



IOWA CITY COMMUNITY
SCHOOL DISTRICT
FOOD SERVICE
Nourishing Minds

WELCOME to School Year 2017-18

ICCSD NUTRITION SERVICES UPDATE

MEAL PRICES

| | | Breakfast | Lunch |
|------------|------------------------------|-----------|--------|
| Elementary | Full Price | \$1.75 | \$2.50 |
| | Reduced Price | \$0.30 | \$0.40 |
| | Milk | \$0.50 | \$0.50 |
| Secondary | Full Price | \$2.00 | \$2.75 |
| | Reduced Price | \$0.30 | \$0.40 |
| | Trojan/Little Hawk/Lightning | - | \$3.25 |
| Adults | | \$2.00 | \$3.75 |

MEAL SERVICE AND PAYMENT INFORMATION

ELEMENTARY STUDENTS line up for lunch by class or grade and cashiers identify them by name and picture or their dining number. Students may purchase a lunch or milk. Elementary students who have a negative account balance will be served a lunch but cannot buy extra milk.

SECONDARY (Grades 7-12) STUDENTS use their 5 digit dining account number at the point of sale. They will enter their number to purchase meals or a la carte items. Our software system has some financial control limits that cashiers CANNOT override. A summary of these spending limits is detailed below:

Free Meal Students

Will always be able to receive all meal choices, regardless of their account balance but cannot purchase ala carte options without money in their account or cash on hand.

Full or Reduced Priced Students

1. Should a student reach a negative balance totaling no more than the cost of three meals, that student will not be allowed to charge any further meals.
 - a. They will be offered a cheese sandwich meal at no charge.
 - b. The cheese sandwich meal is not recognizable as an alternative meal as it contains all the same components as a regular meal. For example, the cheese sandwich itself is available daily as a vegetarian option for all students.
 - c. Students with a negative account may pay for their meal with cash at the time of purchase and if there is change it will be applied to the student's account.
2. Staff begin notifying students of their balances when the account balance is approximately \$10.00. They are discreetly informed that they will receive a cheese sandwich meal once the account goes negative.
3. If a student reaches the negative three meal threshold and tries to purchase an additional meal, the cashier informs the kitchen manager. Kitchen managers review accounts on an individual basis and call the parents to inform them of the balance and work with each student and family to make the account positive again.

4. In the event of a food allergy, special diet accommodations will be made, regardless of account balance.
5. If a student has received the alternate meal for one week, the Nutrition Services Office will work with school staff to determine whether a Free and Reduced Meal Application is needed. If so, Nutrition Services and school staff will work with the family to submit an application or explore other options.

ALL GRADE LEVELS

- All meal purchases are to be prepaid before meal service begins.
- Families can set up online accounts, where they can see all student transactions and make payments to the account at no charge. They can also set up email notifications to alert them when their student's balance falls below whatever designated level they choose.
- Payment Options:
 - Online payments may be made at www.myschoolbucks.com. We currently accept Visa, MasterCard, and Discover, as well as e-checks. There is no fee for users.
 - Debit or credit cards (Visa, MasterCard, and Discover) are also accepted in the school's office.
 - Checks may be sent in to the school. Checks should be made out to the school's Nutrition Service. The student's name should be clearly written in the memo section of the check.
 - Cash may be sent in to school. Cash should be in a sealed envelope, with the student's name clearly written on it. Cash is not the preferred method.
- All payments will be applied toward a student's negative balance before it is applied toward future meals.
- Students are never allowed to purchase a la carte items, such as milk, without money either in their accounts or on hand at the time of purchase, regardless of their meal status.
- Account balances are cumulative and will continue to carry over from year to year. If your student is entering junior high this year with a negative balance they will now be following the guidelines noted above and no longer able to have a meal regardless of balance.
- Spending limits and restrictions can be set up by contacting the Nutrition Services Office at 688-1021 or email 'Andresen.jackie@iowacityschools.org'.

SPECIAL DIET REQUESTS

If a student has food allergies or restrictions and requires substitutions, we ask that families fill out the Special Dietary Request Form yearly and submit to the Nutrition Services Office. This form can be found on the district website, under both the Nutrition Services section or Health Services section.

FREE AND REDUCED MEAL APPLICATIONS:

1. Applications will be available online beginning August 1 through www.myschoolapps.com. You can find the link to the application on the district website in the Site Shortcuts section, under "Free and Reduced Meals Application" and also in the Nutrition Services section. Online applications are more confidential and will have a shorter processing time than paper applications.
2. Families will be notified of status through email when possible, otherwise via US mail to addresses listed in PowerSchool. Paper applications are not preferred but limited quantities are available at each school.
3. **Remember -- YOU MUST FILL OUT AN APPLICATION EACH YEAR.** Students start the year with the status (free, reduced or paid) from the previous year. This only lasts for 30 days and then, in the absence of a current 2017-18 application, students will return to FULL PRICED STATUS. Each family is responsible for all debt incurred if they fail to fill out an application. Status will be effective once the application has been processed, which can be up to 10 days as allowed by the Iowa Department of Education.

QUESTIONS? Please contact the Nutrition Services Office at 688-1021 with any questions or concerns.