

**Raytown C-2 Food Service Department**  
**6608 Raytown Rd**  
**Raytown, MO 64133**  
**(816) 268-7076**  
**2023-2024**

**Welcome Students:**

Welcome from the Raytown C-2 Food Service Department. We would like to help new & returning students and their parents become familiar with the Food Service Program. We prepare nutritious breakfast and lunch meals and after school meals for the students in each school.

**Menus:**

Menus are written in accordance with USDA guidelines for public schools. Menus are available on the district web site at: [www.raytownschools.org](http://www.raytownschools.org) Go to: For Parents, Food Service, Menus. We offer at least 5 meal component choices each day including milk and juice for lunch. To receive the meal price, students must select 3 of the offered components for lunch. Seconds on select fruits and vegetables are available upon request. School specials and changes are communicated at each building and on our webpage.

**Student Meal Prices:**

**Breakfast:** Free

**Lunch:**

Full price EL-\$2.25/ M-\$2.45/ HS-\$2.45

Reduced EL-\$0.40/ M- \$.40/ HS- \$.40

Free EL/M/HS- \$0.00

**After School Meals:** Free

**Guests:**

Guests are welcome and encouraged to eat lunch with students. Please notify the school's office prior to 9:15 AM that you will be visiting so we may add you to the lunch order.

**Cafeteria Accounts / Student ID #'s:**

Each student enrolled in the school district will have a cafeteria account in his/her name. Once your student is enrolled in the district, the student ID # your child is assigned is also his/her

lunch ID #. The student should memorize (have access to) this 6-digit ID number that is for him/her only. The student will use his/her ID number when going through the breakfast and lunch line. Please be sure this ID number remains confidential since it will remain the same for each student throughout his/her school years in Raytown. ONLY the individual student is allowed to use their ID#

**Free & Reduced Meals:**

Free and reduced priced meals are available for children in families who qualify based upon household income. You may submit an application online at

[www.raytownschools.org](http://www.raytownschools.org) starting every July.

**You must submit the completed form annually starting again this year.** We will notify you by email within 10 days of your eligibility.

**Prepayments:**

Food Service offers families three ways by which to deposit money on a student's cafeteria account. (1) Internet option on [www.mypaymentsplus.com](http://www.mypaymentsplus.com) using a debit or credit card. Parents may prepay and auto deposit, set up low balance alerts and set up low balance deposits as well. (2) Phone option by dialing 1-877-237-0946 using debit or credit card, and (3) Sending cash or check (in black or blue ink) with the student to school. Whichever way you choose to deposit money into your child's cafeteria account, the money remains in the student's account until it is used.

With option #3, please put the money in a sealed envelope with the student's name/ID#, amount enclosed (general or meal account indicated) and teacher's name on the outside. If you are paying for more than one child in the same building, please put each child's name and the

amount of money you want placed in each account. If paying by check, put the child's name in the check memo section. Elementary teachers collect the students' prepayments in the classroom first thing in the morning and then send the money to the cafeteria. This allows the cafeteria staff enough time to deposit the money into each student's account without delaying the lunch line. If your check is returned due to non-sufficient funds, the funds will be removed from the account. You will be able to add money to your child(s) account by cash ONLY or through [mypaymentsplus.com](http://mypaymentsplus.com) moving forward. Elementary cafeteria cashiers are unable to provide change to students.

### **Communication:**

Communication to parents is very important to us. Check our website often for updates.

1. Account info can be found at [www.mypaymentsplus.com](http://www.mypaymentsplus.com) (or by calling Food Service.)
2. If you set up your payments over the internet or phone, a low balance notice can be emailed to you and auto deposits set up.

### **Food Allergies:**

USDA form and procedures found on our website, at our office or with building nurses. Allow 2 business days to process once the Food Service office has received the completed form. Food allergens associated with each menu are posted on the Food Service website. All completed medical documentation must be on file with the Food Service Department for support to be in place.

### **Charge Policy:**

From time to time students forget to bring lunch money or run out of money in their account. The district Charge Policy allows students to charge up to 10 lunches before being issued an alternate entree than listed on the day's menu. The alternate entree is the student's choice of either a peanut butter or cheese sandwich. The PB or cheese sandwich is the only item that will be different from that day's meal. All other meal components will be the same as what is listed on the menu. Parents are encouraged to track their student's account balances regularly. Notices via email will be sent from the Food Services Department when a student approaches the 10 charges as well as once they exceed the 10 charges.

### **A la Carte:**

A la carte or extra items are offered daily for students to purchase. These are available for students in K– 12<sup>th</sup> grade. Parents have the option to restrict a la carte purchases. We encourage you to notify the Food Service office for a Restriction Form if you do not want your child to purchase these items.

### **Questions:**

If at any time you have questions regarding the food service program please, contact the Food Service Office at (816) 268-7076 from 8:00am-4:30pm.

**We look forward to serving your child nutritious meals while they are attending Raytown Quality Schools.** (06/23)

USDA Nondiscrimination Statement For all other FNS nutrition assistance programs, State or local agencies, and their subrecipients, must post the following Nondiscrimination 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,

(AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filine\\_cust.html](http://www.ascr.usda.gov/complaint_filine_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 (566) 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](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.