

HPISD Cafeteria Income Need Meal Assistance Program Policy

The cafeterias of Highland Park ISD are owned and operated by their respective PTA/PTO. **No federal funds** are accepted for the student meal service operation. Any breakfast or lunch assistance given to a Highland Park ISD student is a **gift** to the student from the Cafeteria PTA/PTO campus in which the student is attending. Funding of the Meal Assistance Program is done independently at each campus through parent donation or outside funding.

The Cafeteria Meal Assistance Program is overseen by the Director of Food Services. The criteria in which eligibility will be based are the state family income guidelines (based on the Texas School Lunch/School Breakfast Program Income Guidelines) and availability of meal assistance funds at each individual campus per school year. All student cafeteria meal assistance decisions made by the Director of Food Services will be final, although at any point there is a life event change that may affect your eligibility an application may be submitted.

Meal Assistance Program Application forms will be reviewed by the Director of Food Services who will communicate an approved meal assistance application to the Principal and the Cafeteria Manager at the campus in which the student is attending.

Assistance Application Process

The attached application must be completed by the legal guardian of the student in which assistance is being requested and submitted to the Director of Food Services for eligibility determination. An application found eligible for assistance and approved will be forwarded to the appropriate campus(es) of the students whose family is requesting assistance. A decision will be made in as timely a manner as possible and the parent will be notified of the application eligibility decision. Your eligibility may be checked at any time during the school year to determine need for continued assistance. If your income situation changes, the school should be notified immediately. **Verification of income should be attached to your application (i.e. past income tax return, 2 months of pay check stubs, letter from your employer stating yearly or monthly income).** School officials may ask you to provide additional documentation, if needed.

If your child is found eligible for a free breakfast and/or lunch will be provided meals accordingly.

Elementary Campuses:

Lunch: Students will have the option to purchase a basic lunch entrée option meal (entrée or sandwich, fruit/vegetable, milk or juice) with a maximum daily spend limit of \$6.50/Grades K-1 or \$7.00/Grades 2-4 lunch meal at no charge to the student.

Your child's Skyward account will be funded in the amount equal to the set above daily spend limit of the free meal rate times the number of school days left in the school calendar at the time of application approval. Any purchases above the amount funded to the child's account will be the responsibility of the child.

Secondary Campuses:

Students will be able to purchase a breakfast and/or lunch with a maximum daily spend limit of \$15.00 at no charge to the student.

Your child's Skyward account will be funded in the amount equal to the set above daily spend limit of the free meal rate times the number of school days left in the school calendar at the time of application approval. Any purchases above the amount funded to the child's account will be the responsibility of the child.

If your child qualifies for a reduced meal, he/she will have the option to purchase a basic meal (entrée or sandwich, fruit/vegetable, milk or juice) with the monies funded to their Skyward meal account. Your child's Skyward meal account will be funded in the amount equal to the provided meal rate of \$3.75/meal (elementary) and \$7.50/day (secondary), times the number of school days left in the school calendar at the time of application approval for reduced meal assistance. Any purchases above the amount funded to the child's account will be the responsibility of the child.

Money will be placed into the child's Skyward account with a limit for either free or reduced rate, based on determined eligibility.

***If there is a temporary need that is not addressed adequately through this process, you may contact your campus administrator for possible assistance.*

Application Instructions:

Please submit one application per household. A new application is required each school year. An application may be submitted at any time during the school year, if there is a change in financial status.

Step 1. List all Children enrolled in District, filling in all requested information.

Step 2 & 3: Answer questions and provide appropriate case numbers, as needed.

Step 4: Household - Write the names of everyone in your household, even if they do not have an income. Include yourself, your spouse, the child/children you're applying for and all other household members.

Write the amount of the average gross monthly income for each person of/in the household, before taxes or anything else is taken out and where it came from, such as earnings, welfare, pensions, and other income (see example below for types of income to report). If any amount of income earned within the last month was more or less than usual, write that person's usual monthly income. If self-employed, write the amount of income earned from self-employment and any additional income sources.

Income to Report:

- **Earnings from Work:** Wages, salaries, tips, strike benefits, unemployment compensation, Worker's Compensation, net income from self-owned business, daycare business, or farm
- **Welfare/Child Support/Alimony:** Public assistance payments, welfare payments, alimony/child support payments
- **Pensions/Retirement/Social Security:** Pensions, supplemental income, retirement income, veteran's payments, Social Security
- **Other Monthly Income/Self-employment:** Disability benefits, unemployment benefits, cash withdrawn from savings, interest, dividends, income from estates/trusts/investments, regular contributions from persons not living in the household, net royalties/annuities/net rental income, military allowance for off-base housing any other income.