

WELCOME TO SCHOOL LUNCH

Dear Elementary Parents and Students:

Welcome back! The Conestoga Valley Food Service Staff is here to serve you. Please read the following news from your child's cafeteria:

Breakfast will be served starting August 26, 2024 from 8:30 am to 9:00 am.

All Elementary Breakfast meals will be FREE for the 2024-25 School year.

Elementary Lunch Price for 2024-25 school year will be \$2.75; Reduced Price Meals will be FREE.

Daily, all elementary grade students have a choice of one of four lunches to choose from: **Type A Lunch, PBJ Sandwich, Boxed Salad or Buckskin Bag on intermittent weeks.**

In addition, for students going on field trips where lunches are required, the cafeteria will provide a bag lunch at the same cost of the school lunch. Your child's teacher will send the necessary paperwork home prior to the scheduled event.

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

Ala carte items popular with students are available at an additional cost.

- **Any ala carte purchase will need sufficient funds in their Primero edge Express Point account or cash will also 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 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. Due to new regulations, no information may be directed to the student. When placing funds on the **SCHOOL CAFÉ** 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 and will include 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 Elementary School cafeteria manager. All deposits must be received by **9:00 am** to be entered into the student's account for the same day lunch period.

Elementary 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. Direct communications regarding money owed will be made to the parent or guardian only. 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://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 meal 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 sent to the parent/guardian. When negative balances of \$50.00 or greater exist, a letter will be sent 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. Parents/guardians are asked to complete, sign, and submit the **Request for Refund Form prior to June 6, 2025.**

Parents/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.

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 cashier or manager.

If you have any questions, please feel free to call Teresa Drager, Director of Food Service 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.

