

**Teton County School Dist. #401
Child Nutrition Program
500 N. 1st E. or PO Box 775
Driggs, Idaho 83422
208-456-2331**

**Meal Procedures for All Elementary Schools
(Procedures apply equally to staff members)**

1. Meals may be purchased in any amount...a week, month, several months or the whole year. Please include the name(s) of the student(s) on the check. Or if cash is sent - in an envelope with the student's name and the dollar amount of cash being sent written on the outside. This will help insure that the meals are credited to the correct student. Make your check for the amount to be deposited in the student's meal account only. Please pay for student fees, magazines, etc. with a separate check; we do not carry large amounts of cash.
2. Meals can be purchased each morning from the food service cashier. If you wish to pay in person for your student's meals you may do so between the hours of 8:30-11:30 a.m. at each individual school.
3. There is a limit of **TWO** (2) charges allowed per student unless you contact the Child Nutrition Director (456-2331) and make other arrangements. Parents will receive written notices of student charges after one charge. **IF PAYMENT IS NOT RECEIVED, THE STUDENT WILL BE SERVED A ROLL AND MILK (AND THEIR ACCOUNT CHARGED FOR THE MILK) INSTEAD OF THE FULL MEAL AFTER THE SECOND CHARGE UNTIL PAYMENT IS RECEIVED OR ARRANGEMENTS HAVE BEEN MADE.**
4. **Applications for free and reduced price lunches** are available at each school office, cafeteria, district Child Nutrition Office, and at the District Office; or on the district website at www.tsd401.org – School Lunch page. Application may be made at any time during the school year. Please read and complete the application carefully. **Incomplete or incorrect applications will not be accepted.** If you need help filling out the application, you may contact me at 456-2331 for assistance. Any information about eligibility and/or income is kept confidential.
5. The Teton School District #401 Child Nutrition Staff appreciates your cooperation and hopes the school meal experience is a pleasant one for your children. If you have any questions or suggestions please contact me at the Teton School District Child Nutrition Office at 456-2331.

Kathy Rowbury
Child Nutrition Director
2 July 2012