

Bastrop ISD Charge Policy:

Applications for Free or Reduced meals are always available at the Nutrition Services Office and at each school campus office throughout the school year. You can fill out a hard copy of the application or go online to www.bisdtx.org under your Family Access Account. If you need to make changes later to your meal application you will need to call Rosie Pacheco (512-772-7153) at the Nutrition Services Office. Changes cannot be made online once the online application has been submitted.

It is the responsibility of the parent/guardian to provide their child's breakfast/lunch, or pay for the meals provided by the school if the student does not qualify for free meals.

Students are allowed to charge up to \$5.00 in case they lose or forget their money. A low balance notice is sent home weekly stating the amount of money a student has on their account. Parents/Guardians can send money or add money to their child's meal account by sending a check or cash or by going to www.bisdtx.org under their Family Access Account. You will choose your child's name from the drop down box. Click on the Food Service tab to the left of the screen. Click "Applications" then another box will pop up. Click "Add Application" Read and then click "next". Check the little box to verify that you have read the directions and would like to continue and then click "next". Review the Federal Income Chart and select the box if you do not qualify for benefits or do not wish to continue. If you do wish to continue, then click "next". Read the Privacy Act Statement then click "next". Read the Non-discrimination Statement then click "next". Enter all household members then choose the appropriate boxes and click "next". If your household receives SNAP, TANF or FDPIR, provide the name of the person who receives the benefit, the name of the program and the EDG. # (eligibility determination group number). Enter the total household gross income then click "next". Make any changes necessary before reading the electronic signature agreement then clicking "I Agree". Enter your name twice and enter your last four digits of your social security number. You May chose to enter your child(rens) ethnicity or just click "next". Review your application and click the "Submit Application" button.

Rev Trak is an online payment system for parents to put credit towards their child(rens) breakfast or lunch account. Go to <http://www.bisdtx.org>. Click on Parents and Students. In the drop down box select "Parent Resources". On the right side of the page under "Online Resources" Click the Skyward Family Access link. Log into your account then click the Food Service button on the left of the screen then click "Make a Payment". It is beside your child's name. Payment instructions are under Departments, then Nutrition Services. The system will help cut down on the number of students with lost lunch money since it goes directly into the child's account. The system will allow you to view your child's balance and add money to their account. To help improve communication between parents and cafeteria staff, a low balance email notification can be sent to a parents email address once a student's balance falls below a specific amount.

Negative notices are sent home at the time of the first charge. Once the student has reached the \$5.00 charge, if unpaid, the student will receive an alternate meal which consist of a cheese sandwich, a fruit and a choice of milk. This meal is not charged to the student account. The student will continue to receive this alternate meal until all cafeteria charges are paid in full.

Every year, starting on the first Monday of May, no charges will be allowed. If a student is unable to pay for a meal, they will receive an alternate meal until the debt is paid.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 887-8339. Additionally program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866-623-9992). Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity employer.