

**Hardin Independent School District
Lunch Program and Cafeteria
Administrative Policy and Procedures
Regarding Free and Reduced Meals and Charges (Board Approved 7-23-2019)**

Hardin ISD offers both a breakfast and a lunch program daily that meets the USDA standards for schools. A free breakfast program is offered to every student of Hardin ISD regardless of free and or reduced status.

PIN numbers are assigned to each student for their meal accounts. PIN numbers remain the same each year. All new students will be issued a PIN number and will use that number for both breakfast and lunch.

Applications for free and reduced meals are available on the Hardin ISD website. Applications are also sent home each year with the student enrollment package. Every family is encouraged to complete a free and reduced meal application. These applications must be renewed annually. Only one application is required per family. Families may list all children on the same application

Applications for free and reduced meals may be completed at any time during the year.

The free and reduced meal program is based on family size and income levels established by the USDA.

Students are required to pay full price for meals until applications are processed and approved.

All charging policies apply to the students that are applying for free and or reduced meals until the application is approved. Parents will be notified by mail if their student qualifies for free or reduced meals within 10 days of the application being submitted.

To ensure that no student goes hungry, charging of meals may be allowed in the case of lost or forgotten lunch money, not financial hardships.

The charge limit for Hardin High School is a maximum of \$10.00

The charge limit for Hardin Junior High School and Hardin Elementary School is \$20.00.

These charge limits allow ample time for students and parents to be notified of charges and to allow sufficient time for funds to be deposited into the student's account.

Once a charge limit is met – the student will be offered an alternate meal with milk without further notice and for a limited time. Snack bar items, beverages and a la carte items may never be charged.

If a negative balance exists, students may not use cash to purchase snacks, beverages or a la carte items.

Parents may monitor their student's lunch account through the online Family Access system. Parents may sign up for low balance alerts that will alert them when their student's account falls below a certain dollar amount. Parents are responsible for all charges incurred by their student.

Students will be informed discreetly of low balances when they go through the meal line. It is the best policy to send lunch money weekly or add it to the student's account weekly via the Family Access portal.

Prior year's negative balances will be rolled over into the new school year. It is imperative that each parent verify what if any amount is owed on a student's account to ensure a smooth start to a new school year.

For any questions or concerns, please call Susan Armstrong, Food Services Coordinator, 936-298-2114 Extension 508.