

# Port Allegany School District Cafeteria Notes for 2021-2022 School Year

Rachel Vargeson, Food Service Director

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## 2021-2022 CAFETERIA INFORMATION AND POLICIES

The Port Allegany School District participates in the National School Lunch Program (NSLP) and National School Breakfast Program (NSBP).

The food and beverages we serve at both schools meet the state and federal requirements, which are based on the USDA Dietary Guidelines and Smart Snack guidelines. We encourage our families to apply for meal benefits by completing a Free and Reduced Meal Application. Please remember that all students who qualify for free or reduced lunches also qualify for free breakfast. For additional information please visit the District website <http://www.pasdedu.org>

### LUNCH ACCOUNT DEPOSITS

- Deposits may be made by sending cash or a check to school with your student. Students are asked to please make deposits in the morning before homeroom. ALL deposits must be in a sealed envelope with student's name and ID number on the outside.
- The Port Allegany School District also offers an on-line payment system called Schoolcafe.
- The on-line system, [www.schoolcafe.com](http://www.schoolcafe.com) can be easily set up and used to receive low balance notices, monitor student spending and make deposits to their accounts. If you need your student's ID or further instruction, please contact the school.

### CAFETERIA DEBT

- Per School Board Policy, a student account must have a positive balance to purchase any a la carte items such as an entrée, ice cream, extra milk, etc. Students are not permitted to pay cash for an item, if they have a negative balance.
- In the case a student reaches a negative balance a parent/guardian will be notified on a weekly basis. When a student account reaches -\$5.00 the parent will receive written notice and the building principal will be notified of the debt. For cases of extreme debt or continual delinquency a negative debt may be turned in for collections.

### FREE & REDUCED LUNCH INFORMATION

- The Port Allegany School District uses a PA State run, on-line application system for applying for free or reduced lunches. **Please go to [www.schoolcafe.com](http://www.schoolcafe.com) to register and apply.** Current SchoolCafe users just login and click on Eligibility Benefits and Apply.
- If you do not have access to a computer with internet, please call the school to set up a time to use a District computer or make other arrangements to complete the necessary forms.
- Families that receive a Letter of Direct Certification **DO NOT** need to apply on line. Please verify that **ALL** students in the household are listed, if you receive a Direct Certification letter.
- **STUDENTS WHO QUALIFIED FOR FREE OR REDUCED MEALS LAST SCHOOL YEAR MUST RE-APPLY BY SEPTEMBER 30, 2021 OR THEIR ACCOUNT WILL AUTOMATICALLY RETURN TO A PAID ACCOUNT.**
- New students to the Port Allegany School District must complete a Free & Reduced application even if they were eligible for free or reduced meals in another school district. If you received a notice of Direct Certification from another PA School District, you **DO NOT** need to apply on-line.

- Students that qualify for Free or reduced meals must purchase a full meal. Extra entrees, a la carte items, milk or ice cream do not qualify for free or reduced meals and the student's account will be charged.
- Prices for Free or Reduced meals do not go into effect until the application is processed by the school. Therefore, any meals charged previous to the application approval cannot be reversed.

### **STUDENT ACCOUNTS**

- The student's six-digit District ID is also used for their lunch ID for all cafeteria deposits and purchases.
- Parents may submit in writing, a request that their son/daughter is not permitted to purchase a la carte items. Please contact the Food Service Director with questions or concerns.
- In event of student withdrawal with funds in their lunch account, a written request with the student's name, parent name and mailing address must be submitted to the Food Service Director.
- Senior accounts with a positive balance may be transferred to a siblings account if requested or will be returned to the student at graduation practice the last day of school. Seniors with a negative balance will be referred to the building Principal for collection.

### **SPECIAL DIETARY NEEDS**

- Schools participating in a federal Child Nutrition Program are required to make accommodations for children who are unable to eat school meals because of a disability\* that restricts their diet. In order to make substitutions or modifications to the school meals, the school must have a written Medical Statement on file signed by a licensed physician. Please contact Rachel Vargeson, FSD for the required form or with questions.  
*\*Only a physician can declare if a student has a disability and must list food or choice of food to be provided as a substitute.*
- All special dietary considerations must be requested each year.

### **SCHOOL DELAYS**

- Parents and students are reminded when school is delayed by 2 hours NO breakfast will be served.

### **NO FREE MILK POLICY**

- The Port Allegany School District does not have a free milk program. The PA Department of Education prohibits schools from having both a free meal program and a free milk program in the same building.

### **PRICING INFORMATION**

- For school year 2021-2022 meal prices are as follows:
- FREE BEAKFAST AND FREE LUNCH DAILY WITH ALL COMPONENTS NEEDED ANY EXTRA ITEMS OR COMPLETE EXTRA MEAL ARE CHARGEABLE
- Elementary Breakfast \$1.15, Elementary Lunch \$2.10
- High School Breakfast \$1.25, High School Lunch \$2.15
- Student's qualifying for Reduced Meals – Elementary Breakfast .30, Elementary Lunch \$.40
- Student's qualifying for Reduced Meals – High School Breakfast .30, High School Lunch \$.40
- The daily breakfast serve consists of at least 4 components and a student must choose at least 3 components, one of which must be a fruit for it to be charged as a meal.
- The daily lunch serve consists of 5 components and a student must choose at least 3 components, one of which must be a fruit or a vegetable.

### **USEFUL LINKS**

**[www.schoolcafe.com](http://www.schoolcafe.com)** - Use this site to apply for Free and Reduced meals, pay on student accounts, set low balance reminders and monitor purchases.