

**SOUDERTON AREA SCHOOL DISTRICT
FOOD SERVICES DEPARTMENT**

Dear Parent/Guardian:

The Food Services Department would like to welcome you and your child(ren) to an exciting 2017-2018 school year. As participants in the National School Breakfast and Lunch Program, we provide students with nutritionally balanced, well-prepared breakfast and lunch meals at a low cost. All meals served meet the meal patterns as established by the U.S. Department of Agriculture and the Healthy Hunger Free Kids Act of 2010 and the Smart Snacks in Schools Standards. Menus are planned to meet one third of the daily Recommended Dietary Allowance. Not only is our department serving nutritious meals, we are also very diligent in maintaining food safety and sanitation standards.

We are excited to continue with the program titled “Nutrislice”. Nutrislice is an on-line program that allows parents to view the menu together with pictures of the foods and nutritional information for each selection. We have available a **free mobile app** for Nutrislice. Nutrislice can be found at <http://soudertonsd.nutrislice.com/>. Monthly menus may be found at Nutrislice and at <http://www.soudertonsd.org/parents-students/services/foodservice/menus.cfm>. Elementary, middle and secondary menus are available on the SASD website for all parents and students to view.

A la carte items, which may be purchased at an additional cost, are available daily. **A student must have money on their account or cash in hand in order to purchase a la carte items.** In complying with the Wellness Policy of the School District, the Food Services Department is offering more fresh fruits and vegetables, lower fat and sugar content foods, and other new products to expand the choices offered to the student on a daily basis. All a la carte items meet the new Standards under the Smart Snacks in Schools.

LUNCH PRICES FOR 2017-2018

| | |
|---|--------|
| Elementary Schools | \$2.70 |
| Indian Crest & Indian Valley Middle Schools | \$2.95 |
| Souderton Senior High School | \$3.30 |
| Milk (included with meal purchase) | \$0.60 |

BREAKFAST PRICES FOR 2017-2018

| | |
|--------------------------------------|--------|
| All Elementary and Secondary Schools | \$1.45 |
|--------------------------------------|--------|

The Food Services Department has an automated computerized meal accountability system in the cafeterias called POINT OF SALE (POS). This permits money to be deposited into a student account for the purchase of lunches and **eliminates the need for students to carry cash on a daily basis.** Reduction in the use of cash eliminates lost or forgotten cash and permits the students to be served with greater efficiency when they reach the cashiers. An added benefit is that students are no longer able to give other students cash, whether the situation involves “bullying” or a friendly interaction. Your child’s account may be funded through www.myschoolbucks.com. There is a \$1.95 fee charged by the credit or debit card company when a credit or debit card is used to fund the account. This website may also be used to monitor your child’s meals and a la carte purchases 24/7. The department also accepts cash and checks.

Offered again this year for parents/guardians of students is **Classroom Birthday Baskets** (for Elementary students only) and **Class Trip Bag Lunches**. Your school Food Services staff is available to assemble a birthday treat of your choice, delivered to your child’s classroom in a basket to help celebrate his/her special day. Also available are bagged lunches for class trips. No more last minute rush packing a lunch for your child’s class trip – allow the Food Services staff to take care of this for you! Both the Birthday Baskets and the Class Trip Bag Lunches meet the wellness requirements of the SASD. The Bag Lunches may also be paid with money on your student’s POS account. Both forms are on the SASD website <http://www.soudertonsd.org/parents-students/services/foodservice/classtrip-baglunch.cfm>, and will be available at Back to School Night, as well as your school’s cafeteria. Orders are requested to be received at least 2 weeks in advance.

HOW DOES POS WORK?

Every student enrolled in the Souderton Area School District has an account set up in their name, so that he or she can purchase meals or other items in the cafeteria without having cash every day. This will operate like a debit system. The parent or guardian funds the account.

HOW DOES MY CHILD USE THE POINT OF SALE SYSTEM?

When your child enters the cafeteria, he chooses a meal and proceeds to the cashier. Your child will enter their **student ID number** into a PIN Pad device. This will bring up the child's account on the cashier terminal. A small school photo will only be viewable by the cashier for ID purposes only. The cashier will key in the meal and the account will be debited. **Pre-deposited money in the account speeds up the line providing your child with more time for breakfast and/or lunch and socializing with friends.** Some students have requested the cashiers to withdraw cash from their account and this is **NOT** permitted. Students need to review their student ID number prior to the start of school.

WHAT IF MY CHILD STILL HAS CREDIT ON POS AT THE END OF THE SCHOOL YEAR?

Any additional cash will be carried over to the following year. For students moving to another SASD school, the balance will automatically be forwarded to the account at the new school. Students leaving the district will receive the balance in their account issued in a check made payable to the responsible adult, as requested. Please contact the cafeteria manager to request a refund for any students leaving the District. Any monies left on a senior's account will be transferred to the next oldest sibling. If there are no siblings, a refund check will be issued. Please allow a few weeks from the end of the school year for senior refunds to be processed. **If you use the www.myschoolbucks.com website to fund your student's account, please remember to edit/update your student's information if there is a change in school location from the previous school year. This is not done automatically.**

CAN MY CHILD STILL USE CASH IN THE CAFETERIA?

Yes, at the Elementary and Middle School level **ONLY**. Cash may still be used in the cafeteria, but **parents are strongly encouraged to deposit money in the account, which will make the cafeteria lines far more efficient. The debit system is set up to serve the customer with optimal speed when cashiers do NOT have to wait for cash and make change.** One of the benefits of POS, however, is the elimination of lost or forgotten money. The lunch lines will operate with greater efficiency as we move toward a "cashless" system.

WHAT IF MY CHILD QUALIFIES FOR FREE MEALS?

Free and Reduced priced meals are available upon meeting Federal Income Guidelines. Application for Free and Reduced meals may be made on line at www.compass.state.pa.us, or www.heartlandapps.com and are also available on the SASD website under Food Services. Applications that are not complete cannot be approved. It is impossible to differentiate between paid, free, or reduced lunches when the student comes through the breakfast or lunch lines. Reduced price breakfast costs \$.30; reduced price lunch is \$.40. **If your child is allowed to purchase snack items, money must be deposited into their account.**

If you feel your household may need assistance, an application for Free and Reduced Meals must be filled out **at the beginning of each school year, even if your student participated in the program last school year.** An online Free and Reduced meal application may be made through www.heartlandapps.com or www.compass.state.pa.us

Please make sure the application is signed and includes the applicant's last four (4) digits of the social security number, and return the form to your child's school.

If you qualify for food stamps or TANF, your child(ren) are eligible for free Breakfast and Lunch. If qualified, your child only needs his student ID number to receive a meal.

CAN POINT OF SALE (POS) BE USED TO PURCHASE A BREAKFAST?

Breakfast is available in all elementary, middle, and secondary schools. A paid breakfast is \$1.45. Students qualifying for free lunches are able to have a free breakfast. For students paying a reduced price, the breakfast is \$.30 and can be deducted from their debit account.

HOW IS THE SUNDAE BAR HANDLED (ELEMENTARY LEVEL ONLY)?

The Sundae Bar is offered four (4) times per year at the elementary level. The dates for the 2017-2018 school year are: Tuesday, October 24, 2017; Thursday, January 25, 2018, Wednesday, March 21, 2018; and Tuesday, May 8, 2017. The undae Bar is included with the purchase of a lunch. The Sundae Bar can also be purchased a la carte at a cost of \$1.65 per student.

WHAT IF MY CHILD DOESN'T HAVE MONEY FOR BREAKFAST OR LUNCH?

Students are limited to **three (3) meal charges** at a time in the elementary and middle schools. The High School students are limited to two (2) meal charges at a time. The cashiers will remind students when balances are low. Email and text messages will be sent home each Sunday evening informing the parents of low and negative balances. A charging policy has been implemented effective in the 2017-2018 school year. This policy may be found on the district website.

<http://www.soudertonsd.org/parents-students/services/foodservice/Meal-Charging-Policy.pdf>

HOW TO PAY FOR AN ADULT CLASS TRIP BAGGED LUNCH?

If an adult wishes to purchase a Class Trip Bag Lunch, they must pay by cash or check. The cost is \$4.50 per lunch. According to USDA guidelines, student funds cannot be used to purchase an adult meal.

Souderton Area School District

Administrative Regulations for Policy 808, Food Services

- 1. **Purpose.** The purpose of this Administrative Regulation ("AR") is to establish consistent procedures throughout the School District for the permitted charging of school meals to student accounts.

Adherence to USDA Guidelines. Souderton Area School District ("SASD") participates in the National School Breakfast and Lunch Programs administered by the United States Department of Agriculture ("USDA"). Students who meet the criteria for eligibility for free benefits under USDA regulations will not be denied a breakfast or a lunch meal for any reason. **It is the parent/guardian's responsibility to apply for free or reduced price benefits;** however, the USDA regulations permit the school principal or designee to complete an application for a student known to be needy. Federal guidelines for principals may be obtained by contacting the SASD Food Service Department.

Furthermore, it is a violation of the guidelines of the National School Breakfast and Lunch Program to continue to provide free meals to students who are not eligible for free meals.

Meal Charging Guidelines. Meal charges are for emergency use only and are designed to cover situations when parents or students forget to bring or provide funds for meals. SASD shall follow the guidelines below for unpaid meals for the designated school/grade level group. Meals provided when a student's account is negative will continue to accrue until paid. **Students will not be allowed to charge a la carte or milk when the account is negative.**

- a. **Elementary Schools.** Elementary school students whose accounts are negative will be permitted to charge up to \$8.00 (the equivalent of three (3) meals) to his/her account without restriction. Refer to the table below for meals provided should the negative balance exceed \$8.10.

| Negative Balance Amount | Meal Option(s) |
|--------------------------------|---|
| Less than \$8.10 | No meal restrictions |
| \$8.11 to \$27.00 | #5V (vegetarian meal) |
| Greater than \$27.00 | (1) Cheese <u>OR</u> sun butter & jelly sandwich; (1) serving vegetables, (1) whole apple and (1) skim white milk |

- b. **Middle Schools.** Middle school students whose accounts are negative will be permitted to charge up to \$8.85 (the equivalent of three (3) meals) to his/her account without restriction. Refer to the table below for meals provided should the negative balance exceed \$8.85.

| Negative Balance Amount | Meal Option(s) |
|--------------------------------|---|
| Less than \$8.85 | No meal restrictions |
| \$8.86 to \$14.75 | (1) Cheese <u>OR</u> sun butter & jelly sandwich; (1) serving vegetables, (1) whole apple and (1) skim white milk |
| Greater than \$14.75 | No meal will be provided |

- c. **High School.** High school students whose accounts are negative will be permitted to charge up to \$6.60 (the equivalent of two (2) meals) to his/her account without restriction. Refer to the table below for meals provided should the negative balance exceed \$6.60.

| Negative Balance Amount | Meal Option(s) |
|--------------------------------|---|
| Less than \$6.60 | No meal restrictions |
| \$6.61 to \$9.90 | (1) Cheese <u>OR</u> sun butter & jelly sandwich; (1) serving vegetables, (1) whole apple and (1) skim white milk |
| Greater than \$9.90 | No meal will be provided |

2. **Low and Negative Balance Notification and Collection Procedures.** The following notification procedures may be undertaken in various combinations in an effort to inform parents when a student's account is low or negative. Parents are strongly encouraged to enroll in the automatic notifications to receive the most current information.

- a. Students will be verbally notified by the cashier when accounts are getting low.
- b.
- c. When a student charges a meal when the account is low, the cashier or Food Service Manager will provide a notice to the student to take home indicating the account is low in funds.
- d. Building Food Service Managers or the Supervisor of Food Service may inform the building principal when a student's account is low.
- e. Parents subscribing to www.myschoolbucks.com will receive low balance emails through this website.
- f. Text messages and emails will be sent automatically every Sunday evening to the parents/guardians of all students with a negative account balance.
- g. The Superintendent or designee is authorized to negotiate a mutually agreed upon payment plan until an account is paid in full.
- h. The District may also take necessary and permissible steps to collect on this overdue balance if the balance is not paid voluntarily. This may include obtaining a judgment through the local Magisterial District Court or utilizing a third party collection agency. Additional court costs and/or collection fees will be the parent's/guardian's responsibility, and will be added to the overdue meal charges.

3. **Revisions.** Revisions to this AR may be made by the Superintendent or designee at their discretion and without notice. The current version of this AR will always be posted on the SASD website (www.soudertonsd.org).

If assistance is needed, please contact the Food Service Department at 215-723-6061 extension 10213.

HOW DO I DEPOSIT MONEY INTO MY CHILD'S ACCOUNT?

1. Deposit forms are available at each cash register in the cafeteria and in the school office, and also on the SASD website. Any amount of money may be deposited at any time. A check should be made out to the "SASD Cafeteria Account". **YOUR CHILD'S NAME AND GRADE MUST BE ON EACH CHECK** and placed in a sealed envelope. Student deposits (cash or checks) are to be given to the Food Service Manager in the cafeteria kitchen BEFORE LUNCH. Please write a separate check for each child if they are in **different** schools.
2. Money may also be deposited on your child's account at www.myschoolbucks.com, an online program that allows a parent to set up an account for his/her child that allows credit/debit card payments into your child's account (\$1.95 transaction fee by the credit or debit card), as well as access to your child's POS account balance. You will need your student's ID number and birthdate to set up an online account.
3. **Free Mobile APP.** www.myschoolbucks.com has released a convenient and easy to use **online meal payment app** for parents! This is an efficient, simple and free online meal payment app. It is now ready to view on all handheld devices. This fantastic on-the-go tool helps parents add money to their students meal account, view meal purchases and receive low balance alerts from any device they choose! Available to download using Apple iStore and Google Play. www.myschoolbucks.com.

HOW MAY I SEE MY CHILD'S PURCHASES?

www.myschoolbucks.com provides the last seven (7) day history of each meal transaction. There is no charge for this service. A complete account history may be provided upon request to the Food Service Manager and will be sent home with your child. A "No Snack" or "Spending Limit" restriction may be added to your child's account by contacting the Food Service Manager.

IS BREAKFAST SERVED WHEN THERE IS A TWO-HOUR DELAY?

Breakfast will be served at the schools in the event there is a two-hour delay. A cold grab-and-go breakfast will be available at all schools.

HOW ARE FOOD/ALLERGY AND DIETARY RESTRICTIONS HANDLED?

The Food Service Department has developed guidelines to ensure the safety of students with specific dietary needs. Check out the website <http://www.soudertonsd.org/parents-students/services/foodservice/FoodAllergyLetter-Form.pdf> for further information. A Medical Plan of Care for School Food Service needs to be completed each year and submitted to the Supervisor of Food Services

Please contact the Food Service Department to discuss any specific dietary needs for your child at 215-723-6061 extension 10267.

A LA CARTE PRICING

The A la Carte Price list is posted on the SASD website. Charging of a la carte items and milk is not permitted.

CATERING

Let the Food Service Department provide catering for your upcoming school events. We look forward to working with you to provide catering services for events ranging from breakfast to full dinner buffets in any of our District buildings. Check out our suggested menus on the website:

<http://www.soudertonsd.org/parents-students/services/foodservice/catering/index.cfm>. We would welcome the opportunity to serve your event.

SASD is committed to the wellness of our students and community by implementing policies and programs that promote a balance of proper nutrition and regular physical activity as part of a healthy lifestyle. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement. SASD has a comprehensive nutrition program consistent with both federal, state, and local requirements. This program is accessible to all students with a reasonable cost to foods and beverages that meet the established nutritional guidelines. Physical education courses and opportunities for developmentally appropriate physical activities are available during the school day. The curriculum and programs for grades K-12 are designed to educate the student about proper nutrition and lifelong physical activity, in accordance with the State Board of Education curriculum of regulations and academic standards.

Food Service Manager's contact information

| | | | | |
|----------------------------------|-------------------|--|--------------|------------|
| E.M.Crouthamel Elementary School | Terry Ottinger | tottinger@soudertonsd.org | 215-723-5949 | ext.14127 |
| Franconia Elementary School | Deborah Coll | dcoll@soudertonsd.org | 215-723-2596 | ext. 13137 |
| Oak Ridge Elementary School | Debbie Delvecchio | ddelvecchio@soudertonsd.org | 215-256-6633 | ext. 16311 |
| Salford Hills Elementary School | Irene Wright | iwright@soudertonsd.org | 610-287-9197 | ext. 17126 |
| Vernfield Elementary School | JoAnn Wismer | jwismer@soudertonsd.org | 215-721-0606 | ext. 15115 |
| West Broad Street Elementary | Virginia Rudner | vrudner@soudrtonsd.org | 215-723-1711 | ext. 19113 |
| Indian Crest Middle School | Cheryl Bates | cbates@soudertonsd.org | 215-723-9193 | ext. 11067 |
| Indian Valley Middle School | Ann Lorah | alorah@soudertonsd.org | 215-256-8896 | ext. 12112 |
| Souderton Area High School | Pam Forster | pforster@soudertonsd.org | 215-723-2808 | ext. 20082 |

The Food Service Department is looking forward to having your child(ren) join us for breakfast and lunch each school day.

If I may be of any further assistance, my contact information is as follows:

Jane Natali, Supervisor of Food Services
215-723-6061 Ext. 10213
jnatali@soudertonsd.org

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 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 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 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, 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) E-mail: program.intake@usda.gov.

This institution is an equal opportunity provider.