

**CHILD NUTRITION DEPARTMENT
REFERENCE GUIDE
2020-2021 School Year**

MEAL PRICES for 2020-2021

Student Breakfast	\$1.50	Student Lunch	\$2.70
Reduced Breakfast	\$0.30	Reduced Lunch	\$0.40
Adult Breakfast	\$2.25	Adult Lunch	\$3.75

Students who wish to purchase more than one lunch or breakfast tray will be required to pay the adult price for the second tray. USDA allows one meal per student for reimbursement.

Payment Procedures:

- Personal checks cannot be cashed.
- Student ID numbers should be written on each check submitted.
- A separate check for each child is preferred.
- Personal Checks can be made for meal purchases only.
- Advance payment method is available in addition to daily cash payments.
- Advance payment option is available at www.myschoolbucks.com
- The Child Nutrition Department accepts credit/debit card payments over the phone or at the District Office.

Charge Policy

1. Adult purchases must be prepaid or cash in hand at the time of purchase.
2. If the student's account has an excessive negative balance and the student continues to come to school without a meal or money, after all other collection measures have been exhausted, the student may be sent to the office to call the parent/guardian.
3. For the student to purchase extra food/snacks/beverages in the cafeteria, the account must be positive and is a cash in hand only purchase.
4. All debts must be paid by the end of the year, whether the student's benefit status is paid, reduced or free.
5. Student meal accounts must be paid in full for exemption of 9 weeks exams and to participate in the graduation ceremony.
6. Any student withdrawing from school will be required to pay any debt owed. Refunds will also be made for any money remaining in the students account upon parent request.
7. With a parent request, money can be transferred from one child's account to another within the district.

Measures that may be taken to collect student account balances include but are not limited to:

1. Notifying the parent/guardian via email, phone, and letters.
2. Forward delinquent accounts to collection agency. All fees to collect will be added to the collection amount.
3. Report the parents/guardian to the Department of Human Services in the event of suspected neglect as mandated by law MS Code section 97-5-39

Free or Reduced Meals

- **Applications are available online. You must complete the online application each school year. Go to the district website: www.hancockschools.net ; click on the Child Nutrition tab, then Online Meal Application.**
- Due to the large influx of applications received at the start-up of school, participating in the online application will speed up the processing time.
- If you complete the online or paper application after July 1st, but before school starts, you **will not** have to fill out the form sent home with students on the first day of school.
- It is required by Federal guidelines that a new free/reduced lunch application be filled out each school year regardless of last year's status. Your benefits will start for the current year when you receive a confirmation letter from the Child Nutrition Office.
- Please be prepared to fund your child's account until your child's application for the current school year has been processed. Your child will eat on last year's meal application status of free/reduced for a grace period of the first fifteen days of school or until the new application is processed, whichever comes first. After the grace period, benefits will be **discontinued** and you will be expected to pay full price for your child's meals if a new lunch application is not received.
- At any time during the school year, you may fill out an application when the status of your household has changed. This may be done as many times as needed throughout the school year.

FYI for Families

- **We encourage every family** to take advantage of the Free and Reduced meal application which is made available for you.
- Transfer of funds from one child's account to another child's account is available by submitting a Transfer of Funds form or written request to the Child Nutrition Department.
- A student with an account balance, who later qualifies for free or reduced price meals, is still responsible for paying the prior balance.
- Parents will be notified of charge balances by emails, letters, and/or callout notification from the Child Nutrition Department or school office and are expected to resolve the unpaid balance immediately to the cafeteria.

Special Diet Requirements

- Regulations permit substitutions for children with special needs.
- A statement from a physician supporting a student's condition and prescribed substitution **must** be submitted to the Child Nutrition Department as soon as diagnosed.
- A medical statement for food allergies is **required** for EACH school year.

Understanding the Meal Pattern: Offer versus Serve (OVS) ****OVS will be paused until further notice and traditional meals will be in effect for K-8. Traditional Meals will require the student to take all meal components.**

*"Other than selecting the required minimum ½ cup fruit and/or vegetable serving, it is the **student's choice to select or decline [ANY OTHER] food component.** Schools may not specify other food components a student must select."*

- OVS allows students to decline some of the food offered to them.
 - The goal of OVS:
 - Reduce food waste in the school meal programs while allowing students to decline foods they do not intend to eat, such as: the meat/meat alternate (entrée), or grain, or milk.
- OVS at Lunch:
 - Schools must offer students all five required food components.
 - The 5 components offered at lunch are: 1. Meat/meat alternates 2. Grain 3. Fruit 4. Vegetable 5. Milk
 - **A student must take at least three components in the required serving sizes.**
 - One selection must be at least ½ cup from either the fruit or vegetable component.
- OVS at Breakfast:
 - Schools must offer students all three of required food components.
 - The 3 components offered at breakfast are: 1. Grains 2. Juice/fruit 3. Milk
 - Under OVS a student must be offered at least four food items
 - **A student must select at least three food items**
 - One selection must be ½ cup of fruit.
- *"While water must be made available to students during meal service, schools should not promote or offer water or other beverages as an alternative selection to fluid milk on the meal service line. Water is not a food component or food item for the meal."*
- Though the student makes the final decision, faculty and cafeteria staff encourages the students to make the healthy choice.
- For more information about OVS, please visit: <https://www.fns.usda.gov/school-meals/nutrition-standards-school-meals>

Monthly School Menus

- Available online to review with your child at www.hancockschools.net - click the Child Nutrition tab

**If you have any further questions or concerns please contact the
Child Nutrition Office at: Phone: 228-255-0344**

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