

Child Nutrition

Free and Reduced Meal Application

Applications are available online and parents are encouraged to do applications on line. Applications can be found on district web page, under school lunch. Parents will use their 'Parent Passport' username and password to access it.

Paper applications may be used, and will be distributed to each school from district office. At the school, applications should be out with other papers for parent pickup. Application stack should be visible, so no one has to ask for the application.

Applications must be included in 'New Student' registration packets.

When an application is received at school and you still have the parent/guardian there with you:

1. Check for parent/guardian signature and last 4 digits of social security number. A telephone number is really helpful in contacting family if there are questions on the applications.
2. Income is indicated or 'no income' box checked
3. Address included

Fax application to district office as soon as received and put the original to Child Nutrition, in the pony.

There are lunch clerks at each school, who:

1. Credit accounts and deposit lunch money from students
2. Send out deficit notices, and make contact about payments
3. Input meals into Aspire
4. Run reports for managers, and district office.

Secretaries in the schools are a valuable help and resource to Child Nutrition programs.

Secretaries help us locate children who may have been enrolled with a different last name from what was indicated on the application. They also know if some of the family is still coming and need yet to be enrolled. Because Secretaries are at the school the full day, they see parents and relay information to them for us.

Our good relationship with school Secretaries is vital to accurate information with Free/reduced price meal applications and lunch accounts.