE:

#### **Meal Charges (Negative Meal Account Balance):**

We do not want any child to go through the school day hungry. Students who attend schools not operating CEP will be able to charge a meal of their choice, even if they have a negative account balance. Because of this, a student's account may continue to accumulate charges. Payment of the negative balance remains the responsibility of the parent/guardian. Students with a negative meal balance will not be allowed to charge a-la-carte purchases to their account. Meal benefits through the National Free and Reduced-Price Meal Program are not dependent on payment of a negative balance.

#### **Parent/Guardian Notification of Negative Meal Account Balance:**

To minimize overt identification of students with negative meal balances, cashiers will not communicate negative balances with students at the register. However, if a student requests account information, the cashier may provide the student with the account balance.

To notify parents/guardians of a child's negative meal account balance and to maintain the financial integrity of Food and Nutrition Services, automated e-mail messages will be sent to households the day after an account reaches a negative balance. Attempts will be made to contact parents/guardians using the e-mail address on file within 24 hours of a child's meal account reaching a negative balance. If there is not an e-mail address on file, a letter will be mailed to the parent/guardian. A notice will be sent each week that the account balance is negative. We may also attempt to contact parents/guardians through a letter sent from the child's school or by a phone call and, if applicable, discuss eligibility for free or reduced-price meals. To help ensure privacy, voice messages will not be left if a call is not answered. Campus Administration may assist with contacting households with negative balances. No fees or interest shall be charged by the District for a negative account balance.



### **Payment Options:**

We encourage parents/guardians to prepay money into their child's account. There is no limit to the number of meals that can be prepaid. Cash or check payments are accepted at the Food and Nutrition Services office located at 5618 West Arkansas Lane, Arlington, TX 76016, between 7:30am – 4:30pm Monday through Friday. Once schools are open for in-person instruction, cash and check payments will be accepted in the school cafeteria during service hours. Credit/debit cards payments can be made by setting up an account at [paypams.com](http://paypams.com). Paypams.com is available on-line 24 hours a day with available tools such as low balance alerts, automatic payments and account history. PayPAMS supports Visa, MasterCard, Discover, ACH and PayPal payment options. A service fee of \$1.95 will be charged per payment transaction. Families with multiple children on the account will be charged \$1.95 per household rather than per student, if the parent makes multiple transactions at once. The minimum transaction is \$10.00. The available tools such as low balance alerts and account history can be used simply by setting up an account without making online payments or incurring a service fee. All money remaining in a meal account at the end of a school year will rollover to the following school year. Parent/guardians may request to have account balances refunded or transferred to a siblings' account by completing a Refund/Transfer form located on the Food and Nutrition Services department home page at [www.aisd.net/district/departments/food-and-nutrition-services/](http://www.aisd.net/district/departments/food-and-nutrition-services/).

### **Meal Applications for Free or Reduced-Price Meals:**

Meal applications for free or reduced-price meals will be available online during school registration and are available throughout the year at the Arlington ISD Food and Nutrition Services office located at 5618 West Arkansas Lane, Arlington, TX 76016, between 7:30am – 4:30pm Monday through Friday. Applications are also available anytime online at <http://arlingtonisd.schoollunchapp.com> or by going to the Arlington ISD webpage at [www.aisd.net](http://www.aisd.net) and going to the Food and Nutrition Services Department home page.

Federal regulations require that applications be submitted each school year to be considered for free or reduced-price meals. A new application must be submitted even if the student received free or reduced-price meals the previous year. While meal applications can be submitted any time during the school year, applications must be submitted within 30 days of the start of the school year for uninterrupted benefits from the previous year. If an application does not meet the eligibility requirements, parents/guardians may reapply anytime during the school year.

Benefits start when the meal application is approved by the Food and Nutrition Services Central Office. Benefits cannot be backdated; any account balance for meals purchased before receiving meal benefit approval, is the responsibility of the parent/guardian.

Answers to questions about the meal application or assistance in completing the application are available by contacting Food and Nutrition Services at 682-867-7880.

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](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). This institution is an equal opportunity provider.