May 22, 2019

To: School Principals  
From: Sharon Glosson, Executive Director of School Nutrition  
Through: Ron Clary, Associate Superintendent for Operations  
Subject: School Nutrition Software  

Dear Principals,

School Nutrition will be switching to a new software vendor this summer. The new system will manage all aspects of our department and will require some changes for your campus.

Here are the changes we anticipate for your staff/students/parents:

- The online meal payment vendor is changing from My School Bucks to School Café.
  - Discard all My School Bucks materials this summer.
  - New flyers will be delivered to your campus in August.
  - Parents will receive an email in late July/early August about the new system with directions on how to deposit funds and applicable fees for credit card payments.

- The online free meal application website is changing.
  - Discard all paper applications for 2018-19 school year.
  - The NEISD website will be updated in late July with the new online application link.
  - Parents will receive an email once the online application is available in late July.
  - Paper applications for the 2019-20 school year will be delivered to your campus for back to school events.

- Elementary - Students will have to use their 7 digit NEISD ID number at breakfast. The 4 digit breakfast codes will not be valid.
  - Elementary lunches will still ring up students using the homeroom teacher & student pictures function.
  - Classroom assistance to help students learn their ID numbers is appreciated.
  - Students can be looked up by name but it will slow down the line if students do not know their ID number.
  - Backpack tags or other ways to label students with their ID number may be helpful (per campus decision).
  - Secondary students will continue to use their NEISD ID number or ID card (no changes to this process).

- Menus, allergen information and nutrient facts will be available through an app for parents, students and school nurses.
  - Parents and school staff will receive this information via email once it is ready to launch.
  - Printed menus will still be distributed to the elementary campuses monthly.
  - Menus will be posted on the NEISD website.

All student and staff account balances will transfer automatically to the new system.

Please let me know if you have any questions at this point. I will also share any updates with you during my breakout session at Leadership.

I appreciate your support.