

# Food Services Department

## WELCOME BACK TO SCHOOL YEAR 2022-2023

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BWSD: National School Lunch Program returns for 2022-2023. **All student meals will be FULL PRICE unless** families qualify for government assistance or apply for benefits.

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### **Families Receiving Government Assistance:**

Families that are eligible for *direct certification* will receive a letter from BWSD in August confirming that their child is eligible for free meals in the 2022-2023 school year. The letter will state that they do not need to apply for meal benefits. Please read the letter you received carefully and follow the instructions. If any children in your household were missing from your eligibility notification letter, contact Judy Bourne, 412.885.7500 x8081 or email at [jbourne@bwschools.net](mailto:jbourne@bwschools.net) immediately.

### **Meal Benefit Applications:**

If you feel you may qualify for Free or Reduced Price meal benefits, please click this link, <http://schoolcafe.com> to complete a meal application online. A new meal application must be completed on or after the date of July 1, 2022.

**Grace Period:** If a student was enrolled in BWSD during 2019-20, and *was eligible* for Free or Reduced Price meal benefits, their eligibility will carry over. They will be given a grace period of 30 days to complete their new meal benefit application for the current school year. Families **must** still apply for meal benefits for the **current** school year. The new meal benefit will be effective on *the date of submission* of the new meal benefit application.

It is recommended to complete your application as soon as possible and or before the grace period ends to continue to receive benefits for the current school year. Any new lunch debt incurred after the Grace Period ends will be the responsibility of the parent to pay the full amount to the school district regardless of the future eligibility status approved.

Example of the Grace Period: If a student was eligible for Reduced Price meals in 2019-2020, the student will have a Reduced Price eligibility status only until October 11, 2022. On October 12, the student will return to **Paid** status for the remainder of the current school year or **until** the family applies for new meal benefits for the current school year. If a student was **not** enrolled or eligible for meal benefits in 2019-2020, the student will have a **Paid** status starting with the **first day of school** or **until** the family applies for meal benefits for the current school year.

### **Meal Costs:**

All students not eligible for government direct certification or Free or Reduced price meals will be responsible to pay full price for all meals this year.

#### **Breakfast**

K-6 Grades Price: Free  
Grades 7-12 Price: \$1.50

#### **Lunch**

Elementary (Grades K-5) : \$ 3.30  
Secondary (Grades 6-12) Price: \$4.00

### **Meal Payments:**

**BWSD no longer accepts any cash for meal payment.** All payments must be made through the third-party company contracted with the district, **e-Funds**. Payments can be made to e-funds by check or credit card. Schools cannot accept cash, checks, or credit card payments.

Go to the BW district website>Menus>Food Services Webpage> Under the '**Payment**' tab is the link to e-Funds or click <https://payments.efundsforschools.com/v3/districts/55326/>

### **Lunch Debt:**

Families are responsible for the cost of Full Price Meals or Reduced Price Meals served to their child(ren). Skyward will automatically send notices of negative balances if payment was not made *before* the meal was purchased. Skyward will send out notices to families until the balances are paid. Letters from the district will be mailed out to families via email and or U.S. Mail for unpaid balances.

Parents are responsible for payment of lunch debt owed to the school district from prior school years. Families that owed money in the school year 2019-2020 before the schools closed for Covid will have to begin making payments on those the negative balances. Collection of lunch debt will begin in August.

Board Policy 808.1 Lunch Accounts informs parents of the details of what will occur if their child's account becomes delinquent. You can access the Board Policy on the BWSD website.

### **Menu:**

The new school year will bring back some of the favorite programs that were in place before the Covid Pandemic:

- **Meatless Monday Program** (Return/Expansion of meatless/vegetarian options)
- **Taste It Tuesday Program** (New recipes, new menu items coming)
- **Ala carte options for 6th grade at HEC** (Middle School Students Ala Carte Selections)
- **Ala carte program for Elementary Schools** (expanded this year to offer daily choices)

Food Services will provide a variety of meal services to meet the needs of BWSD enrolled students. Expanded vegetarian options will be available at all schools to meet the growing trends of our district students.

**Please Note Menu Changes:** Food supply chain problems will continue to impact our daily operations and will lead to menu changes. Limited supplies and or lack of food available from government approved manufacturers will cause menu changes. The expansion of alternate entrees available daily this year will hopefully assist with shortages of favorite main entrees. Please stay connected with us on Twitter for updates. **Follow us on Twitter @BWFOODSERVICE**

**More information available on the BWSD Food Services webpage.** Go to the BW district website>Menus>Food Services Webpage or by clicking here: [BWSD Food Service](#). Menus are posted each month.

### **Special Dietary Needs:**

If your child has a medical condition that requires a special diet to meet their needs, please have your doctor complete the Food Service Medical Care Plan Form and return it to your child's school nurse. The school nurse will forward the form to the cafeteria manager. You can access this form on the Food Services webpage. Go to BW district website>Menus>Food Services Webpage> Under the '**Special Dietary Needs**' **tab** on the webpage.

### **Student PIN Number Required:**

Each student has been assigned their unique ID number, called a PIN number. This number allows your child to access their School Lunch Account to receive a school meal or to purchase an ala carte milk, bottled water, or any snack item. We are sending out a letter that will supply you with the number so that your son/daughter can practice entering his/her number over the summer on the keypad pictured below. The number sequence starts at the bottom of the keypad which is different from cell phones and iPad keyboards your child may be used to using. **This keypad will be used on all school cafeteria lines this school year.**



A great way for your child to remember their PIN number is to sing the numbers to the tune of their favorite song. Music helps kids remember numbers faster. Have them sing their favorite tune while punching in the numbers on the keypad photo below. This will help them locate the keys on the keypad and practice makes the entry faster as your child builds confidence in this task.

### **Nondiscrimination Statement:**

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](mailto:Program.Intake@usda.gov)

This institution is an equal opportunity provider.

07/25/2022