

HUSD Child Nutrition
Unpaid Meal Charge Procedure

Monitoring your child's account

You may monitor your child's meal account for free by setting up an online account at www.myschoolbucks.com. You may also add funds to their account at this site for a \$2.75 fee using a debit or credit card. Cash or checks are accepted at all of the school cafeterias.

Children who qualify for free meals

Children who qualify for free meals may never be denied a meal, even if they have accrued a negative balance from other purchases in the cafeteria. Negative balances are still the responsibility of the family and require immediate payment.

A la carte

Children are prohibited from charging à la carte or "extra" items (e.g., a second milk or additional entrée) if the child's account is negative.

K-12 level

Alternate meal for reduced or paid students with a negative balance

We are not required to provide alternate meals to children with unpaid meal charges. However, we do provide alternate meals (sandwich, milk with fruits and vegetables) at all grade levels. An alternate meal will be offered only after the student has a negative balance and the family has been notified via phone, email or mail.

School Administration will be notified if a student is continually receiving an alternate meal.

Applying for free/reduced meals every year

Families must submit a new application for meal benefits to continue their child's eligibility every school year. New applications are available mid-July before each school year.

Changes in financial circumstances within the school year

Families may submit a new meal application at any point during the school year if the household unit experiences a change in financial circumstances (i.e., household size goes up or income goes down).

Unpaid meal charges do not go away

Unpaid meal charges will be carried over at the end of the school year (beyond June 30), delinquent debt and collection efforts will continue into the new school year.

Positive Account Balances

Positive account balances will roll over each year. When a student graduates or withdraws, parents or guardians may request a refund from the school clerk.

All account balances from students, employee or adults left for over 90 days, will automatically be transferred to the School Meal Scholarship account. After 90 days, no refunds will be granted.

The Richard B. Russell National School Lunch Act requires the information requested in order to verify your children's eligibility for free or reduced-price meals. If you do not provide the information or provide incomplete information, your children may no longer receive free or reduced-price meals.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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 provider.

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