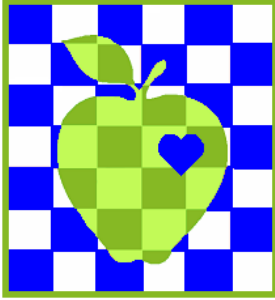


St. Martin Parish School Nutrition Program 2018-2019



Lucretia Hertzock, SN Supervisor
Brandy Lally, SN Secretary
St. Martin Parish School Board Administrative Offices
Office #: 337-332-2105

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1. CEP Letter to Households

**ST. MARTIN PARISH
SCHOOL NUTRITION PROGRAM**
DEPARTMENT OF ADMINISTRATION
P.O. BOX 1000; BREAUX BRIDGE LA 70517
337-332-2105

Community Eligibility Provision Letter to Households School Year 2018-2019

Dear Parent or Guardian:

We are pleased to inform you that the schools listed below will be implementing a new option available to schools participating in the National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP) for School Year 2018-2019.

**BREAUX BRIDGE PRIMARY
BREAUX BRIDGE ELEMENTARY
BREAUX BRIDGE JUNIOR HIGH
BREAUX BRIDGE HIGH
CATAHOULA ELEMENTARY
PARKS PRIMARY
PARKS MIDDLE SCHOOL
CECILIA PRIMARY
TECHE ELEMENTARY
CECILIA JUNIOR HIGH
CECILIA HIGH SCHOOL
EARLY LEARNING CENTER
ST. MARTINVILLE PRIMARY
ST. MARTINVILLE JUNIOR HIGH
ST. MARTINVILLE HIGH SCHOOL
STEPHENSVILLE ELEMENTARY**

What does this mean for you and your children attending the school(s) identified above?

Great news for you and your students! All enrolled students of the school sites (all public school sites in St. Martin Parish School District) named above are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day of the 2018-2019 school year. No further action is required of you. Your child(ren) who are students at the schools listed above will be able to participate in these meal programs without having to pay a fee or submit a meal application.

Sincerely,

Lucretia Hertzock, SN Supervisor

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, 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.

2. Civil Rights Policy

ST. MARTIN PARISH SCHOOL NUTRITION PROGRAM Civil Rights Policy 2018-2019

The following guidelines must be used when processing a complaint against the School Food Service Program which alleges discrimination on the basis of race, color, national origin, sex, age, or handicap.

Handling Complaints Procedure

- I. Processing Complaints
 - a. St. Martin Parish must accept and process any written or oral complaint received. Anonymous complaints must be received and investigated also. The processing should not take longer than 90 calendar days from receipt.
 - b. State SFS Agency must be notified of all complaints.
- II. Handling Complaints
 - a. Any person alleging discrimination by the School Food Service Program on the basis of race, color, national origin, sex, age, or handicap has the right to file a complaint. This complaint must be filed within 180 calendar days of the alleged discriminatory action.
 - b. If the complainant does not choose to make the complaint in writing, the person receiving the complaint shall document the elements of the complaint in writing.
- III. Elements of the Complaint
 - a. Specific location and name of the entity delivering the service or benefit.
 - b. Nature of the incident/action that led the complainant to feel discrimination.
 - c. Specific basis on which the complainant feels discrimination exists (i.e. race, color, national origin, age, sex or handicap).
 - d. Names, titles, and addresses of persons who may have knowledge of the alleged discriminatory action.
 - e. Dates during which alleged discriminatory action occurred.
 - f. Names, address, and the telephone number or other means of contacting the complainant. Anonymous complaints must be accepted and processed.

**For further assistance contact Lucretia Hertzock, SN Supervisor at (337) 332-2015.

3. Public Release

St. Martin Parish School Nutrition Program Public Release 2018-2019 for CEP
ST. MARTIN PARISH PUBLIC SCHOOL DISTRICT
MEDIA RELEASE
Community Eligibility Provision (CEP)
School Food Service Section

ST. MARTIN PARISH SCHOOL BOARD today announced an amendment to its policy for serving meals to students under the National School Lunch and School Breakfast Programs for the 2018-2019 school year. All students will be served lunch and breakfast at no charge at the following sites:

BREAUX BRIDGE PRIMARY
BREAUX BRIDGE ELEMENTARY
BREAUX BRIDGE JUNIOR HIGH
BREAUX BRIDGE HIGH
CATAHOULA ELEMENTARY
CECILIA PRIMARY
TECHE ELEMENTARY
CECILIA JUNIOR HIGH
CECILIA HIGH
EARLY LEARNING CENTER
ST. MARTINVILLE PRIMARY
ST. MARTINVILLE JUNIOR HIGH
ST. MARTINVILLE HIGH SCHOOL
PARKS MIDDLE SCHOOL
PARKS PRIMARY
STEPHENSVILLE ELEMENTARY

For additional information please contact: *ST MARTIN PARISH SCHOOL BOARD*, Attention: *LUCRETIA HERTZOCK, SN SUPERVISOR, SCHOOL NUTRITION PROGRAM, P.O. BOX 1000, BREAUX BRIDGE, LA 70517 337-332-2105.*

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, audiotape, 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](http://www.ascr.usda.gov/complaint_filing_cust.html), (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.

4. Take Out Policy

School Nutrition Take Out Policy 2018-2019

Take out meal service may be offered to **employees** of **St. Martin Parish School Board** when the following guidelines are adhered to:

1. Disposable flatware and containers are utilized. An additional fee of .50 cents will be added to the established adult meal price to pay for the expense of disposables.
2. Due to food safety and sanitation issues, SN disposables must be utilized. A take out customer cannot

- 3. provide tablewares in order to avoid the .50 cents charge.
- 4. A reimbursable meal following guidelines established in Healthy and Hungry Free Kids Act will be given.
- 5. **Meals may not be removed from the school premises.** The meal must be consumed on school grounds and properly disposed of after consumption.
- 6. Accurate meal accountability will be utilized at the point of service to established take out meal counts for that day. Take out adult meals will be categorized with adult meals on the SFS 7 form daily.
- 7. Take out meal service may be utilized for both breakfast and lunch service. Take out meals will be served only during regular established meal periods.

Any school not adhering to the above stated guidelines may lose the privilege of take out meal service.

5 Guidelines for Food Brought from home

St. Martin School Nutrition Program

Guidelines for Food Brought from home into the School Nutrition Facilities

A school principal may have additional guidelines established for the school which is not outlined below. These school guidelines may encompass areas outside of the dining facilities, sharing of food items, or food brought from home for class activities or school functions.

A school principal has the right to investigate the contents of items brought from home for consumption. If you have any questions regarding your child's school, please contact the school principal.

Following are parish guidelines for food brought into the School Nutrition facilities during meal service:

- 1. Meals should be nutritious and comparable to the ones served in the facility.
- 2. No commercial labeling on noncompliance food. For example: Drinks which are allowable are 100% full strength juice, both plain and flavored milk, and non-flavored noncarbonated water. Place all other drink choices in a thermos container or wrap the container with foil or napkin.
- 3. No food shall be brought in from outside in fast food containers.
- 4. If a meal is not claimed with the School Nutrition Program, regardless of the child's status, milk, juice, and water must be purchased at the established price.
- 5. No consumption of competitive foods will be allowed during meal service.

6. Warehouse Procedures

WAREHOUSE & DELIVERY REQUESTS for 2018-2019

Horace "Lite" Batiste, Warehouse Personnel

Anthony Faulk, Warehouse Personnel

1. **EMAIL Brandy Lally, SN Secretary for any delivery requests.**

(brandy_lally@saintmartinschools.org) and cc Lucretia Hertzock, SN Supervisor specifying the following:

- a. Leave your name and school or office site
- b. What is the request?
- c. Who is the contact person at the receiving end?

2. A three day notice would be preferable but emergencies do arise occasionally.

3. Do not place requests with the warehouse personnel. All requests are logged and reviewed weekly to insure all requests are being handled in a timely and fair manner.

7. Meal Prices 2018-2019

Breakfast

Employees	1.75
Parents & Visitors	2.45

Lunch

Employees	3.00
Parents & Visitors	4.85

Extra Sales

Milk, Juice, Ice Cream	.60
Water	.90
Take Out	.50
2 nd Meals	4.85

8. Meal Charges

CEP ensures that all students are eligible to receive a free breakfast and free lunch meal. Students are not allowed to charge second meals. **Second meals** may be purchased for breakfast and lunch at \$2.45 and \$4.85 respectively.

Administrators, teachers and staff will only be allowed to charge two meals (\$6.00). After this limit is reached the system will not allow charges. Please ensure that all charges are zeroed out at the end of each month. Principals will receive monthly charge reports to ensure that balances are paid.

9. Tentative Employee & Manager In-service Dates

Thursday, August 2, 2018	8:00 am – 4:00pm
Friday, August 3, 2018	8:00 am – 1:00 pm

Manager Meetings are the second Wednesday of each month 2:00pm to 3:00pm

10. Wellness Policy & Competitive Foods Policy

St. Martin Parish LOCAL WELLNESS POLICY...
Copy on file with School Based Health Centers Coordinator, Adrian Huval or see our parish website