

# CCPS Food Service Information 2018-19 School Year

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## **FREE & REDUCED MEAL PROGRAM**

Free meals and reduced price meals are available at all schools. You are strongly encouraged to take advantage of this excellent program. All Caroline County children who have previously received these meal benefits are covered by the application on file from last year for the first 30 days of the new school year. **It is the parent's responsibility to reapply during this 30 day period or the child will go to a paid status.**

*Students transferring in to this school district will need to have an application on file in our Food Service Office, even if the student was receiving free or reduced price meals before transferring here. You will need to either submit a new application or a copy of the approved application from your previous school.* If you are waiting for approval of a meal application, you are still responsible to pay for the meals that your student is receiving until notification of approval has been given by the Food Service Office. Once approval has been given, any meals that a student has charged, prior to approval, *must still be paid.*

Applications are considered Family Applications. **Only one application needs to be filled out per family and all students in that family will need to be listed on the application.**

**We encourage all students to eat breakfast daily.** Those approved for Free or Reduced Price meal benefit may eat breakfast, in addition to lunch, every day. They may also order "bag" lunches through the cafeteria for field trip days. Ala carte items are not included in the Free or Reduced Price program and may be purchased separately.

## **STUDENT MEAL ACCOUNTS**

Caroline County School Food Service uses a computerized cash register system. Every student is given a student number when enrolled in our school division. This number is used as their PIN number when purchasing items in the cafeteria. **Each student will key in their PIN** at a terminal in the cafeteria line. This *keeps their transaction private* and allows the cashier to access their account. This number remains the same every year and at every school location in Caroline County.

Prepayment of meals is encouraged for breakfast, lunch, and ala carte items. If your child does not eat a meal, the money is held in his/her account. You will not forfeit it. This is an easy way for you to plan your budget and it speeds the payment process. Your child's cafeteria manager will accept prepayments at the beginning of the school day or during meal time. If paying by check include your child's name and account number. Payments may also be made online by using your debit or credit card at [www.mySchoolBucks.com](http://www.mySchoolBucks.com). Please note, this service charges a fee of \$2.50 per transaction. All money collected for prepayment of meals will be put in the student's account to be used for breakfast, lunch or ala carte. Parents may indicate by note if ala carte purchases are to be limited.

Parents may check their child's account balance by calling the cafeteria manager before or after any serving period. You may view your child's account balance and a 90 day transaction history by visiting [www.mySchoolBucks.com](http://www.mySchoolBucks.com).

**\*\*Application for Free and Reduced Price Meal Benefits is attached to this notice\*\***

## **CHARGING / NEGATIVE BALANCES**

Charging lunch is a privilege and should be used only in an emergency. School Food Services will not allow a child to go without food. In the event no money is available, we will allow a student to charge up to \$10. After this charge limit is reached, and the student does not have money for lunch, he/she will be given an alternate vegetarian meal until the account is paid. Please be aware the cost of the milk will be placed on their account and will increase their outstanding balance.

Students receive a printed receipt/notice on the day their account reaches +\$5.00. They are instructed to give this receipt to parents as a reminder the account is balance low. Next, the Cafeteria manager will print a negative balance letter and either gives it to the student or his/her teacher. The teacher should send the charge letters home to the parents to help communicate the charge balance. Notices sent home to parents are expected to be repaid the next day. Ala carte items may not be purchased until negative balances are paid.

*There is **NO CHARGING** at Caroline High School*

Any charges on a students account will follow them each school year and to any school in Caroline County. If a student has a negative balance at the end of the school year they will not be allowed to participate in year end activities. They will receive a letter from the cafeteria manager and the account balance should be paid as soon as possible.

## **CHECK WRITING POLICY**

School Food Service will accept checks for the amount of purchase or for prepayment of meals. Checks are to be made payable to the school's cafeteria. Only personal checks with preprinted name & address will be accepted. Checks must have a home phone number, students name and account number. If the bank returns a check, you will be charged a \$20 fee. We reserve the right to accept cash only on accounts with a history of returned checks.

## **NUTRITIONAL INTEGRITY**

Every student will have the opportunity to choose a wide variety of nutritious foods that will prepare them to learn. Our nutrition standards are based on the Dietary Guidelines for Americans, the Food Pyramid (MyPlate) and the National School Lunch pattern required by the USDA. School meals offer students milk, fruits and vegetables, proteins and grains, and they must meet strict limits on saturated fat and portion size. For more information and to get the facts about school meals visit [www.TrayTalk.org](http://www.TrayTalk.org).

Purchasing practices ensure the use of high quality ingredients to maximize student acceptance. Foods are prepared in ways that ensure a balance between optimal nutritional quality and student acceptance. Ala carte foods offered to students comply with the federal guidelines.

Visit [www.ccps.nutrislice.com](http://www.ccps.nutrislice.com) to view our menus and access all nutritional data including carb counts. Nutrislice is also available as an app on your smartphone or tablet.

School Food Services will work with you to accommodate a disabled child's dietary needs. In order to evaluate your request to modify menu offerings for your child, we will need information from you. Contact your school nurse to obtain a form to be completed by your child's physician. The cafeteria must have this form on file in order to make accommodations for your child's dietary needs. This form needs to be updated annually.

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