



## SCHERTZ-CIBOLO-UNIVERSAL CITY ISD ADMINISTRATIVE REGULATION

Food Services Management

CO

### **Background:**

House Bill 3562 requires a district that allows students to use a prepaid card or account to adopt a grace period policy for use of the cards or accounts. The policy:

- Must allow a student with an insufficient or exhausted balance to continue to use the meal card or account by accumulating a negative balance or otherwise receiving an extension of credit from the district;
- Must require parental notification of the exhausted balance;
- May include provisions for a repayment schedule on the account balance; and
- May not require payment of a fee or interest in connection with meals purchased during the grace period.

### **Procedures:**

Key elements in the development of a student charge plan must include the following:

- Prepayment of meals is highly recommended through an online service at [myschoolbucks.com](http://myschoolbucks.com) or onsite at each campus. Parents are strongly encouraged to continually monitor their child's meal account balance.
- Parents will be notified of their student's exhausted balance through an automated system for phone calls and/or emails for negative balances. In addition, parents may set up low balance reminders through the online payment system ([myschoolbucks.com](http://myschoolbucks.com)) and auto bank draft for a designated amount.
- All students must have a positive balance on their meal account to purchase A La Carte Items.
- All grades: A student may charge a total of 3 school days (grace period) on their meal account. When meal charges are exceeded at lunch, a deli meal that meets the Federal meal pattern will be served at the price of the student's eligibility until charges are paid in full. In the District's efforts to minimize overt identification, this meal choice is available to all students as a choice on a regular meal service line.
- SCUC ISD will collect on all unpaid meal charges. The parent/guardian should repay any charges that have accrued before the end of the school year and for charges incurred prior to the federally funded meal application approval.

### **Annual Notification:**

The school district will provide notice to all parents on an annual basis prior to the opening day of school during online registration/first day information packet and to all transfer students throughout the school year.

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