

## **Welcome to the Cafeteria**

The Lansing Central School Lunch Program is committed to providing your child nutritious meals meeting all USDA recommendations. These standards include age appropriate calorie limits, larger servings of vegetables and fruits, a wider variety of vegetables, fat-free or 1% milk, more whole grains and less sodium. Now is a great time to encourage your kids to choose school lunch! School meals are a great value and a huge convenience for busy families.

### **Cafeteria Information**

The Lansing School Service Program is a self-supporting program and is separate from the District's General Fund. Meal purchases and ala carte sales fund payment for food, equipment, salaries and benefits.

### **Student Accounts & Method of Payment**

Each student has an individual identification number in our computerized cash register system. This allows parents to participate in a pre-pay debit system for meals and ala carte purchases.

The Lansing School Lunch Program will accept pre-payment of school meals in the form of cash or check at the register or via the school meal online payment center-mySchoolBucks.com. It is the responsibility of the Parents/Guardians to monitor the account balance for their children. It is the expectation that students who purchase meals will have money deposited in their account or have money with them to pay at the time of purchase.

If the student account is overdrawn, the student may temporarily use the District's charge policy outlined below.

### **Charge Policy & Collections**

- If your current balance is -1 cent or Less: No A la carte purchases are allowed, only reimbursable meals may be charged. If monies are brought in to purchase a la carte items or lunch, it will go into the account toward the negative balance and the child will not be allowed to purchase an a la carte item. Monies deposited into a negative balance account must first be used to satisfy the negative balance.
- Nightly automated telephone calls made until deposit is made and posted to the account.
- PreK- 12: Upon reaching the \$15.00 charge limit a negative balance letter and reminder of the written charge policy will be sent home. If no attempt to repay is made within 10 days of the letter sent a School Principal or Administrator will follow up with the family to review if the family qualifies for free or reduced meals.
- If a parent/guardian continues to fail to provide for their child, the School District reserves the right to refer the family to Social Services.
- Outstanding balances must be paid by the last day of school. Accounts not settled will be collected by the School District's Business Office for payment.

## **Free and Reduced Meal Applications**

Free and Reduced Meal applications are distributed in summer mailings and are available on the school website. Applications are also available from the school office or cafeteria. If you qualify for free and reduced price meals, you also qualify for the **breakfast program**, with no additional paperwork. Our computerized system enables students accessing the free and reduced meal option to remain anonymous with their peers.

**Last year's applications are valid for 30 days and require submission of a new application each school year.** All information on the application is confidential. If you have any questions please call Katie Swearingen at the Food Service Office 533-3020 ext. 3119.

## **School Breakfast Program**

School Breakfast is served in all three buildings and is available to all students. Your child can eat breakfast at school every day or only occasionally.

Research has shown that starting the day with a nutritious breakfast helps students stay alert and perform better in school.

**Help your child start the day right with school breakfast!**

## **Meal Prices for SY 2022-23**

Elementary School: Breakfast \$1.70 Lunch \$3.00

Middle School: Breakfast \$1.70 Lunch \$3.00

High School: Breakfast \$1.90 Lunch \$3.20

Reduced price: **Beginning July 1, 2019 students approved for reduced price will receive breakfast and lunch meals at no charge.** New York State funding will cover the cost previously paid by the student.

Milk - \$.60

**Nondiscrimination Statement:** This explains what to do if you believe you have been treated unfairly.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

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