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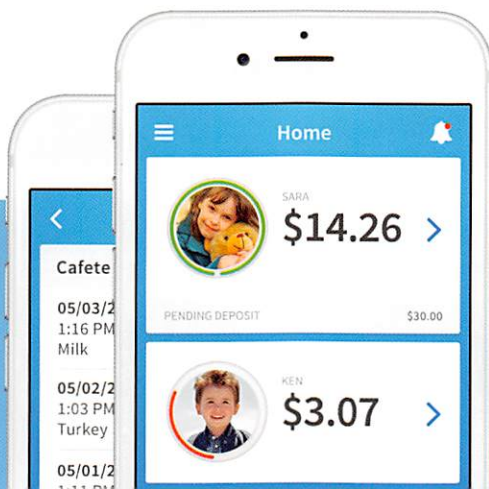
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SCHOOL
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**MAKE MEAL PAYMENTS
WHEREVER YOU GO**



**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 or paper applications are available at each school office/cafeteria. Also, online payments are available at myschoolbucks.com. Refer to 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 – 8th 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-8th. In grades 9th-12th 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 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
Elementary School	.30	.40	1.55	1.65
Middle School	.30	.40	1.55	1.70
High School	.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.** 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

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, 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 (800) 625-6902. 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) 696-7442, or email: program.intake@usda.gov. This institution is an equal opportunity provider.

Letter to Household-School Year 2017-2018

FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE SCHOOL MEALS

Dear Parent/Guardian:

Children need healthy meals to learn. **Lafourche Parish School District** offers healthy meals every school day. Breakfast costs **\$1.55** (Elementary), **\$1.55** (Middle), **\$1.60** (High School); lunch costs **\$1.65** (Elementary), **\$1.70** (Middle), and **\$2.10** (High School). **Your children may qualify for free meals or for reduced price meals.** Reduced price is **\$.30** for breakfast and **\$.40** for lunch. Applications may be completed online at www.myschoolapps.com or paper applications are available at each school office/cafeteria. Below are some common questions and answers to help you with the application process.

1. WHO CAN GET FREE OR REDUCED PRICE MEALS?

- All children in households receiving benefits from **SNAP, the Food Distribution Program on Indian Reservations (FDPIR) or TANF**, are eligible for free meals.
- Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children participating in their school's Head Start program are eligible for free meals.
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- Children may receive free or reduced price meals if your household's income is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart.

FEDERAL ELIGIBILITY INCOME CHART For School Year 2017-2018			
Household size	Yearly	Monthly	Weekly
1	22,311	1,860	430
2	30,044	2,504	578
3	37,777	3,149	727
4	45,510	3,793	876
5	53,243	4,437	1,024
6	60,976	5,082	1,173
7	68,709	5,726	1,322
8	76,442	6,371	1,471
Each additional person:	7,733	645	149

- 2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY?** Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven't been told your children will get free meals, please call or e-mail **Child Nutrition Office at (985)-447-3732 or 1-877-447-3761 or email lfletcher@mylpsd.com**.
- 3. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD?** No. *Use one Free and Reduced Price School Meals Application for all students in your household.* We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: any **Lafourche Parish Public School** or the **Child Nutrition Office, 617 Church Street, Thibodaux, LA 70301. (985)-447-3732 or 1-877-447-3761.**
- 4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS?** No, but please read the letter you got carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact **Lauren Fletcher, Child Nutrition Office, 617 Church Street, Thibodaux, LA 70301 at (985)-447-3732 or 1-877-447-3761 or email lfletcher@mylpsd.com** immediately.
- 5. CAN I APPLY ONLINE?** Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. Visit mylpsd.com to begin or to learn more about the online application process. Contact **Lauren Fletcher, Child Nutrition Office, 617 Church Street, Thibodaux, LA 70301 at (985)-447-3732 or 1-877-447-3761 or email lfletcher@mylpsd.com**, if you have any questions about the online application.
- 6. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE?** Yes. Your child's application is only good for that school year and for the first few days of this school year, through **Thursday, September 21, 2017**. You must send in a new application unless the school told you that your child is eligible for the new school year. If you do not send in a new application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.
- 7. I GET WIC. CAN MY CHILDREN GET FREE MEALS?** Children in households participating in WIC may be eligible for free or reduced price meals. Please send in an application.
- 8. WILL THE INFORMATION I GIVE BE CHECKED?** Yes. We may also ask you to send written proof of the household income you report.

9. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.
10. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing to: **The Hearing Official, Director of Human Resources, P.O. Box 879, Thibodaux, LA 70302** or call **(985)-446-5631** or **1-888-446-5631** or email lvoiron@mylpsd.com.
11. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.
12. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
13. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.
14. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.
15. WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a separate piece of paper, and attach it to your application. Contact **Lauren Fletcher, Child Nutrition Office, 617 Church Street, Thibodaux, LA 70301** at **(985)-447-3732** or **1-877-447-3761** or email lfletcher@mylpsd.com to receive a second application.
16. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for **SNAP** or other assistance benefits, contact your local assistance office or call **1-888-524-3578**.

If you have other questions or need help, call: **(985-447-3732** or **1-877-447-3761)**
 Si necesita ayuda, por favor llame al teléfono: **(985-447-3732** or **1-877-447-3761)**
 Si vous voudriez d'aide, contactez-nous au numéro: **(985-447-3732** or **1-877-447-3761)**

Sincerely,

Lauren B. Fletcher

Lauren B. Fletcher
 Director, Child Nutrition Department

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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, 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) 632-9892. 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
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