



Food and Nutrition Services (FNS) Program Parent Handout 2024-2025

At the beginning of each school year, a copy of this handout will be provided to every parent/guardian. In addition, a copy of this procedure, along with information about free and reduced-price school meals, will be provided to the parents/guardians of all students who enroll after the beginning of the school year.

A copy of this handout will also be provided to all building administrators, staff responsible for collecting payment for meals at the point of service, staff involved with notifying parents/guardians about account balances, school social workers, nurses, counselors, the district liaison for homeless children and youths, and any other staff who regularly assist students in need.

This handout will also be posted on the district's website.

Free and Reduced Meals

We ask **ALL families** to complete the Free and Reduced Lunch Application **by August 1st**.

- Complete the free-reduced meal application to determine your eligibility.
 - If a family is not eligible for free or reduced meals, they will be considered full-pay and must pay for meals.

Meal Prices

For the 2024-2025 school year, the prices for breakfast and lunch are as follows:

- Full price breakfast 3.50 | 3.50 Full price lunch
- Reduced breakfast .40c | .40c Reduced lunch

Daily Meal Service

Breakfast and lunch are catered daily from our vendor Two Mikes and are available to students daily. Breakfast includes milk, fruit, juice, cereal, and/or another breakfast entrée. Lunches include milk, a main entrée, fruit, and vegetables. Menus are published monthly on our school website.

Ordering Meals

Paid families must pre-order meals at least one week in advance. For parents who **do not** order breakfast and/or lunch, their learner(s) will be served a healthy alternative. For **free and reduced families**, your meals will be pre-ordered by food service staff. The breakfast and lunch menu will be sent out via EZ School Apps one week before the start of every month and posted on the school website. Weekly reminders to pre-order will be sent out via Ez School Apps.

Meal Accounts

Our goal is to maintain consistent meal account procedures. Unpaid charges place a financial strain on the school's finances. The food service department is responsible for maintaining food charge records and for notifying families and the accounting department of outstanding balances.

Communication

To ensure that parents/guardians have ample opportunity to resolve situations involving unpaid meal charges, we will:



1. Provide timely notification to parents/guardians when account balances run low and/or become negative. Notices will be sent via EZ School Apps, e-mail, School Messenger, and phone calls from the FNS staff.
2. Work with parents/guardians to create a payment plan that allows for the payment of accumulated charges over time.
3. If financial hardship is suspected, families will be encouraged to apply for the free/reduced-price meals at any time during the school year.

Records

The district will maintain detailed records of all accounts including details regarding delinquent accounts, including evidence of efforts to collect unpaid meal charges.

Cafeteria Expectations

All students are required to eat lunch in the cafeteria, whether they bring their lunch or buy their lunch unless a teacher has made other arrangements. The lunch period should be used not only as a period to satisfy one of our basic physical needs, but also as a time to develop desirable cultural habits. Therefore, students are expected to be orderly in line, sit at their assigned tables as soon as served, use good table manners, talk quietly while eating, and leave the lunchroom when excused. Students are expected to clear their trash from the tables.

For the health and safety of the students, food cannot be shared.

Cafeteria Rules:

- Use a Level 2 voice
- KHFOOTY (Keep Hands, Feet, and Other Objects to Yourself)
- Face forward, have your bottom on the seat, and your feet on the floor
- Raise your hand & ask permission to leave your seat.

Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices and employees, and institutions participating in or administering USDA programs (including the district), are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact the USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at https://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to the USDA and provide in the letter all 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 the USDA by:



1. Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, DC 20250-9410
2. Fax: 202-690-7442
3. E-mail: program.intake@usda.gov

This institution is an equal opportunity provider.