

July 2017

**Dear SFCS Elementary Parents/Guardians:**

- The SFCS system provides a well-balanced, nutritional hot lunch program for students, staff and guests, which follow the SFCS Wellness Policy and USDA requirements.
- Students and adult visitors may bring their own lunch from home and milk is available for purchase. Fast food, candy, soda and high energy drinks are not allowed in the lunchroom for students or adults. Students will not be allowed to leave school for lunch without parental permission. We encourage parents to find a time outside the school day to celebrate birthdays and other special occasions with friends.
- Throughout the year you can find information on the SFCS website at, [www.sfcss.org](http://www.sfcss.org), by clicking on the Lunch Program link in the upper left corner. Some of the items you will find on the website are: free and reduced applications, special diet forms and menus.

**FREE AND REDUCED PRICE LUNCHES:**

- A new application needs to be completed every year. We encourage families to apply. **Instructions and the application for Free and Reduced Lunches are available on SFCS website, at the central office or your school office.** You may apply at any time during the year if your household size goes up, income goes down, or if you start getting SNAP, FDPIR, or TANF. If you are temporarily laid off or temporarily disabled and you cannot work, children may be able to get free or reduced price meals during that time.

**SPECIAL DIET REQUEST:**

- SFCS will make reasonable accommodations for students whose allergies restrict their diets and parents are asked to be cooperative and supportive of any needed adjustments to ensure the safety of students. Parents of children with food intolerances/allergies must complete the Health Services Request Form C – Food Intolerance/Allergy Action Plan, available in your school office or on the SFCS website. We need an updated form every school year signed by the student's physician in order to make any accommodations.
- Students with special diets must let their teacher know they are eating that day.
- We do not make accommodations for students who do not eat pork. We will mark on our menus which items contain pork.





**LUNCH BALANCES**

- Every parent must set up an account on [www.myschoolbucks.com](http://www.myschoolbucks.com). Setting up an account is free and easy. You need to set up an account to get payment reminders sent to you, as payment reminders will not be sent home with students. You will be able to choose what balance amount threshold you want the payment reminder sent to you and view your student's lunch activity. Parents should monitor accounts closely as students with an account balance of negative \$10.00 or more may not receive a hot lunch until the account has been replenished.
- At the end of the year balances are rolled over with the student to the next grade.
- If you are leaving SFCS, a balance of \$5.00 or more will be refunded. If you have a balance less than \$5.00 and want a refund, please contact the food service director.

**ACCOUNT PAYMENTS**

- You can now make payments online at: [www.myschoolbucks.com](http://www.myschoolbucks.com). For a fee of \$1.95 per transaction, you can make a payment of up to \$120.00 per student. Payments after 9:00am may not reflect until the following day.
- You may also continue to send lunch payments to the student's school. Accounts are now all individual, no family accounts. If you have more than one student at the same school, you can send in one check. The check will be split evenly, unless you state the amount you want on each student's account. Checks should be made payable to SFCS and sent to the school where the student receives lunch (note the child's first and last name and/or student id number in the memo line). It is best to send a check, but if you do send cash, please make sure that the child's first and last name and/or student ID number are on the envelope. Separate checks must be written to each school for families with students at more than one location. We are not able to take credit cards or debit cards for payments at the schools. If you write a non-sufficient funds check, a letter will be sent to you to replace the NSF check. The amount of the check plus a \$30.00 fee will be added. If you do not submit a replacement check, the funds will be taken out of the students lunch account and the student will need to bring a lunch from home until the account is replenished.

## **LUNCH PRICES 2017-2018**

 Elementary Lunch or Chef Salad	\$2.95
 Adult Lunch	\$3.90
 Extra Milk	\$0.40
 We do not offer a breakfast meal.	

## **MENUS:**

-  School menus are posted monthly on our website.

Thank you for your continued support of the School Lunch Program.

Sincerely,

*Carrie Keuser*

*Director of Food Services, Sioux Falls Catholic Schools*

*3100 W 41st Street, Sioux Falls, SD 57105*

*Phone: 605-575-3356*

*Email: [ckeuser@sfcss.org](mailto:ckeuser@sfcss.org)*

## USDA Nondiscrimination Statement

*Revision Release Date: January 2016*

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](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) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.