



2900 Mulberry Avenue • Muscatine, Iowa 52761 • (563) 263-7223 • FAX (563) 263-7729

2017 - 2018 Muscatine CSD Food & Nutrition Department Communication

Breakfast is available at all schools. Elementary \$1.65, Middle \$1.75, High \$2.00

Lunch is available at all schools. Elementary \$2.75, Middle \$2.85, High \$3.10

Reduced priced meals - Breakfast .30, Lunch .40

Fresh Fruit & Vegetable Snack Programs are available free to all students every day at schools who have received grant funding.

Elementary Students – Picture ID meal cards will be given to students in classrooms or in line by the principal's designee, students will go through the serving line, make selections and give their meal card to the FN staff member at the end of the line. It is the student's responsibility to keep the ID card in good condition.

Middle & High School Students – ID cards will be given to students, students will go through the serving line, make selections and scan their ID card to purchase meals at the end of the line at the cashier stations. Students must keep their ID at all times to protect their meal account funds.

Iowa Eligibility Meal Applications – Free or reduced meal applications are available online, at all school main offices, in all school kitchen offices and the MCS D Administration Center. They can be completed any time of the year.

Prepayment of Meals – All meal purchases are to be prepaid before meal service begins. Account balances will transfer from school to school and year to year within our district.

Methods of payments –

Cash, Checks, and Debit/Credit Cards are accepted at all district and building offices. If you send money with your student to school, you must write the student's name in the check memo line, seal it in an envelope and label it with LUNCH MONEY, student's name, student ID # and date. If checks are returned 3 times in one year, we will no longer accept checks for that school year. Fees incurred will be passed along to the parent or guardian.

Online with a Debit/Credit Card – There are two web-sites that parents/guardians can use to put money into student's account.

- InTouch Receipting is a free online service that parents can use to deposit money into student's meal account, but may not view transactions and balances. This is a no fee service: <https://ia-muscatine.intouchreceipting.com/>
- MySchoolBucks is an online service that can be used to deposit money into student's meal account and may view account transactions and balances. Your student's ID # and birthdate is all that is needed from the school district to create an account. If you are unsure of the student ID #, please contact your student's school. MySchoolBucks charges a \$1.95 convenience fee per transaction for this service: www.myschoolbucks.com

Purchase of Extra items - ALL Students must have money in their meal accounts to purchase extra items.

School Messenger (SM) Communication Service – Parents/guardians will receive an automated reminder call if there is not enough money in their student's meal account to purchase meals for the week. In addition, an automated call will go out daily when your student's account is negative.

Negative Account Balances - The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges as outlined below.

- Negative \$25 - School Kitchen Staff will attempt to contact parent/guardian via phone and send a reminder letter home on Fridays with the student.
- Negative \$50 – MCSD Food & Nutrition Supervisor or designee will attempt to contact parent/guardian via phone to assist with a repayment or financial resource plan.
- Negative \$100 and over – will be turned over to superintendent or superintendent’s designee for collection.

Employees – Employees may not charge for meals. All employees are expected to prepay for meals and maintain a positive or zero meal account balance.

Parent Involvement

We encourage parents to eat meals with their students at school and at home. We are always looking for recipes that are successful at home in hopes of converting them into recipes that we may try in our schools.

This document will be reviewed, updated, and distributed to all families annually.

Contact Alisha Eggers, Supervisor of Food and Nutrition at 563-263-7223 ext. 1113 or alisha.eggers@mcsdonline.org with questions or concerns.

USDA Nondiscrimination Statement

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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) 632-9992. 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 provider.

Iowa Non-Discrimination Statement:

“It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, age, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.6, 216.7, and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, please contact the Iowa Civil Rights Commission, Grimes State Office building, 400 E. 14th St. Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; website: <https://icrc.iowa.gov/>.”