

**LAFOURCHE PARISH SCHOOL DISTRICT  
CHILD NUTRITION DEPARTMENT**

**August 2017**

Dear Parent/Guardian:

Welcome to the 2017-2018 school year. **Beginning this year, meal benefit applications may be completed online at [www.myschoolapps.com](http://www.myschoolapps.com) or paper applications are available at each school office/cafeteria. Also, online payments are available at [myschoolbucks.com](http://myschoolbucks.com). Refer to [mylpsd.com](http://mylpsd.com) for monthly menus, nutrition newsletters, Policy JGB “Student Wellness Promotion”, Policy EE “Child Nutrition Management” and other helpful information.**

**No Meal Charging:**

Please remember LPSD currently has a **Cafeteria No Charge Policy (refer to Policy EE)**. This policy is for everyone, (students, staff and visitors). It is the responsibility of the parent to provide payment in advance for meals or to provide each child with money or a lunch from home. You may pay yearly, monthly, weekly or daily as long as it is **before** the meal. **Federal Guidelines state that a child can be refused a meal for lack of payment. State guidelines stipulate that students in grades Pre-K – 8<sup>th</sup> should be given a non-reimbursable meal or snack when failure to pay for the meal has occurred. This applies to the lunch meal only. The LPSD can and will deny any breakfast meal for failure to pay.** Please send a bag lunch with your child if you do not have money for lunch in the cafeteria. If your child forgets to bring money he/she will be allowed to charge up to a \$5.00 limit. A non-reimbursable meal will be provided until debt is paid in grades Pre-K-8<sup>th</sup>. In grades 9<sup>th</sup>-12<sup>th</sup> students will be allowed a \$5.00 limit to charge meals, once this has been met they will be denied a meal with **no** alternate non-reimbursable meal or snack. In accordance with state law notices will be sent home to parents of any debt owed to the Child Nutrition Department.

We request your help with the following:

- Remember there is a **No Charge Policy**. The Child Nutrition Program is self-funded and we must pay our bills and employees each month.
- Make sure your child has his/her ID-lunch card. If the ID card is lost or stolen, the student must purchase a new one.
- **Cafeteria Payments**- Should be sent in a sealed envelope addressed to the cafeteria with the child’s name, ID card number and teacher name on the envelope. No out of state checks will be accepted. Make checks payable to Lafourche Parish Child Nutrition Department. If a NSF check is received from a household, only cash or a money order will be accepted thereafter for payment of meals. **Personal checks for meal payments will not be accepted after May 09, 2018.**
- **Online Payments**- Parents have the opportunity to make payments online via [www.myschoolbucks.com](http://www.myschoolbucks.com) for their child’s meals (fee accessed). You can pay with a credit/debit card. The online services allows parents to add money directly into their child’s meal account. Parents can monitor the account, view account activity, and set up low-balance alerts. Even if you decide not to make a payment online, you can still take advantage of the other features listed above at no charge.
- **All account balances from the previous school year, whether positive or negative, are rolled over to the current school year. Please contact your cafeteria or go online to review balances.**
- **Any request for refund shall be made by a parent, either in person or written request, to the cafeteria no later than May 16, 2018. This applies to graduating seniors and students exiting Lafourche Parish School District.**

- Students who have purchased a meal may purchase extra items. Prices of extras are as follows: bread, 4-oz juice (50 cents); 8-oz -12oz bottled water, 8-oz milk, 6.75-oz juice (50 cents); starch, vegetable, fruit, dessert (50 cents); breakfast entrée (\$1.00 for elementary and middle grades) and (\$1.25 high school) and lunch entrée (\$1.25 elementary and middle grades) and (\$1.50 high school).

### Price of Meals:

|                          | Reduced Breakfast | Reduced Lunch | Full Price Breakfast | Full Price Lunch |
|--------------------------|-------------------|---------------|----------------------|------------------|
| <b>Elementary School</b> | .30               | .40           | 1.55                 | 1.65             |
| <b>Middle School</b>     | .30               | .40           | 1.55                 | 1.70             |
| <b>High School</b>       | .30               | .40           | 1.60                 | 2.10             |

### Free/Reduced Meal Applications:

Please complete one free and reduced priced meal application per family as soon as possible if you think you qualify for benefits. **Benefits from last school year are only good for the first thirty days.** Return the completed form immediately to the school office so there will be no delays in processing. **We encourage the use of the on-line application found at [www.myschoolapps.com](http://www.myschoolapps.com).** **Parents are responsible for all meals until the application is processed.** If you have any questions or need any assistance in filling out the free/reduced lunch applications, please call the Lafourche Parish Child Nutrition Department (985-447-3732 or 1-877-447-3761).

### Accommodating Children with Special Dietary Needs:

According to Accommodating Children with Special Dietary Needs in the School Nutrition Programs guidance manual provided by the USDA, the LPSD Child Nutrition Program (CNP) is only responsible for providing special diet request for those children who have been declared as having a disability or a severe food allergy that results in anaphylaxis. All other food allergies or intolerances are not considered a disability as defined under either Section 504 of the Rehabilitation Act or Part B of IDEA and the school food service may, but is not required to make food substitutions. The LPSD CNP may make food substitutions at their discretion and each determination is on a case-by-case basis. The LPSD CNP is not required therefore does not heat or keep cool any food for a child brought from home. **A “Diet Prescription for Meals at School” form signed by a licensed physician must be submitted each school year to the cafeteria manager before any special diet request may be considered. A Diet Prescription Form may be obtained from the Child Nutrition Manager, the school nurse or on the website at [mylpsd.com](http://mylpsd.com)**

We are looking forward to a successful school year. Thank you for your cooperation in helping to make your child’s school meal experience a pleasant one.

Sincerely,

*Lauren B. Fletcher*

Director, Child Nutrition Department

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

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\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_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 (866) 632-9992. Submit your completed form or letter to USDA by: mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410 fax: (202) 690-7442; or email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.