

Dear NVCSC Parents,

As the Food Service Director and the Cafeteria Manager's at NVCSC, we would like to welcome your child and you to the 2024/2025 school year. We wanted to take this opportunity to give you some useful information regarding the school breakfast and lunch program.

I encourage everyone that feels that they would qualify for benefits to apply for Free & Reduced meals.

We are in the search for cafeteria subs. If you are interested please call Christy Nale (765)492-5411.

We are experiencing rising food prices and unpredictable challenges for both schools. Our menus are subject to change at any time.

Our goal is to feed the students. But we must follow USDA requirements. This new rule establishes standards for milk, whole grains, and sodium. Milk choices are 1 % flavored, 1% unflavored, flavored, and unflavored nonfat milk, Target 1 A Sodium for lunch meals, and at least 80% grains must be whole grain rich.

Target 1 A Sodium Levels:

Grades K-5 (1,110)

Grades 6-8 (1,225)

Grades 9-12 (1,280)

Breakfast \$2.30 (Both Schools)	Reduced Price	\$.30 (For qualified students)
Elementary Lunch \$2.90		\$.40 (For qualified students)
Jr/Sr High Lunch \$3.10		\$.40 (For qualified students)
Adult Breakfast	\$2.80	
Adult Lunch	\$4.70	
Milk	\$.75	
JUICE	\$.60	

BREAKFAST AND LUNCH

Elementary Breakfast is served daily from 7:50 AM - 8:30 AM in the cafeteria.

Jr/SR High Breakfast is served daily from 7:45 AM – 8:15 AM in the cafeteria.

Our breakfast program is open to all students who wish to participate.

Elementary Lunch is served daily from 11:00 AM – 12:40 PM in the cafeteria.

Jr/Sr High Lunch is served daily from (A) 11:27 AM – 11:57 (B) 12:16 PM - 12:46 PM in the cafeteria.

Offer Versus Serve at Breakfast

Notification Letter for Households

Our school nutrition department participates in the School Breakfast Program and implements Offer versus Serve. Offer versus Serve allows students to decline some of the food offered as part of their complete meal. The goals of Offer versus Serve are to reduce food waste in the school nutrition programs and to allow students more customization of their trays. Read below to find out more!

Understanding the Breakfast Line

At breakfast, all students should have the opportunity to take, at a minimum, **milk**, **fruit**, and **grains**. We also often add **protein** and **vegetables** to the breakfast offerings. While the most nutritious breakfast contains all the offered items, we understand that sometimes our students do not like some of the items we serve. To make our customers happy, we like to give them the option to decline items they do not want to eat.

For breakfast, students must choose at least three offered items for their meal. One of the items selected must be a fruit or vegetable.

Example Menu for Breakfast

Egg Sandwich on a Biscuit

1/2 cup Seasoned Potatoes

1 cup Strawberries

8oz of Milk

With Offer versus Serve at breakfast, your student could choose:

- Seasoned Potatoes, Strawberries, and Milk (**Vegetable** + **Fruit** + **Milk**)
- Biscuit Sandwich, Strawberries, and Milk (**Grain** + **Fruit** + **Milk**)
- Biscuit Sandwich, Strawberries, and Seasoned Potatoes (**Grain** + **Fruit** + **Vegetable**)

Even though the school participates in Offer versus Serve, students are not required to decline items and can take all items offered. The choice is up to them! If your student comes home and says they did not get enough to eat at breakfast, ask if they are taking all the items offered to them. Don't hesitate to reach out to Mrs. Christy Nale (765)492-5411 if you have any questions about the menu.

Offer Versus Serve at Lunch

Notification Letter for Households

Our school nutrition department participates in the National School Lunch Program and implements Offer versus Serve. Offer versus Serve allows students to decline some of the food offered as part of their complete meal. The goals of Offer versus Serve are to reduce food waste in the school nutrition programs and to allow students more customization of their trays. Read below to find out more!

Understanding the Lunch Line

At lunch, all students should have the opportunity to choose from menu items that fall within five important food groups, including **milk**, **protein**, **fruits**, **vegetables**, and **grains**. While the most nutritious lunch contains all the offered items, we understand that sometimes our students do not like some of the items we serve. To make our customers happy, we like to give them the option to decline items they do not want to eat.

Out of the five food groups your student is offered, they must choose at least three food groups for their meal. One of the selections must be at least ½ cup of fruit or vegetable. All schools are required by USDA guidelines to have adequate signage posted in the cafeteria and on the serving line to help explain how students can create a complete meal.

Example Menu for Lunch

Chicken **Soft Taco**

1/2 cup **Black Beans**

1/2 cup **Fiesta Corn**

1/2 cup **Strawberries**

1/2 cup **Diced Peaches**

8oz of **Milk**

With Offer Versus Serve at lunch, your student could choose:

- Chicken Soft Taco and Fiesta Corn (**Protein** + **Grain** + **Vegetable** = 3 food groups)
- Chicken Soft Taco, Strawberries, and Milk (**Protein** + **Grain** + **Fruit** + **Milk** = 4 food groups)
- Black Beans, Fiesta Corn, Strawberries, Milk (**Vegetable** + **Vegetable** + **Fruit** + **Milk** = 3 food groups)

Even though the school participates in Offer versus Serve, students are not required to decline items, in fact they're encouraged to take all five food groups. The choice is up to them! If your student comes home and says they did not get enough to eat at lunch, ask if they are taking all their food group offerings. Don't hesitate to reach out to [Mrs. Christy Nale \(765\)492-5411](mailto:Mrs.Christy.Nale@7654925411) if you have any questions about the menu.

Any fast foods and carbonated drinks from outside source are not permitted during the school day in compliance with our student wellness policy.

(Elementary Only)

MAKING DEPOSITS INTO A STUDENTS ACCOUNT AND USING THE ACCOUNT

We have a lock box on the wall in the serving line area that your child can place their money in a filled-out envelope into the box.

When sending a deposit at school we ask that you place your payment in an envelope with the child's first and last name, ID number, grade, and teacher's name so that the money can be placed in the correct child's account. If you are sending money for more than one child in a single envelope, please give the needed information for all children and indicate how much money you wish placed in each child's account. You can also make payments online.

Each child has a lunch money account and an ID number that they enter onto a keypad to access their account each time they purchase lunch or breakfast. Extra milk or juice purchases are also deducted from this account. The account keeps a running balance as the child makes purchases. If possible, please try to keep a positive balance on your child's account.

DIETARY RESTRICTIONS

Children who have special dietary restrictions that require lunch substitutions, special menus, etc. **Must submit a doctor's note explaining those restrictions to make menu changes for the child.**

Children who have peanut butter allergies must fill out a new peanut butter free table form to be put on file. (Acceptance/Denial)

We hope that this letter has given you some useful information for the coming year. If you have additional questions, again please do not hesitate to call.

If you would be interested in subbing at the Elementary or High School Cafeteria's, please contact Christy Nale Food Service Director 765-492-5411 cnale@nvc.k12.in.us

Sincerely,

Christy Nale
Shelia Lewandowski/Dunham
Ruth Moody

Food Service Director (765)492-5411
Kitchen Manager (765)492-5426
Kitchen Manager (765)492-5153

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2024/2025 Procedures for Student Lunch/Meal Accounts

School corporations must adopt a procedure regarding student lunch accounts. Every effort must be made to collect delinquent debt. If the uncollectable debt is a student lunch account, it cannot be an expense to the school food service account and must be covered by non-Federal funds. A school corporation can decide if they want to develop separate procedures for primary-aged children versus secondary-aged children.

Keep in mind the following prohibitions when developing a student lunch/meal account procedure. Schools are not allowed to deny meals to any child for disciplinary reasons. Schools cannot deny a meal to a reduced or paid child, if the child has money in hand for the day's meal, and schools cannot deny a meal to a student eligible for free meals even if money is owed. Whatever procedure the school or food service establishes, the school must assure that the procedure does not discriminate against or single out any group of students.

In addition, the Indiana State Board of Accounts requires student accounts to be accounted separately from the School Lunch Fund (800). Student's accounts should be in the Trust Fund (8400), until the student receives a meal. The money can then be transferred into the School Lunch Fund. The Trust Fund (8400) should be reconciled to the detail of student account balances.

This policy complies with the USDA regulations requirements.

2024/2025 Procedure for Student Lunch/Meal Accounts

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. North Vermillion School Corporation will adhere to the following meal charge procedure.

- All cafeteria purchases are to be prepaid before meal service begins. Students and staff can pay in the cafeteria or pay online.
- A student may charge up to **3** meals maximum (one charge per meal) if they establish and maintain a good credit history of making payments on their food service accounts.
- A staff member may charge up to **1** meal if they establish and maintain a good credit history of making payments on their food service accounts.
- A student who has charged a meal may not charge or purchase "a la carte" item(s), including extra main entrees.

- If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building principal as this may be a sign of abuse or neglect and the proper authorities should be contacted.
- Schools may deny a meal to a student who pays reduced or full price and who does not provide the required payment for that meal. However, if the student who pays reduced or full price has enough money in hand for a meal that day, they will not be denied a meal.
OR
- **Elementary School will provide an alternative reimbursable meal of peanut butter & bread, vegetables, fruit, and milk to a student who pays reduced or full price and who does not provide the required payment for that meal.**
- **Jr/Sr High School will provide a peanut butter sandwich, and milk but will be charged \$1.80 as an ala-carte item to student's account.**
- The food service manager or other school personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges.
- The automated call system will notify parents twice a week of any outstanding negative balance in the student's lunch/meal account. The Food Service Director will also send mass emails weekly to parents who carry negative balances.
- No charging will be allowed after May 1st. All accounts must be settled by the end of the school year. If parents fail to pay the negative balances the Corporation will have to take action to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by the Corporation.
- Students who graduate or withdraw from the corporation and have **\$5.00** or more left in their lunch/meal food service account will be notified by phone by food services at the and given the option to transfer the funds to another student or to receive a refund. Students who graduate or withdraw from the corporation and have less than **\$5.00** will not receive a direct notification by mail, but the household can contact *Christy Nale* (765)492-5411 or email cnale@nvc.k12.in.us to receive a refund. If no response is received within _____ days the student's lunch/meal account will close, and the funds will no longer be available. Unclaimed remaining balances will be transferred to angel fund account.

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, audiotope, 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

This institution is an equal opportunity provider.

