



**Mt. Lebanon School District
7 Horsman Drive
Pittsburgh, PA 15228**



August 1, 2018

News Bulletin from Mt. Lebanon School District Food Service

The Mt. Lebanon School District's Food Service Department is committed to providing healthy and well-balanced meals for your children. We are anticipating an exciting year for the cafeteria with a focus on health, wellness and good nutrition. We continuously strive to offer a large variety of quality food choices in the cafeteria.

Freshly prepared, nutritious lunches will be provided daily. Our program follows the nutritional requirements of the National School Breakfast and Lunch Program and the District's Wellness Policy. This assures school meals meet the nutritional standards set forth by the USDA and Pennsylvania Department of Education.

This bulletin includes information regarding the lunch programs that are offered to your student at his/her school. Please make sure you read all the information that pertains to your student.

Families that have children attending a public school district can apply for free or reduced price school meals through the National School Lunch Program online using COMPASS. COMPASS allows Pennsylvanians to apply for social service programs, such as Food Stamps (FS), Temporary Assistance for Needy Families (TANF), Energy Assistance, Children's Health Insurance Program (CHIP), etc., online. Families can use COMPASS to apply for free or reduced price school meals only, or they can apply for other services at the same time (FS, TANF, etc.). The compass website is www.compass.state.pa.us. You can continue to use the paper "Household Meal Benefits Application" which is supplied in this packet. If you apply for free or reduced price school meals through COMPASS, you do not need to submit a paper application. A new application is required each year for all participating students to keep receiving free or reduced meals.

DEBIT SYSTEM

We use a computer debit system enabling parents to prepay for their child's lunches. **Please deposit enough money on your child's account to pay for their purchases. When the student's account has a negative balance, the account must be paid in full immediately.**

Elementary School:

- Cashless lunch line
- Students who wish to purchase lunch that day will pick up their ID card in the lunchroom
- Students turn in their ID card to the cashier and their account will be charged
- Additional milk and milk purchased without a meal costs \$.50 a carton

Middle School and High School:

- Students enter their personal identification number (PIN) to access their account
- A student's PIN number is the same as the student's ID number found on their schedule
- The cashier will see the student's name and picture to assure the correct student is using the account
- If a student's account has a negative balance, they will be allowed to continue to purchase full, reimbursable meals. Students who have a negative account balance will be denied any a la carte purchases.

METHODS TO DEPOSIT MONEY ON STUDENT ACCOUNTS

- Online payment is available through www.payschoolscentral.com.
- Checks or cash may be sent to the finance office located at the High School. Please list the student's name, ID # and school on the check. If you have students in the same school, you may write one check. If you have students in different schools, a separate check must be written for each student.
- **Checks must be made payable to Mt. Lebanon School District and written in black or blue ink only**

Mail checks to:

Mt. Lebanon School District
Food Service Office
7 Horsman Dr
Pittsburgh PA 15228

Please send checks before August 15th, 2018 so that funds will be available in your student's cafeteria account on the first day of school. Our web page is www.mtlsd.org/foodservices/.

CHECKING LUNCH ACCOUNT BALANCES ON DASHBOARD

Lunch account balances are posted on Dashboard. You can access a student's lunch account balance by logging into Dashboard and selecting the "\$" icon (balance) at the top of the page. The balances displayed on Dashboard will not reflect deposits for 24 to 48 hours; however, the funds are available for immediate use after deposit.

INTERNET PAYMENT

Money can be deposited on your child's meal account over the internet 24 hours a day, 7 days a week using www.payschoolscentral.com. You will notice this is a different website from past years. It is through the same company, so ALL money that was on PayForIt will automatically be transferred to PaySchools Central. You will, however, need to create a new account on PaySchools Central. The directions for that are below.

By logging onto www.payschoolscentral.com you can easily:

- Set up an account
- Deposit money at your convenience
- Set email reminders to notify you when your child's account has a low balance
- Set up recurring payments
- Check your child's account balance (no fee charged)
- Request an activity report so you can see account activity for the previous 30 days (no fee charged)

The following is needed to set up an account:

- A valid email address
- A credit card
- The student's identification number

Each child in your family can be set up on the same account. A fee per transaction is charged each time you deposit money to a lunch account through www.payschoolscentral.com. Once you authorize the transaction, the money will be available in your child's account within 24 to 48 hours.

MENUS

Lunch menus and nutritional information are available on the food service web page on the District web site at www.mtlsd.org/foodservices/

We always welcome your comments on our lunch program. These comments will be used to make improvements throughout the year to meet the student's needs. **Please contact the Food Service Department at 412-344-2014 for any questions concerning our foodservice programs.**



MT. LEBANON SCHOOL DISTRICT



HUSSC AWARD WINNING ELEMENTARY SCHOOLS
ALL SEVEN MT. LEBANON ELEMENTARY SCHOOLS WON THE BRONZE
AWARD FOR THE HEALTHIER US SCHOOL CHALLENGE!
THIS IS THE HIGHEST NUTRITION AWARD IN THE COUNTRY!



ELEMENTARY SCHOOLS

The cost per lunch has gone up \$.05 this year and is now \$2.45. Milk is included with the meal. Additional milk and milk purchased without a meal is \$.50 a carton. There are four daily menu choices for students. We offer a wide variety of fresh fruits and vegetables and encourage students to eat servings of all the vegetables and fruits offered.

Lunch includes one entrée choice (hot entrée listed on menu; garden salad with whole grain roll; cold deli entrée listed on menu and bagel bag lunch), unlimited fruits and vegetables (choices include tossed side salads, specialty side salads, fresh garden vegetables, fresh fruit, canned fruit, 100% fruit juice), and one 8 ounce 1% white or fat free flavored milk.



\$2.45 ELEMENTARY LUNCH INCLUDES:

- **1 Entrée (bread included)** **For example: Baked Chicken Patty on whole grain bun**
- **Unlimited Vegetables / Fruits** **For example: carrot sticks, fresh fruit, tossed salad, Specialty side salad, canned fruit, juice**
- **1 Milk** **For example: 1% white, skim or fat free flavored milk**

HOW IT WORKS

Your student will select his/her meal choice in their home room each morning. They will have a choice of the hot entrée, cold deli sandwich, bagel with cream cheese and yogurt or garden salad with roll. The homeroom teacher will send the meal counts to the office. ID cards will be distributed to those students who order lunch or milk. Meals will be self-service in the school lunch room. Your student will take a lunch tray at the beginning of the lunch line, they will then pick the lunch choice they made that day in homeroom and place it on the tray along with any of the side dishes and milk. They will then hand their student ID card to the cashier and sit down to eat. Their account will be charged for the meal at that point. If your child is purchasing milk only, he/she will still need to get in the lunch line, pick up the milk and hand their ID card to the cashier and at that time they will be charged for the milk. Students are permitted to go through the lunch line only once and can purchase only 1 entrée; however they may select unlimited fruits and vegetables.

We use a cashless point of sale computer system for lunch accounts. Your student will be issued an ID number on his/her lunch card. Your child's ID number will remain the same every school year through high school. If a student's account is depleted and he/she forgets lunch money, the system is designed to allow a student to charge a meal that day to ensure that no student will go without eating; however negative balances must be paid in full immediately.

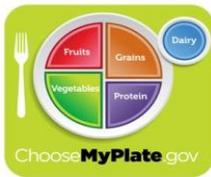
A LA CARTE / SNACK PROGRAM

A la carte items and snacks will be available this year. Any student, even those who bring lunches from home, will be able to purchase side items such as fresh fruit, vegetables, side salads, juice, bottled water, and milk. Healthy snack bags will be sold on Tuesdays only and low fat ice cream will be sold every Thursday. **Snack items and bottled water are \$.75 each and Ice Cream is \$1.25. Milk is \$.50 a carton.**

****NOTE: Students must have a positive lunch balance to purchase any extra items in addition to their meal. This includes a second milk, water, snacks, or ice cream.**



MT. LEBANON SCHOOL DISTRICT



**UNLIMITED FRUITS AND VEGETABLES
INCLUDED WITH MEALS AT THE
ELEMENTARY AND MIDDLE SCHOOLS!**



MIDDLE SCHOOLS

We continue to offer unlimited fruits and vegetables as part of the school lunch meal. Our three tier lunch system remains. The “Café Lebo” lunch price is \$2.60, the “MTL” meal price will be \$2.95 and the premium “Blue Devil” meal price will be \$3.50. Students will choose their entrée from the three different meal options below. Meals are priced according to the entrée chosen.

A school lunch meal consists of an entrée with whole grain bread, unlimited fruits and vegetables, and 1% plain or fat free flavored milk. USDA regulations require every meal to include a fruit and/or vegetable.

3 DAILY MEAL OPTIONS

CAFÉ LEBO MEAL
\$2.60
ENTRÉE CHOICES
CHICKEN PATTY
HAMBURGER
CHEESEBURGER
HOT DOG
PASTA/ SAUCE
GARDEN SALAD

ENTRÉE ONLY \$2.50


MTL MEAL
\$2.95
ENTRÉE CHOICES
DAILY MTL ENTRÉE
LISTED ON THE MONTHLY MENU
SPICY CHICKEN SANDWICH
DAILY PIZZA
CHEF SALAD
SALAD BAR

ENTRÉE ONLY \$2.85

BLUE DEVIL MEAL
\$3.50
ENTRÉE CHOICES
DAILY BLUE DEVIL ENTRÉE
LISTED ON THE MONTHLY MENU
FRESH MADE PIZZA
CAFÉ EXPRESS SPECIALTY WRAPS
& SANDWICHES
ULTIMATE CHICKEN SANDWICH
GOURMET GRAB N GO SALADS

ENTRÉE ONLY \$3.40

The cost of side dishes will be \$.90 each.

Monthly menus are available on our website at www.mtlsd.org/foodservices/

HOT BREAKFAST MEAL

The breakfast meal is \$1.60 and will be served from 7:15 AM until 8:00 AM in the cafeteria. The meal includes one breakfast entrée, unlimited sides of fresh fruit and vegetables, and one milk.



CAFÉ EXPRESS

MAKE A HEALTHY CHOICE

Every day at the middle schools, we offer numerous hot entrees and freshly prepared “Grab-N-Go” salads, deli sandwiches, gourmet specialty salads, wraps, healthy snacks, and low fat ice cream.



MT LEBANON SCHOOL DISTRICT

HIGH SCHOOL-CAFÉ LEBO Home of the Blue Devils

There are now many choices in the new High School cafeteria with different serving stations. Metro Deli, Blue Devil Pizza and Grill, Lebo Lunches and Chefs Cuisine are included with a bountiful fresh fruit and vegetable bar.

Mt. Lebanon High School participates in the National School Breakfast and Lunch Program.

The “Café Lebo” lunch price is \$2.60, the “MTL” meal price will be \$2.95 and the premium “Blue Devil” meal price will be \$3.50. Students will choose their entrée from the three different meal options below. Meals are priced according to the entrée chosen. Due to USDA regulations, every meal must include a fruit and/or vegetable.

Each meal will include one entrée, two fruits and/or two vegetable side items and choice of milk.

3 DAILY MEAL OPTIONS

**CAFÉ LEBO
MEAL
\$2.60**

ENTRÉE CHOICES

CHICKEN PATTY
HAMBURGER
CHEESEBURGER
HOT DOG
VEGETARIAN BURGER
PASTA/ SAUCE
FIELD OF GREENS SALAD

ENTRÉE ONLY \$2.50

 **MTL MEAL
\$2.95**

ENTRÉE CHOICES
DAILY MTL ENTRÉE
LISTED ON THE MONTHLY MENU

SPICY CHICKEN SANDWICH

HOMEMADE CHEESE AND
PEPPERONI

CHEF SALAD

ENTRÉE ONLY \$2.85

**BLUE DEVIL MEAL
\$3.50**

ENTRÉE CHOICES
DAILY BLUE DEVIL ENTRÉE
LISTED ON THE MONTHLY MENU

SPECIALTY PIZZA
CHEFS CUISINE ENTREES
MADE TO ORDER WRAPS,
SANDWICHES AND PANINIS
and METRO DELI
ULTIMATE CHICKEN SANDWICH
GOURMET GRAB N GO SALADS

ENTRÉE ONLY \$3.40

Additional side items are \$.90 each. Milk is \$.50.

Ala carte healthy snacks, beverages, and low fat ice cream are available for purchase daily.



HOT BREAKFAST MEAL

Breakfast meals are \$1.60 and are offered in the cafeteria from 7:15am to 10:00am

The breakfast meal includes one breakfast entrée, two fruits or vegetables, and one milk.

Caribou Coffee bar is available daily.

Monthly menus are available on our website at www.mtlsd.org/foodservices/

POLICY FOR CHARGING/NEGATIVE BALANCES

DISTRICT WIDE:

- Only meals may be charged.
- If there are no funds on your child's account your child will be allowed to continue to charge full, reimbursable meals.
- Under **NO** circumstance will a student be unable to eat at lunch or breakfast if they would like a meal.
- **No side items or a la carte items can be charged, this includes MILK.**
- **Negative balances must be paid in full immediately.**
- Students who qualify for the reduced price lunch and breakfast must have \$.30 for breakfast and \$.40 for lunch in cash or on their account at the time of purchase.
- Any remaining balance at year end will carry forward to the following school year.

MIDDLE AND HIGH SCHOOL:

- If there are no funds on your child's account your child will be allowed to continue to charge full, reimbursable meals.
- A la carte and side items cannot be charged. This includes milk.

ELEMENTARY SCHOOLS:

- We use a cashless system – please pre-pay by depositing money on your student's account.
- If there are no funds on the account, the student will still be able to charge a lunch.
- Only lunches can be charged. Milk is included with the lunch.
- Side items and a la carte items cannot be charged unless students have funds to purchase these items.
- Milk can be purchased separately but students must have funds on their account. Milk cannot be charged.
- If a student has a negative balance on their account, they cannot purchase any ala carte or side items. This includes milk, snacks, bottled water and ice cream.
- If a student has a negative balance, they cannot bring in \$1.00 on ice cream or snack day and purchase a snack. The \$1.00 will be applied to their outstanding negative balance.
- Breakfast is not served in the Elementary Schools.

CIVIL RIGHTS

In accordance with Federal law, and US Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington DC 20250-9410 or call (800)795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

The Food Service Program provides a grievance procedure in the event any person believes he/she has been discriminated against and/or denied service on the basis of race, color, national origin, sex, age, or disability in any program provided by the Russell Independent District. Forms for the procedure are in Appendix L of this manual.

All complaints written or verbal, alleging discrimination shall be processed within ninety days of receipt in the manner prescribed. Any person alleging discrimination has the right to file a complaint within one-hundred and eighty days of the alleged discriminatory action. Under special circumstances this time limit may be extended. All complaints, written or verbal, will be given to Anthony Thompson, the District's grievance officer. The complaint will be forwarded to the appropriate agencies. It is necessary that the information be sufficient to determine the appropriate individual or agency to which the complaint is directed, and to indicate the possibility of a violation. Anonymous complaints shall be handled as any other complaint.

In the event that a complainant make the allegation verbally or through a telephone conversation and refuses or is not inclined to place such allegations in writing, the person to whom the allegations are made shall write up the elements of the complaint for the complainant. Every effort will be made to have the complainant provide the following information:

- a. Name, address, telephone number, or means of contacting the complainant;
- b. The specific location and name of entity delivering the program, service or benefit;
 - c. The nature of the incident.
 - d. The basis of which the complainant feels discrimination exists;
- e. The names, titles and addresses of the persons who may be knowledge of the discriminator action & The date (s) during which the alleged discriminatory action occurred.