

Charging Policies:

Parents/Guardians are required to keep a positive balance in their child's account at all times. We urge parents to visit <http://www.myschoolbucks.com> to set up an account that will enable them to view their child's balance, purchasing history, and payment history. For an added convenience, Parents can make a credit card payment (on-line) via [myschoolbucks](http://www.myschoolbucks.com). As of July 1, 2015 in partnership with Heartland Processing, will upgrade to a more efficient percentage based parent paid model. Instead of the flat \$2.50 per transaction, Heartland will charge parents a 3.95% on the paid amount. Heartland was able to eliminate the third party secure processor and initiate their own direct processing capabilities to save parents time and additional fees. Parents will notice a savings when depositing money into their students cafeteria account. Parents can view their child's participation at *no cost*. Parents can send in monies via check or cash with their student and still have the opportunity to view their child's participation on line using the "myschoolbucks" system. For information call 1-800-423-2113 to learn more. Heartland's Hot Line 1-855-832-5226. Heartland serves over 25,000 schools and over two million families across the United States.

K-12 Leaders Select [MYSCHOOLBUCKS](http://www.myschoolbucks.com) as the 2014 Top 100 Favorite Products

HOW DO I MAKE A PAYMENT?

- 1) Send in a check, cash or money orders with student - (Payable to South Fayette Twp School Cafeteria)
- 2) Drop the payment off at "ANY" school main office
- 3) Send payment to the home room teacher
- 4) Mail in payment – US Postal Service
- 5) Parents have the option of utilizing "myschoolbucks" (on line) credit card payment (Preferred)
- 6) Middle and High School students can pay at the register for themselves AND Siblings.

You may mail the payment to:

South Fayette School Cafeteria
3640 Old Oakdale Road,
McDonald, PA 15057
Attn: Cafeteria – Mrs. Aimee Dernosek

Make check payable to: *South Fayette Township School Cafeteria*. If sending a payment for more than one child, we only need to receive one check per household. Write students name and amount to be deposited into their account in the "memo" section of the check.

Look under the "FOOD SERVICE TAB" on our www.southfayette.org school web site.

- National School Lunch Program - Free and Reduced Meal Packet Information/Application
 - *COMPASS* (Commonwealth of Pennsylvania Access to Social Services)
 - Nutritional Breakdown of Menu Items
 - NEW Fluid Milk Regulations- Parental and Doctor Sign off Sheet
 - Gluten Free Menu –special arrangements must be made (724)693-3019 Ms. Tricia Wood
 - School Pricing, Food Court Diagrams and **Tours**
 - Charging Policies – School Board Approved
- And List of Summer Feeding Opportunities/Sites

Please submit your Free and Reduced application as soon as possible. Every student will receive a "Nutritional Services Packet" on the first day of school. Applications are also posted on line and will be sent home to parents via "parent email". Application can be accepted throughout the school year. Feel free to fax over a completed application to 724-693-8832. This is a private fax line in the Directors of Food Services secured office.

Individual School Policies:

Elementary:

Every student (regardless of Status) has an account that should contain a **positive cash balance at all times**. When a student's account has reached a delinquent amount, the student will receive a note to take home (via) their teacher on about Wednesday or Thursday. (Check their backpacks) Payment should be return immediately.

Please provide ALL NEW Updated EMAIL addresses – so that we can better serve you. Emails addresses should be given to Deb Deep – Elem Kitchen Leader at deep@southfayette.org or Roberta Dantry at the Elementary Office: dantry@southfayette.org so that you may receive a courtesy email.

If the payment is not returned, a “courtesy” email or phone call will be received stating the delinquent amount. All phone calls & emails are logged by kitchen leader daily. If no response from parent/guardian, a meeting will be arranged to discuss your current situation. We ask that you check your child's balance on line www.myschoolbucks.com (you will need to set up your child's account using their student ID number or birth date). You may email Deb Deep at deep@southfayette.org or call 412-221-4542 x334 Elementary Kitchen to check balance or retrieve your child's ID number. All Elementary students forgetting their lunch money will be provided a meal.

MIDDLE SCHOOL/Intermediate School:

Parents/Students are required to **keep positive cash balance in their accounts at all times**. We urge parents to set up an account on www.myschoolbucks.com to view their child's balance and participation. (You will need your students ID number- or birth date. You may ask your child what their account number is or call the Middle School (412) 221-4542 x227 ask for (Judy Howcroft – MS Kitchen Leader) Students are reminded daily of their balances. A phone call or courtesy email is sent home if the verbal reminder is not responded to. (Note: Please have current email address sent to: jhowcroft@southfayette.org) If the phone call or email is not responded to, then the Director will arrange a meeting with the Director of Finance and Principal to discuss the unpaid balance.

HIGH SCHOOL:

Parents/Students are required to keep **positive cash balance in their accounts at all times**. Students are reminded daily of their balance. Student's will be allowed to charge a meal if they forget their lunch monies or lunch. The student's account will freeze when the charged amount has reached negative cash balance of \$7.00. (A meal (no ala carte) will be provided and school officials will work with parents to receive payment) (Reminder: Any time during the school year, if you experience hardship, it is highly recommended that a Free & Reduced Application is submitted)

The balance will need to be paid in order to re-activate the account. Parents are asked to set up an account on www.myschoolbucks.com to view the participation and balance of their child's account. You will need to have your students ID number to set up this account or their birth date. Your student can provide this number to your or you may call the High School (412) 221-4542 x277 or email foodservice@southfayette.org Aimee Dernosek

For ALL Students: If delinquent balances become excessive, PA State Dept of Education Food & Nutrition define excessive as forgetting payment for meals more than three times per year, parents/guardians will be requested to meet with the Food Service Director, Guidance Counselor, Principal and/or Business Finance Director. Delinquent accounts could jeopardize your students' participation in the National School Lunch Program. At the Elementary, Intermediate School and Middle School Level – all students will be provided a lunch daily while we work with the parents to collect the funds. All student debt is recorded on daily log via the POS System. The Pennsylvania Department of Education – Food & Nutrition Division, teaches that parents are required to send in lunch money or a packed lunch daily. Based on our PA Fed/State Dept training, families are limited as to the amount of times they can forget to send in lunch money – up to 3 times per school year.

BOUNCED CHECKS:

A fee of \$30.00 will be added on to all returned checks. The amount of the bounced check and the \$30.00 fee will be added on to the students cafeteria account. A letter will be sent home to inform the family and to request reimbursement. All accounts should be kept current throughout the school year, especially prior to reports cards. We provide an access tool called “myschoolbucks” that is offered to all parents so that they may view their child’s balance and purchasing habits.

WHO DO I CALL WHEN I HAVE A QUESTION ABOUT MY CHILD’S CAFETERIA ACCOUNT? *Please refer to our “myschoolbucks” hot line: 1-855-832-5226*

Elementary: Kitchen Leader: Deb Deep (412) 221-4542 x334

Middle School: Kitchen Leader: Judy Howcroft (412) 221-4542 x227

High School: Kitchen Leader: Aimee Dernosek (412) 221-4542 x 277

Intermediate School Kitchen Leader: Deb Deep (412) 221-4542 x 323

CAN I SEE WHAT MY CHILD IS EATING EACH DAY OR WHAT MY CHILD’S BALANCE IS? Yes, simply visit <http://educate.myschoolbucks.com> and enroll by setting up an account with your child’s ID number or “birth date”. (This ID number is supplied on your child’s schedule or report card, you may also phone your child’s building and ask for their ID number, or use your child’s birth date to set up an account) Feel free to view your child’s balance and participation throughout the school year. If you decide to pay online, you can continue to pay throughout the year or you **may also send** payment directly to the school. myschoolbucks.com web site.

CAN I BE NOTIFIED ABOUT MY CHILD’S BALANCE?

Yes, we need your current email. We do send out “courtesy reminders” via emails to parents to notify them that their child needs to replenish their account prior to report cards being distributed. Seeing that we do not always receive current email addresses from parents, this method isn’t always accurate. To solve this, we do advise parents/guardians to visit myschoolbucks.com and register for an account so that you may personally check your child’s balance, participation history or make a payment from the comfort of your home. Parents are responsible to keep their child’s account current.

Note: We are not always supplied with an updated email address from each family, or your virus scan recognizes our group email as spam mail, we might not be able to successfully email you a “courtesy reminder” letting parents know what their child’s owes the cafeteria. We do encourage you to send an updated email address. Because of this loophole, we recommend that you register with “myschoolbucks” and view your child’s account from home.

Please provide an updated “email” address to your child’s main office or phone (412) 221-4542 x8277# Aimee Dernosek – or email foodservice@southfayette.org to provide your email address or you can fax your email information to office (724)693-8832

HOW WILL I KNOW WHAT MY CHILD’S BALANCE IS?

We encourage the parents to set up an account with myschoolbucks.com that you can view you child’s participation and balance.

HOW MUCH DOES A LUNCH COST?

2016-2017 School Year

Elementary: \$2.20 for a complete meal with milk. \$2.50, \$2.65 for a premium Meal. Reduced lunch is \$.40 For Packers – they may purchase milk, water, 100% juice box for \$.55-.70 cents.

Hot Dog Meals, Oven Roasted Turkey Meals and WOW Butter and Jelly Meals are \$2.20 Gourmet Salad Meal And Meatless Yogurt meals are \$2.50. Main Entrée Only is \$1.90. We encourage create a “Full Meal”.

Middle School, Intermediate School and High School: Lunch is \$2.30 for a complete meal with milk. Reduced Lunch is \$.40. Premium Meals are also offered at premium meal pricing: (i.e. \$2.60, \$2.80) Visit our Web Site (www.southfayette.org) under the food service tab for diagram of the food court layout and pricing.

Breakfast: Middle School and High School offer a complete breakfast at \$1.25; (Entrée only \$1.30 a la carte) also the price for qualifying families for reduced breakfast is \$.30. Breakfast “Specialty Bars” are open daily and on early dismissal days.

Take the time to view our Charging Policies.

WHAT DO I DO IF MY CHILD HAS AN ALLERGY?

Please complete the “**Diet Prescription for Food Allergies and/or New Fluid Liquid Milk Allergy Form for Milk/Dairy Allergies**” attachment on the food service website and have it signed by your child’s physician. Drop a copy off to the school nurse or Food Service Department. All students that have a food or beverage allergy/sensitivity must fill out one of these forms complete with a physician’s signature. Exception: If you have already submitted a “504” form with Dr. Nancy Sullivan, you do not have to fill out the “Diet Prescription”. If your child has a life threatening allergy – please school nurse as soon as possible or myself. We now offer “Gluten Free” Meals by special arrangements - Please phone 724-693-3019 (Tricia Wood)

WHAT MEAL CHOICES IS MY CHILD OFFERED DAILY?

Please visit the “Tours & Pictures” section located on our district web site

Elementary School: See attached layout and information.

- First Choice: MONTHLY MENU - The offering listed on the monthly menu posted on the Foodservice website
- Second Choice: Hot Dog Meal (turkey) complete with fruit, student select up to two veggies from the veggie cart and add a milk (Low-fat turkey hotdog)
- Third Choice: WOW Butter (Peanut butter substitute – peanut free Soy based) & Jelly Meal complete with fruit, up to 2 veggie choices, and Milk
- Fourth Meal Choice: Gourmet Tossed Salad Meal with assorted lettuce, brocc, assorted Veggies, **Cheese/ham cups**, Fruit cup, wheat roll, crackers and Milk \$2.50
- Fifth Meal Choice: **Meatless “Yogurt” Meal** with crackers, whole grain wheat roll or Whole Grain Belly Bears, String Cheese, add up to two veggies, fruit cup and Milk \$2.50 Meal Price
- Sixth, a Turkey Breast Slider sandwich, fruit, 2 vegetables from the garden cart and milk will make a meal.
- There are extra packages of individually wrapped crackers at each cashier register – students may take up to 4 packs to accompany their lunch if they need extra whole grains.

WHAT LUNCH PATTERNS DO WE FOLLOW? HOW DOES THE LUNCH WORK?

All of our South Fayette Township Schools are required to follow the “Traditional Meal Pattern” from the National School Lunch Program. All schools are considered “*offer vs. serve*” meaning they are offered all 5 components of the National School Lunch Program, however, they can decline 2 of the 5 choices and this still qualifies as a meal. They must take at least (3) components which need to include at least a ½ cup of fruit or ½ cup of vegetable to qualify for a reimbursable meal. If students choose less than 3 components, these items will count as an a la carte creation; will not count as a reimbursable meal and the student will be charged a la carte pricing. Students that qualify for free and reduced meals must take at least 3 components (one must be a fruit or vegetable) to qualify as a reimbursable meal.

Elementary is provided the choice of six (6) Entrees daily that comes with a fruit, milk and they may choose up to two fresh veggies from the “Vegetable Garden Cart” to create a meal.

Intermediate School, Middle School and High School: See Tour /food court layout and pricing on web site under food service tab.

Because of the new “Equity in School Lunch Pricing” bill passed effect July 1, 2011, Sec. 205 of the Healthy, Hunger Free Kids Act of 2010 (Public Law 111-296), this provision requires SFA’s to increase lunch pricing by using their calculations to ensure that schools are providing the same level of support for lunches served to qualify free/reduced and regular paying students. This required us to raise prices for the 2012-2013 School Year but not for the 2013 2014 School Year.

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part an individual’s income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found on line at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866)632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202)690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of

hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800)877-8339 (800)877-8339;or(800)845-6136(Spanish). For any other information dealing with Supplemental Nutrition Assistance Program (SNAP) issues, persons should either contact the USDA SNAP Hotline Number at (800)221-5689, which is also in Spanish or call the State Information/Hotline Numbers (click the link for a listing of hotline numbers by State); found online at http://www.fns.usda.gov/snap/contact_info/hotlines.htm.