

Newman Catholic Schools Food Service Program Information - Policies & Procedures

Meal Pricing

- \$3.25 Elementary
- \$3.35 Middle School
- \$3.50 High School
- \$4.65 Adult Lunch
- Ala Carte Pricing can be found under Food Service Resources on our website

Payment, Collection and Refund Policies

- Prepayment Program - Payment is required in advance of meal service for students and adults. Deposits to family accounts are required for continued meal service. Balances within an account are shared by all members of the family.
- Account Information - Account information is available in a family's Skyward account. Assistance accessing account information can be requested through your school office or the NCS Food Service Coordinator.
- Low Balance Notifications - Parents may elect phone, text or email low balance notifications within their Skyward account. Notifications are issued when an account falls below \$10.00.
- Account Setup and Student PIN Numbers - Accounts are established by the family at the time of enrollment into NCS. Each student is assigned a Personal Identification Number (PIN) and the family is assigned a family number. Students will be issued a bar code card. At the elementary school it will be a lunch scan card. Middle and High School students will be issued a student ID that will also be their lunch scan card. In the absence of an ID card they can enter their 4-digit PIN at the Point of Service in their school cafeteria on a touchpad. An assigned staff member will verify that each meal meets the minimum Wisconsin Department of Instruction (DPI) criteria and that the full meal, milk or any additional a la carte items are charged correctly to the family's account.
 - Students are responsible for keeping their PIN confidential. Students intentionally providing their PIN to another student or intentionally

using another student's PIN are subject to disciplinary actions which may include, but are not limited to, restitution of charges to the proper party.

- Middle and High School students will be responsible for having their ID with them for lunch.

- **Payment Options:**

- **e~funds online payment system** - You are able to make online payments using your checking account information or credit/debit card. There is a fee for credit/debit card transactions but checking transactions are free. You will need your family number from Skyward to set up and add students from your family to your e~funds account.
<https://payments.efundsforschools.com/v3/districts/56251>
- **Checks** - Checks are accepted at your school office or NCS District Office, 1130 W Bridge St., Wausau, WI 54401. A written receipt will be provided at the time of payment.
- **Cash** - Cash payments are accepted at your school office or the NCS District Office, 1130 W Bridge St., Wausau, WI 5440. A written receipt will be provided at the time of payment.

- **Negative Balance Procedures** - Negative balance notices are sent out automatically via Skyward and from the NCS Food Service Coordinator. Please see our Unpaid Meal Policy for more information:

<https://www.newmancatholicschools.com/about-ncs/food-service>

- Parents may be contacted by a school administrator if a payment is not received, requesting a cold lunch from home.
- Food Service balances are considered an NCS fee and subject to the NCS delinquent tuition and fees policy.

- **Account Balance and Refund Policy**

- Account balances carry forward from one year to the next while enrolled at NCS
- Food Service refunds can be issued at the written request of the payor on the account when withdrawing from NCS as long as all other NCS accounts are in good standing. If a balance is owed, the money will be transferred and applied to the balance due.
- When a Senior student graduates and is the youngest enrolled member of the family, the family can have funds refunded or donated

to the NCS Angel Fund if all other fees and balances are in good standing. If a balance is owed, the money will be transferred and applied to the balance due.

Mandatory Reporting of Neglect

It is a parent's legal responsibility to feed his/her child regardless if the student is in school or at home. If it appears to school officials that a family is neglecting to provide lunch for a child, the school is required, as a mandatory reporter of child abuse and/or neglect, to notify the Marathon County Department of Social Services/Child Protection Agency.

Free and Reduced Lunches

Information and application materials regarding free and reduced price meals are available on our website in English, Spanish and Hmong under Food Service

Resources: <https://www.newmancatholicschools.com/about-ncs/food-service>

- Per Federal guidelines for students receiving free or reduced meals:
 - Meals (all or part) may not be shared with other students
 - Student PIN numbers may not be shared with other students
 - Qualifying free/reduced meal students who bring a sack lunch in lieu of taking the regular school lunch and wish to have a carton of milk will be charged for the cost of the milk, as it is not covered under the free/reduced meal program.
 - Qualifying free/reduced meal students are eligible to receive one serving of the main entree and one carton of milk with their meal. Additional servings of the main entree and milk will be charged to the family account at full price. Funds should be in the account at the time of purchase to cover extra entrees or milk per our prepaid meal policy.

Meal Standards

- Each meal includes five required meal components based on standards mandated by the US Department of Agriculture (USDA) and DPI; meat/meat alternate, grain, vegetable, fruit and dairy.
- Offer vs Serve Lunch Program - Students are offered all five components and may freely select three components or more of the five components.

Students MUST choose three components and one component must be a full serving of fruit or vegetable.

- Before a student enters their PIN, the lunch tray is checked at the point of sale by a trained staff member to assure the student has selected and received the required components.
- Calories that make up a school lunch are federally determined in consideration to the average US student's daily activity and with the understanding that school lunch is one of 3-4 meals in a student's day. Students with high energy output, burning many calories in a day, should supplement the regular school lunch with morning/afternoon snacks and/or additional entrees at lunch time.

Second Helping Policy - All Grade Levels

- One serving of the main entree is included in the price of the meal.
- An additional charge (\$1.50) is incurred when a student takes an additional serving of the main entree. Funds should be in the account at the time of purchase to cover extra entrees per our prepaid meal policy. Extra entrees are only offered at the end of lunch service if they are available.
- Students may receive additional servings of fruits and vegetables at no additional charge if available.
- Additional cartons of milk are charged (\$.60) at full price. One milk is included with the cost of lunch. Funds should be in the account at the time of purchase to cover milks per our prepaid meal policy.
- These policies reflect NCS compliance with school lunch regulations. NCS is required to set and enforce lunch policies to ensure all families are receiving equal value for an equal price paid for meals.

A la Carte

During the lunch hour, students may also purchase food and beverage items not included in the regular lunch program. All items sold are smart snack compliant, meeting federal guidelines for calories and fat per serving. Purchases of a la carte items are charged to the family lunch account by students using their PIN at the point of sale. Items from lunch purchased independently, i.e. main entree, salad, bread, fruit, are also charged separately if a full meal is not selected. Families may opt out of the a la carte option by notifying the Food Service Coordinator or returning the [Opt Out](#) form to their school office.

Dietary Restrictions

If a student has dietary restrictions or food allergies please refer to our [Special Dietary Restriction Policy](#), complete necessary Dietary Restriction paperwork found at the bottom of the [Food Service Resources Website Page](#) and return it to your school office. It is important that school and kitchen staff are aware of any dietary restrictions or food allergies a child may have.

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, 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/ad-3027.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.