

July 2017

Dear O’Gorman Junior High School 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, 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 go to the cafeteria and let the kitchen manager 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. 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. 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

- 🍎 Junior High School Lunch or Chef Salad \$3.15
- 🍎 Adult Lunch \$3.90
- 🍎 Extra Milk \$0.40
- 🍎 Extra Entrée \$1.75
- 🍎 We do not offer a breakfast meal. From 7:30am to 8:00am, we do have ala carte items available for purchase.
- 🍎 Ala carte items range from \$0.50 to \$3.00. Individual prices of items will be posted in the cafeteria.

LUNCH LINE INFORMATION:

- 🍎 The lunch line that the students go through has two main entree options. The students also have the option for a chef salad that they can pick up in the cooler when going through the line. Every meal includes five food components: meat/meat alternative, ½ cup fruit, ¾ cup vegetable, grains, and single milk. Students may choose from a variety of fruits and vegetables they want from the salad bar. Every student is given a ½ cup hot vegetable. They must take a minimum of a ½ cup fruit and/or vegetable plus two other components to be considered a meal. Once all the students have gone through the lunch line, a teacher may announce “seconds” and students are then able to purchase ala carte items. Examples of ala carte items are: the main entrées on the menu for the day, fresh fruit or vegetables, juice, milk, baked chips, ice cream, yogurt, and a variety of other snacks.

ID CARDS:

- 🍎 Students use their ID cards to purchase items at breakfast and lunch. After the third time a student comes through the lunch line without their ID card, the cashier will email the parent. Replacement ID cards may be obtained in the OGJH school office at a cost of \$5.00. If they do not have their card for the day, they are asked to go to the end of the lunch line. This ensures the lunch line goes through quickly.

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

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Phone: 605-575-3356, Email: ckeuser@sfcss.org

USDA Nondiscrimination Statement

Revision Release Date: January 2016

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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) email: program.intake@usda.gov.

This institution is an equal opportunity provider.