

WELCOME TO SCHOOL LUNCH

Dear High School Parents and Students:

Welcome back! The Conestoga Valley Food Service Staff is here to serve you.

Breakfast will be served starting August 26, 2024 from 7:10 am to 7:35 am.

All HS Buckskin Cafe Breakfast meals will be FREE for the 2024-25 school year.

The Buckskin Cafe Lunch price for the 2024-25 school year will be from \$2.90 to \$3.50; reduced priced meals are FREE.

Students who purchase a complete student lunch meal may purchase an extra entrée for \$2.00 or an extra vegetable or fruit side dish for \$.85.

Student Type A Lunch - \$2.90

Grab n Go Salad - \$3.50

Cold Sandwich / Wrap Combo - \$3.50

Hot Sandwich Combo - \$3.50 (Intermittent Days)

Buckskin Box - \$3.50

- **Any ala carte purchase will need sufficient funds in their School Cafe account or cash will be accepted**
- **Ala carte purchase may be any snack item or an extra entrée, milk etc.**

Point of Sale System –The Conestoga Valley School District food service has implemented a computerized debit system for the CV School District called **SCHOOL CAFE**. All students must use their **7 Digit Student ID** Number to purchase food items in the Buckskin Cafeteria.

The **major advantage of this system is the ability to prepay. Any amount can be deposited into the student's account in advance at any time during the school year.** As purchases are made, the computerized system will keep track of your child's remaining fund balance. Students will **NOT** be able to withdraw cash from their account. Parents are encouraged to go online to <https://www.schoolcafe.com/ConestogaValleySD> and create an account to view their student's account balances, purchases, and fees. A low balance notification may also be added. If a student asks to know their current balance, they will discreetly be informed, otherwise all information will be directed to the parent/guardian. When placing funds on School Cafe it may take 24 to 48 hours before the transaction is completed. Here is a website that may assist in setting up a School Cafe account – <https://www.schoolcafe.com/ConestogaValleySD>. School Café also has an app that may be used for adding student funds. The app can be found at this website www.schoolcafe.com including frequently asked questions.

By making a prepayment you will no longer need to supply your child with cash each morning and you can be sure, that the money in their account will be used to purchase food. All students are encouraged to make prepayments for meals and/or a la carte items. We have found that transactions for students who deposit funds into their accounts allow them to move through the lunch line more quickly. However, if you prefer that your child pay for their purchases in the cafeteria daily, a check or cash will still be accepted.

Please make **check payable to the Conestoga Valley School District** or cash payment to the High School Manager. Please place envelope with payment in the cafeteria deposit drop box, which is located to the right of the cafeteria entrance. Thereafter students can pick up and place their check or cash in the preprinted envelopes provided at each HS cash register. All deposits must be received by **9:00am** to be entered into the student's account for the same day lunch period.

If your child withdraws from the CV area school district, any balance left in the account must have a parent or guardians written request to withdraw the total from their student's account, or it may be forwarded to a CV siblings account. Please complete a **Request for Refund Fund** found on the CV Food Service website, or

request a copy form the cafeteria manager and submit to the Food Service Office. After receiving and approving your request, a check will be mailed at the end of the requested month.

High School Student Lunch Charge Policy

Effective August 26, 2024 a student who request a school program meal will be provided a meal regardless of whether the student has money to pay for the meal (on hand or in meal account), unless the student's parent/guardian has provided specific written directive to the school to withhold a meal. Communications regarding money owed will be directed to the parent or guardian unless the student requests the available balance. When a student has selected a meal and if they do not have positive funds or cash to purchase, the student will be permitted to have the meal. The meal will then be charged to their Cafeteria School Cafe account. All components of breakfast or lunch must be selected or, the cashier must charge ala carte prices for the food items. **Parents can establish limits or prohibit the charging of food items when in deficit in writing or online at <https://www.schoolcafe.com/ConestogaValleySD>.** When those limits are in place, food can be removed from the child at the register. No student will be allowed to charge ala carte items.

Negative Account Balance Procedures

When a student owes money for five (5) or more school food program meals, the District shall make at least two (2) attempts to contact the student's parent/guardian and shall provide the application website, <https://www.schoolcafe.com/ConestogaValleySD> for free/reduced-price school meal benefits under federal school meal programs. The district may help parents/guardians with applying for free/reduced-price school meals benefits. Monthly the Cafeteria Manager will notify parents with a Negative balance by various means, letter, email, text, or parent link call. When negative balances of \$25.00 or greater exist, a letter will be mailed to the parent/guardian. When negative balances of \$50.00 or greater exist, a letter will be mailed from the business office to the parent/guardian. Reasonable efforts shall be made by the district to collect unpaid meal charges and NSF checks from parents/guardians.

Collection of Outstanding Balances

If a student has a negative meal account balance at the close of the school year or following a transfer to another district, the meal account balance will be converted to a parent/guardian financial obligation. The financial obligation will remain the responsibility of the student's parents/guardians until it is paid in full in compliance with Board Policy 808.

Requesting an Account Refund or Balance Transfer

Positive balances for underclassman will be automatically carried over to the next school year. Refunds from student meal accounts are granted when a student graduates, leaves the District, or a special circumstance necessitates the refund. Upon withdrawing from the District, a student must bring their account to a zero balance and parents must stop any automatic payments in their child's School Café account. For students with a balance of more than \$5.00 in his/her meal account, parents/guardians are asked to complete, sign, and submit the **Request for Refund Form prior to June 6, 2025.**

Patents/Guardians are responsible for all charges on their student's accounts and are encouraged to frequently check the account balance to ensure adequate funds are available for their student (s) to purchase school breakfast, lunch, and ala carte items.

Special Information for Graduating Seniors

Shortly after their final day of school, seniors will be notified if they have a positive account balance. Remaining funds will be transferred to younger students. If no younger students, Parent/Guardian will be directed to complete the **Request for Refund Form prior to June 6, 2025.** Parent/Guardian may request a refund or donate to the families in need of assistance with meal accounts.

If you have any questions regarding your child's lunches, please call the cafeteria between 8:30 am to 10:30 am and ask to speak with the cafeteria manager.

If you have any questions, please feel free to call Teresa Drager, Director of Food Services at (717) 556-0025.
Thank you for your continued cooperation and support of the Conestoga Valley Food Service Department.

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, audiotape, 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

This institution is an equal opportunity provider.

ATTENTION: If you speak Spanish, language assistance services, free of charge, are available to you. Contact your child's school.

ATENCIÓN: Si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Comuníquese con la escuela de su niño.