

St. Martin Parish School Nutrition Program 2021-2022



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1. Seamless Summer Feeding Option (SSO)

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

Seamless Summer Feeding Option Letter to Households School Year 2021-2022

Dear Parent or Guardian:

We are pleased to inform you that the St. Martin Parish School Board will participate in the Seamless Summer Feeding Option (SSO) for School Year 2021-2022 for all schools. The United States Department of Agriculture (USDA) has approved waivers for school districts to provide free meals to children without requiring a meal application. This pertains to the schools listed below:

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 child(ren)! All enrolled students of the school sites named above are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day of the 2021-2022 school year. No further action is required of you.

NOTE: Meal applications will need to be completed for SY 2022-23. The Community Eligibility Provision (CEP) ended last school year and USDA has allowed schools to participate in SSO for this year only. This allows for a year of transition to ensure that you are informed of meal application procedures for next school year.

Sincerely,

Lucretia Hertzock, SN Supervisor

Non Discrimination Statement: 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.

2. Civil Rights Policy

ST. MARTIN PARISH SCHOOL NUTRITION PROGRAM Civil Rights Policy 2021-2022

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 2021-2022 for SSO

ST. MARTIN PARISH PUBLIC SCHOOL DISTRICT

MEDIA RELEASE

Summer Feeding Option (SSO)

School Nutrition Program

The United States Department of Agriculture (USDA) has approved waivers for school districts to provide free meals to children without requiring a meal application. Therefore, the St. Martin Parish School Board will serve breakfast and lunch meals to students under the Seamless Summer Option (SSO) for the 2021-2022 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.*

Non Discrimination Statement: 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.

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4. Take Out Policy

School Nutrition Take Out Policy 2021-2022

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 provide containers in order to avoid the .50 cents charge.
3. A reimbursable meal following guidelines established in Heathy and Hungry Free Kids Act will be given.
4. **Meals may not be removed from the school premises.** The meal must be consumed on school grounds and properly disposed of after consumption.
5. 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.
6. Take out meal service may be utilized for both breakfast and lunch service. Takeout 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.

Below 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. No food items containing peanuts. This is a Peanut Free District.

6. Warehouse Procedures

WAREHOUSE & DELIVERY REQUESTS for 2021-2022

Horace "Lite" Batiste, Warehouse Personnel

Anthony Faulk, Warehouse Personnel

Delivery requests are now digital. Submit delivery requests at the link below:

https://docs.google.com/forms/d/13c7zVflbcQKEc4Ga5SL-vrIDzX5aC2ktfVCUhzdRS00/viewform?ts=5be4ac97&edit_requested=true

This link can also be found on the District Webpage at
About → Staff Forms → Schools → Delivery Requests

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

2. **DO NOT PLACE REQUESTS WITH THE WAREHOUSE PERSONNEL.** All requests are logged and reviewed weekly to ensure all requests are being handled in a timely and fair manner.

If you have any questions, contact Reginald Hill at Ext. 2833.

7. Meal Prices 2021-2022

Breakfast

Employees	1.75
Parents & Visitors	2.45

Lunch

Employees	3.00
Parents & Visitors	4.85

Extra Sales

Milk, Juice	.60
Ice Cream	1.00
Water, 8 oz	.60
Water, 16 oz	1.00
Take Out Box	.50
2 nd Meals	4.85

8. Meal Charges

SSO 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 are not allowed to charge. Money should be received during the transaction, not after.

9. Tentative Employee & Manager In-service Dates

Monday, August 9, 2021	8:00am – 4:00pm	BBJ Computer Lab
Tuesday, August 10, 2021	8:00 am – 4:00pm	CCRC
Friday, August 13, 2021	10:00 am – 2:00 pm	CCRC

Please refer to School Nutrition calendar for monthly Manager Meeting dates.

10. Wellness Policy & Competitive Foods Policy

St. Martin Parish LOCAL WELLNESS POLICY...

Copy on file with School Based Health Centers Coordinator, Adrienne Huval or see District website