

# JACKSBORO INDEPENDENT SCHOOL DISTRICT CHILD NUTRITION PROGRAM

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## **Child Nutrition Policy Statement - (Revised September 1<sup>st</sup>, 2008)**

The Child Nutrition Department of Jacksboro I.S.D. is proud to serve this community. We view our role in the development of your child/ren as a privilege. As a service agency, our department is designed to feed your child/ren nutritious meals each day. These meals will help enable them to become focused, and ready to fully comprehend the information offered by their classroom instructors.

We invite you to come by our facility at any time to evaluate our program. Furthermore, we would like to show you what we do, why we do it, and how we accomplish it. Any recommendations on improving the program are greatly appreciated.

Our menus are analyzed by a USDA approved software program to meet their Recommended Dietary Allowances (RDA). Our reimbursable meals are designed around the USDA guidelines & regulations for Nutrient Standard Menu Planning. These menus assure you that Jacksboro ISD meals meet the RDA in Calories, Iron, Calcium, Vitamin A, Vitamin C, and Protein.

We also insure that the total fat from those calories is less than 30 percent, and that the saturated fat is less than 10 percent. We plan for each food item to provide 23 grams or less of total fat. We also monitor the children's intake of Cholesterol, Sodium, Fiber, Carbohydrates, and Trans Fats.

## **Meal Benefits for Eligible Students**

The meal benefit program is not a welfare program. It is an entitlement program established in 1946. Some people do not realize that they are entitled to these benefits, and are sometimes very pleasantly surprised when they qualify. Even if you do not think you will qualify, we ask that you fill out an application. The meal benefit program helps the district in many different ways, which in turn helps everyone in the community.

The school district receives federal funding for each meal we serve. These revenues are not only in the food service department, but several other departments as well. The more students we have qualify for meal benefits, the more money the district receives from the government. These additional funds are realized when these students participate each day in the school breakfast & lunch programs. Furthermore, the district also receives more food commodities from the government. As you can see, the meal benefit program is very important revenue & food source for the district. **The more revenue/food we receive from the government, the better chance we can keep prices down for our customers.** We strongly encourage you to complete an application, and help the community!

If you have not filled out a copy of the Multi-Child Free and Reduced-Price School Meals Application for 2007-2008, please take time to do so. Please return the application to your child's school classroom, school office, or school cafeteria. The income guidelines for qualifying have changed. All information on the application is confidential.

If you have students enrolled at different schools levels, you only need to fill out one application listing all of the students in your household. If your high school student chooses not to participate, be sure to include their name on the application anyway, so that your benefit can be accurately calculated.

If you need an application during the year, need help filling out an application, or have questions, please contact us by coming by the cafeteria, or calling **940-567-7278**, or by e-mailing, [cafeteria@jacksboroid.net](mailto:cafeteria@jacksboroid.net) . We are happy to help you!

### Identification for Meals

At serving time, students and staff should identify themselves by one of the following options:

- (1) Typing in their district identification number on a key pad,
- (2) Placing their account card through a card reader,
- (3) Giving the cashier their account number, or
- (4) Giving the cashier their first and last name.


The cashier then keys in the items purchased. The amount of the purchase is automatically deducted from the account. The account number stays the same as long as students and/or staff are in the district.

### Check Writing Policy

Please make checks payable to: Jacksboro ISD Cafeteria.

We do not accept post dated, two-party, or temporary checks. Furthermore, we do not cash checks at any time.

Families can pre-pay by writing one check to cover multiple accounts. Just list the Students Name or I.D. in the memo section of the check, along with the amount you would like in each account. **For Example:**

John Smith 1234 Anywhere St. Jacksboro, TX 76458	Date: <u>12/19/2007</u>	1000
Pay to the Order of <u>Jacksboro ISD Cafeteria</u>	\$	<input type="text" value="30.00"/>
<u>Thirty Dollars and 00/100</u> *****		Dollars
 <b>Bank of Jacksboro ISD</b>	<u>John Smith</u>	
Memo: <u>#2345 (\$10.00) #3456 (\$10.00) J. Smith (\$10.00)</u>		

We will take action on checks returned for non-sufficient funds (NSF). The amount of the NSF check will immediately be deducted from the meal account. Please avoid sending a NSF check.

### Payment and/or Pre-Payment of Meals

To keep the serving lines moving, and allow more time for students/customers to eat, we ask that you pre-pay into your child's account. Please pre-pay before 10:00 a.m. to insure that all student accounts are current before lunch service begins. All monies received for meals will be deposited into student/customers account. No change will be given at the register.

Pre-Paying cafeteria meals by check is a convenient and secure method of payment. Furthermore, you may now make deposits into your child/ren accounts by credit card on-line. Please visit [www.mymealtime.com](http://www.mymealtime.com).

Pre-payment by check, or credit card if on-line, for lunch can be made for an entire school year, one month, every two weeks, or every week.

A **Year** of student lunches (187 days/1 lunch per day) at full-price (\$2.25) is \$420.75, and reduced-price is \$74.40.

A **Month** of student lunches, depending on whether it is a 4 or 5 week month (20 or 25 days/1 lunch per day) at full-price (\$2.25) is \$45.00 or \$56.25, and reduced-price is \$8.00 or \$10.00.

A **Week** (5 days/1 lunch per day) of student meals at full-price (\$2.25) is \$11.25, and reduced-price is \$2.00.

Pre-payment for a-la-carte items should be determined by estimating what your child expects to spend each day times the number of days you want to pay for.

### **Courtesy Letters to Parents/Staff**

The Child Nutrition Department prints out “*Low Balance*” courtesy letters for students and/or staff with less than a \$6.00 balance in their account (3 lunch meals remaining) once a week.

Please remember that the “*Low Balance*” letter is only sent as a courtesy letter to our customers, and should not be your only method of tracking when account balances are low. The “*Low Balance*” letter is only intended to help remind parents/customers when accounts are low. Because these “*Low Balance*” are only printed once a week, your child could run out of money before we print the letters the following week.

“*Low Balance*” letters are sent home with students through the classroom.

Please contact the cafeteria at (940) 567-7278 or [cafeteria@jacksboroisd.net](mailto:cafeteria@jacksboroisd.net) to obtain information about your child’s account status, account balance, or spending habits. We are glad to assist you.

### **Refunds and/or Withdrawals**

Any balances in your child’s account will rollover from year to year. A refund/withdrawal may be request the in writing and delivered to the cafeteria. A check will then be issued from the Administration Business Office, and mailed to the customer.

We do not “cash-out” accounts, that is, students may not take cash out of their accounts. If a student is leaving the district, please contact the Cafeteria to make arrangements for any balance due.

### **Universal “Free” Breakfast for Students**

We offer a complementary “Free of Charge” breakfast every day. A district staff & adult visitor breakfast is priced at \$2.00, and consists of one Entrée, up to (2) two side dishes, and a beverage. Breakfast is served everyday between 7:30 a.m. and 10:00 a.m. in the morning. Our breakfast menu is on a 10-day cycle, which means that the menu will repeat itself after 10 school days. Furthermore, the menu will be good for a full semester.

A breakfast meal consists of three groups of items. Only one item from each group may be selected:

**Group “A” Items:** Includes two offerings daily to choose from consisting of a hot entree (For example: *Sausage Biscuits, Breakfast Burritos, Biscuits w/Gravy*, etc.), or a cold entrée consisting of a cereal.

**Group “B” Items:** Includes three offerings daily to choose from consisting of cold side dishes (For example: *Fresh Fruit, 100% Fruit Juice, and Bottled Water*).

**Group “C” Items:** Includes three offerings to choose from consisting of an assortment of Milk (For example: *Chocolate Milk, Strawberry Milk, and White Milk*).

We urge your child to take one item from each group totaling three items. However, your child may refuse one item.

***Minimum number of (2) two items must be taken, and a Maximum number of (3) three may be taken.***

We have A-la-Carte items also available for sale on our reimbursable meal line during breakfast. Students may purchase additional and/or individual Breakfast Entrees for \$1.25, Side-Dishes for \$ .50 or Milk for \$ .75.

## **National School Lunch Program**

Next is our lunch program. A lunch meal costs \$2.25 for full-price student, \$0.40 for a qualified reduced-price student. The district staff & adult visitor lunch meal price is \$2.75 and consists of one Entrée choice, up to (3) side dishes, and a beverage. Lunch is served from 10:50 a.m. to 12:50 p.m. in the early afternoon. Our lunch menu is on a 20-day cycle, which means that the menu will repeat itself after 20 school days. The lunch menu will also be good for a full semester.

The lunch meal consists of:

**Entrée Item:** Students ***Must*** select (1) one entrée from three offerings daily consisting of a *Hot Rotating Entrée, Salad Entrée, or a Tiger Energy Meal*. The *Tiger Energy Meal* is a sack lunch selection for children to help the parents that did not have enough time to make the sack lunch at home. It consists of a *Sandwich, Carrot or Celery Sticks, and a Cookie*.

**Side Dish Items:** Students ***May*** then select up to (2) two side-dish selections from five offerings daily consisting of two hot choices, two cold choices, and bottled water (For example: Hot - *Green Beans, Hot – Sweet Corn, Cold – Sour Green Applesauce, Cold – Strawberry Jell-O*).

**Milk:** Students may ***Accept or Decline*** the Milk offering consisting of an assortment of Milk (For example: *Chocolate Milk, Strawberry Milk, and White Milk*).

***Minimum number of (2) two items must be taken, and a Maximum number of (4) four may be taken.***

We have a-la-carte items also available for sale on our reimbursable meal line during lunch. Students may purchase additional and/or individual Lunch Entrees for \$1.75, Side-Dishes for \$ .75 or Milk for \$ .75.

## **Snack Bar (A-la-Carte) for Grades 3rd – 12th**

In addition to the reimbursable meals that we offer, there are many other a-la-carte selections available for your child should at the “*Snack Bar*”. Our “*Snack Bar*” operates for lunch from 10:50 a.m. until 12:50 p.m. in the early afternoon.

Students in Pre-Kindergarten, Kindergarten, First, and Second grades are not allowed to make a-la-carte purchases from the “*Snack Bar*”, unless parents come through the “*Snack Bar*” line with them.

“*Snack Bar*” items and prices can be found on our message boards in the cafeteria and on the school website under cafeteria at [www.jacksboroisd.net](http://www.jacksboroisd.net) . Please contact us at (940) 567-7278 or at [cafeteria@jacksboroisd.net](mailto:cafeteria@jacksboroisd.net) if you need specific information about products or their preparation.

## **“No Child Goes Hungry” Policy**

The Child Nutrition department will be introducing a “New” Alternate Meal, “*Free of Charge*”, for students that do not have money in their account. The district has always had a “No Charging” policy in place. Now, busy parents do not have to worry about their child/ren going hungry. Furthermore, it allows parents extra time to get money into their child’s account.

The need for tracking negative balances for students is over, and all negative balances were eliminated as of September 12, 2007. Charging on the Snack Bar (A-la-Carte) line is not allowed. Please remember that Jacksboro ISD participates in the USDA meal program, and that your child may qualify for Free or Reduced priced meals. Applications are available at all campus offices.

The "New" Alternate Meal consists of:

A Sandwich, Fresh Vegetable, Fresh Fruit, and the choice to Accept or Decline Milk.

***Minimum number of (3) three items must be taken, and a Maximum number of (4) four may be taken.***

If you have an emergency, **please contact the cafeteria at 940-567-7278 or [cafeteria@jacksboroisd.net](mailto:cafeteria@jacksboroisd.net)** before serving time to arrange payment. We will be happy to help you.

Our services are provided through the Texas Department of Agriculture's Food & Nutrition programs funded by the U.S. Department of Agriculture policy, the Texas Department of Agriculture is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to USDA, Director, and Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800)795-3272 or (202)720-6382 (TTY). USDA is an equal opportunity provider and employer.

Telephone: (940) 567-7278

[www.cafeteria@jacksboroisd.net](http://www.cafeteria@jacksboroisd.net)

Fax: (940) 567-6025

## **Texas Public School Nutrition Policy (TPSNP), Texas Department of Agriculture (TDA), as of May 2005, Including Excerpts on Foods of Minimal Nutritional Value (FMNV), Competitive Foods, and Penalties for Non-Compliance**

To read the Texas Public School Nutrition Policy including exemptions, please go to <http://www.squaremeals.org>

“Elementary school campuses may not serve or provide access for students to FMNV and all other forms of candy at any time anywhere on school premises until the end of the last scheduled class.” “Such foods and beverages may not be sold or given away to students on school premises....”

“An elementary school campus may not serve competitive foods (or provide access to them through direct or indirect sales) to students anywhere on school premises until the end of the last scheduled class.”

“A middle school campus may not serve or provide access for students to FMNV and all other forms of candy at any time anywhere on school premises until after the end of the last lunch period, 12:45 p.m.”

“A middle school campus may not serve competitive foods (or provide access to them through direct or indirect sales) to students anywhere on school premises during meal periods.”

“High schools may not serve or provide access for students to FMNV during meal periods in areas where reimbursable meals are served and/or consumed.” “High schools may not serve or provide access to competitive foods during meal periods in areas where reimbursable meals are served and /or consumed.” “All competitive foods sold or provided to students must meet the nutrition standards listed...” on the food or beverage portion size chart for high schools.

“TDA will aggressively enforce and diligently monitor the Texas School Nutrition Policy to ensure compliance. When violations of this policy are noted, TDA will disallow all meal reimbursement for the day and require the school to reimburse the food service account for the lost reimbursement.” “... the policy now authorizes the Texas Department of Agriculture to evaluate the extent of violation and withhold meal reimbursements for up to a total of four weeks.”

### **Additional Information Concerning Meals and Meal Service**

The serving or distribution of meals or a-la-carte items from a commercial foodservice operation in the school food service areas during meal service times is prohibited by law and could result in the loss of federal reimbursement to the district.

The Texas School Nutrition Policy does not restrict the types of food that parents provide for their own child’s consumption at school. However, because of overall safety and health concerns, delivering meals or bringing other foods to any other student in the cafeteria is not allowed without prior approval from the campus principal. Please contact each school for the current policy and procedure to follow.