

TO: All Principals, Instructional Directors and Principals' Secretaries

FROM: Peggy K. Gordon, Director **PKG**
School Nutrition Services (SNS)

DATE: July 5, 2017

SUBJECT: SNS 2017-2018 Meal Prices / MySchoolBucks.com / School Messenger Calls / Student Charges / Student Meal Account Numbers / Menus & Nutrition / Free & Reduce Meal Applications

The following information will be helpful for your students and staff and will inform all stakeholders of important SNS policies. Feel free to use any or all of this information in your student handbook for next year. Please also share this memo with your Parent Teacher Associations (PTAs) to be included in newsletters.

1. **MEAL PRICES for 2017-2018**

National School Lunch Program:	Student Lunch (<i>all levels</i>)	\$2.80
	Reduced Price Lunch	\$0.40
Federal Breakfast Program:	Student Breakfast (<i>all levels</i>)	\$1.50
	Reduced Price Breakfast	\$0.30
Adult Lunch:		\$3.40
Adult Breakfast:		\$1.80
<i>(Adult meal prices set by USDA)</i>		
Low-Fat or Non-Fat Milk:		\$0.65

À La Carte Items: à la carte prices are established in August

The School Board approved a ten-cent increase on school lunches at their June 22, 2017 Board Meeting effective for the 2017-2018 school year. This increase was mandated by USDA to be in compliance with the Healthy, Hunger-Free Kids Act of 2010.

2. **MySchoolBucks.com** (*Heartland School Solutions*)

School Nutrition Services continues to provide its popular pre-payment service of MySchoolBucks.com. Using this program allows parents to pay and replenish their student's account using a personal credit or debit card from home via a secure Internet site. Heartland School Solutions **does charge** parents a \$1.90 handling fee for each prepayment.

Also, MySchoolBucks.com allows parents to check their child's meal account balance free of charge, even if no other services are being used on this site.

3. **SCHOOL MESSENGER NEGATIVE BALANCE PHONE CALLS/EMAIL**

School Nutrition Services will continue to provide, as a courtesy to parents, weekly phone call or email reminders when a student's school meal account has a negative balance. For additional information, please call your school's Cafeteria Manager.

4. **CHARGING FOR MEALS**

School Nutrition provides a customer service feature which allows any student who has forgotten or lost their lunch money to charge their meal. Meal charges may go up to a cumulative balance of \$5.60 (e.g. two lunches). A la carte items are not allowed to be charged.

The owed-amount balance is immediately due the following school day. Students can use this feature as many times as needed during the school year as long as the balance owed does not go over \$5.60. Students who do not pay the negative balance will no longer be eligible to charge until their account is re-paid.

Please remind all parents that this feature is discontinued (for seniors) two weeks before the last day of school to allow for SNS to collect outstanding balances.

School Nutrition Services never wants a child to go hungry. Should a student not be eligible for further charging, SNS will provide a complete meal. This meal will consist of the student's choice of all items except the entrée which may be replaced with a grilled cheese sandwich. There is no repayment for this alternate meal.

5. **STUDENT MEAL ACCOUNT NUMBERS**

All students are issued permanent and unique (5-digit) student meal account numbers. This meal account number is used for the duration of the student's academic career; therefore, no new student meal account numbers are issued each school year, except for new students and first-year kindergarten students. The meal account numbers will also remain active for any transfer students from within the HCPS system to their new school. A new permanent student meal account number can be reissued at any time upon request if Student ID Number is suspected to have been compromised. For questions or assistance, please see your school's Cafeteria Manager.

All student meal funds are linked to the Student's ID Number and follow the student to any school location within Henrico County. Therefore, all fund balances from the previous school year (2016-2017) automatically carry forward to the new school year (2017-2018) no matter which Henrico County School the student attends.

6. **ON-LINE MENU & NUTRITION INFORMATION**

School Nutrition Services has an electronic menu publication system (Nutrislice) that is beneficial to students and parents. In an effort to reduce environmental waste and be more cost conscious, all menus are only available on-line. Please visit www.Henrico.Nutrislice.com.

The on-line, interactive menu program (Nutrislice) allows access to current nutritional information (*including: calories, fat, carbs, sodium, protein, fiber, cholesterol and ingredients*) on all menu food items in order to plan and monitor choices being offered daily. This information also benefits parents and school nurses in dealing with students who are diabetic or have severe food allergies. This program is updated as menus change.

7. **FREE & REDUCE MEAL APPLICATIONS**

On-Line Interactive Meal Applications continue with the 2017-2018 school year. We strongly encourage families to apply on line at www.HenricoVA.HeartlandApps.com. This site will be tentatively available by August 18, 2017. We appreciate your support as we seek to increase the number of applications received using this method. It allows for a more efficient and faster application process. An informational flyer will be provided with the paper copies of the application explaining the on-line process.

- Free & Reduced **paper** Meal Applications for 2017-2018 will be available in the schools in mid- August. They will also be available in each school's main office and cafeteria or at the School Nutrition Services Office.
- **These applications must be distributed to each student and can be included in the Back-to- School packets.**
- **Please make sure to destroy all last year's applications (2016-2017), and replace with this year's applications (2017-2018).**
- **We will not be allowed to accept any applications that have been photo copied, faxed, or emailed.**
- **Again, prior school year applications will not be accepted.** Any applications still on hand in school office or café from previous years must be destroyed.
- **During enrollment period,** Tucker High School Welcome Center will be able to provide access to on-line applications in English and Spanish. Assistance with other languages will be available as well.
- Parents have the ability to check their meal application status and also print their own copy of eligibility determination by going online to: www.SchoolLunchStatus.com

Please remember, **there is never a cut-off time for applying** as meal applications are accepted throughout the school year.