

Lewisburg Area School District

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Welcome back to a new school year! The Lewisburg Area School District Department of Food Services will begin serving nutritional breakfast and lunches starting Thursday, August 20, 2020. Applications for free and reduced meals are processed through our easy online system. (If you feel you qualify for free or reduced meals, please go to www.EZMealApp.com and follow the simple directions. We will send you a letter by mail to inform you of your eligibility. If you do not have computer access, please stop in to the District Office where we can assist you and have a computer available.)

If your child was on the free/reduced meal program last year then they will be **TEMPORARILY** approved for free/reduced meals beginning the first day of the school year until October 4, 2020. Please note that last year's applications will no longer be valid after this date and if you wish to remain in the program you must submit a new application online or your child will be put back on full paid status.

Some families may have been pre-approved by the government Direct Certification Program. If this is the case, you **DO NOT** need to fill out an application. Any families that are not part of this program and feel they qualify for the free/reduced meal benefits need to go online to www.EZMealApp.com and complete a new application. Please fill out only ONE application per family.

All schools in the Lewisburg Area School District operate a computerized point of sale system that allows students to prepay meals on an individual account. As purchases are made, the computer keeps track of the remaining available money on account. If you are writing a check for your child's account, please make it out to LASD FOOD SERVICE. You can check your child's account, pay by credit card and keep track of when your child's funds are getting low by signing up online at www.EZSchoolPay.com.

All students will need to memorize their student ID number so they can access their account. Any student who does not know or forgets their ID number can ask the cashier in the cafeteria to provide them with this information. Students will punch in their number on a pin pad to access their prepaid account. These personal ID numbers remain the same each year.

If a student forgets or loses his/her lunch money, the food service department will allow them to charge their lunch for that particular day. Students in all grades will be able to charge a meal. If the student continually does not have money, we will still feed them. If the student is a repeat offender, we will only offer the basic breakfast or lunch until the debt is paid in full. Students will not be allowed to purchase ala-carte items until the debt is satisfied.

If you have questions concerning this information or any other food service related questions, please email Kevin Oswald at oswald_k@lasd.us. Additional information concerning our meal program can be found on the District website at www.lasd.us.

LEWISBURG AREA SCHOOL DISTRICT FOOD & NUTRITION

Dear Parent / Guardian:

Children need healthy meals to learn. Lewisburg Area School District offers healthy meals every school day.



If you have received a **NOTICE OF DIRECT CERTIFICATION** for free meals, **DO NOT** complete the application. But **do** let the school know if any children in your household are not listed on the Notice of Direct Certification letter you received.

1. Who can get free or reduced price meals?
 - a. All children in households receiving Supplemental Nutrition Assistance Program (SNAP), formerly Food Stamps or Temporary Assistance for Needy Families (TANF) benefits are eligible for free meals.
 - b. Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
 - c. Children participating in their school's Head Start program are eligible for free meals.
 - d. Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
 - e. 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 2020-2021

Household Size	Yearly	Monthly	Weekly
1	\$23,606	\$1,968	\$454
2	\$31,894	\$2,658	\$614
3	\$40,182	\$3,349	\$773
4	\$48,470	\$4,040	\$933
5	\$56,758	\$4,730	\$1,092
6	\$65,046	\$5,421	\$1,251
7	\$73,334	\$6,112	\$1,411
8	\$81,622	\$6,802	\$1,570
Each Additional Person:	\$8,288	\$691	\$160

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 email Michael Jones at (570) 522-3202 or jones_m@lasd.us.

3. Do I need to fill out an application for each child?

No. *Use one Free and Reduced Price Meals Application for all students in your household.*

Applications that are not fully completed cannot be approved. Complete the application online at www.EZMealApp.com.

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 received carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact Michael Jones at (570) 522-3202 immediately.

5. Can I apply online?

Yes! You **MUST** apply online at www.EZMealApp.com. Paper applications are no longer valid or accepted. If you do not have computer or internet access, please come to the District Office where we have a computer available for your use.

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 the first few days of this new school year. You **MUST** complete a new application unless you have already received notice from the school that your child is eligible for the new school year.

7. I get WIC. Can my children get free meals?

Children in households participating in WIC may be eligible for free or reduced meal prices. Please complete an application online at www.EZMealApp.com.

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 may ask for a hearing by writing John Fairchild, 1951 Washington Avenue, Lewisburg, PA 17837 to request an appointment.

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 \$1,000 each month, but you missed some work last month and only made \$900, put down that you made \$1,000 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, or receive Family Subsistence Supplemental Allowance payments, it must be included in your 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. 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 1-800-692-7462.

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and / or employment activities.)

If you wish to file a civil rights program complaint of discrimination, complete the USDA program discrimination complaint form found online at <https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer>, or at any USDA office, or call 1-866-632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue S.W., Washington, D.C. 20250-9410, by fax to (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing, or have speech disabilities may contact the USDA through the Federal Relay Service at 1-800-877-8339; or 1-800-845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Lunch Options and Additional Food Service Information

For Kelly Elementary and Linntown Intermediate

Your child has the ability to make some selections concerning their meal options. Listed below are some of the choices available.

1. Linntown Only – Super Lunch: This is a second helping or portion of the main meal item for an additional cost. For example: if the lunch for the day is pizza, your child may request a “super lunch” at the point of service and receive two (2) slices of pizza instead of the regular lunch which only offers one (1). This is a popular choice for those students with bigger appetites.
2. Salads or Sandwiches: If your child wants to purchase a lunch but does not want the main meal item like pizza in the above example, then he or she can choose to substitute a sandwich or salad in place of the main meal item. Peanut butter and jelly sandwiches are offered as a substitute entrée to the main meal. We also offer a deli sandwich of the week and a fruit and cheese grab-and-go choice as additional options.
3. Breakfast: We offer a variety of breakfast items each week. Your child will receive a choice of fruit juice, cereal and other nutritious items, hot and cold, each morning. Have your child take advantage of this opportunity to eat the most important meal of the day with us.
4. Spring Water and 100% Fruit Juice: A sixteen (16) ounce bottle of spring water or a 4.23 ounce juice box is available each day as an ala carte item.

If your child had money on his or her account at the end of last year, that specific amount will transfer with your child to the next school. If you have any questions about your child’s account, please call (570) 523-3220, select your child’s school, and ask to speak with the cafeteria manager at your child’s school. You can also register at www.EZSchoolPay.com to review your child’s account balance, see purchases made in the last 30 days, and set up low balance reminders.

Parents and guardians have the option to put a block on your child’s account so that your child cannot purchase any extra items other than the main meal using their account ID number. Please contact the cafeteria manager at your child’s school to implement this option.

As always, we strive to provide the best quality meals possible for the children of the Lewisburg Area School District. Please check out our District website at www.lasd.us. Click on the “District Services” button and select “Food Services” for additional information.

Point of Sale and Online Payment for School Meals

The Lewisburg Area School District uses a debit system for payment of school meals. The following outlines how the program works.

How does the point of sale system work?

- Every student has an identification number.
- Every student at every school has an account in the cafeteria that can be accessed by a PIN pad.
- At meal time, the cashier rings in the transaction, and the student enters their ID number into the PIN pad which accesses their account. If there is money in the account, the purchases are deducted, eliminating the need for students to carry money to school.

How do I put money into my child's account?

- Students can bring a check (made out to "LASD Food Service") or cash (checks are preferred to avoid large sums of cash being misplaced) to the cafeteria during lunch and give to the cashier, who will enter the amount into the student's account. At the elementary level, money may be collected by your teacher in the morning. Money can be deposited any time and for any amount – weekly, monthly or yearly.
- You can add funds online at www.EZSchoolPay.com – there may be a transaction fee for credit or debit card transactions. Payments are credited to your child's account within 10 minutes. You can download the EZSchoolPay app for your smartphone or tablet.

How will my child know when their account balance is getting low?

- Cashiers will let students know when their balance is getting low.
- Periodically, phone calls will be made and emails sent through the School Messenger system.
- Negative balance letters will be sent home in addition to phone calls and emails.
- You can register at www.EZSchoolPay.com to sign up for low balance alerts.

What if my child does not use all the money in their account?

- Any leftover money in a student's account can be carried over to the next school year, or transferred to a sibling's account if requested by the parent or guardian. Refunds are available upon request.

What can my child purchase with their account?

- Students can purchase any food item in the cafeteria.
- Parents can set up a block on the account to only allow certain purchases.
- Money in the account can only be used for cafeteria purchases – it cannot be deducted for any other school-related fees.
- When you register at www.EZSchoolPay.com you can view a 30 day history of your child's cafeteria purchases at any time.

What if my child is eligible for free or reduced meals?

- The computer system will access the account of the student and will act as if the student has meal credits and will not ask for money for basic meals. Students must still pay for ala-carte items.
- Cashiers will not know that the student is eligible for free or reduced meals.

What if my child forgets their PIN number?

- Cashiers can search for the student's ID number in the point of sale system.

WHAT'S NEW???????????

Last school year we announced our new Mobile Menu App that offers an easy way to view menus and nutrient information for products right from your smart phone or from our School District Website. To access all of our Department of Food Services information go to www.lasd.us, click on "District" then click on "Food Services".

The new Web Menus mobile App includes:

- Interactive Nutritional Menus
 - Daily menus
 - Menu item nutrient information
 - Menu item description
 - Menu item photos
 - Menu item allergens
- PDF Documents
- Link to Online Payment Provider
- Link to Nutrition Services website
- Info section "All About School Lunch"



This is just one more step we are making in an effort to continually improve the quality of the menus we offer our students and raise the bar on the standards of our school meals. Our focus is on enhancing the diet of students with more nutritious choices here at school and by providing nutrition education that will help students form healthy habits that last a lifetime!

Key nutritional improvements that we have made include offering a variety of more fruits, vegetables, whole grains, and fat-free and low-fat fluid milk with our meals. We are also reducing in the levels of sodium, saturated fat and have eliminated added trans fat. We do not supersize our meals, but instead strive to meet the nutrition needs of students within their age specific calorie requirements.

The "Web Menu" App is free and available the App Stores!

Web Menus by School Nutrition & Fitness
by ISITE Software



App Store



Google play



Thank you,
Department of Food Services

Procedure for seniors with money on their meal accounts once they have graduated.

Sometimes seniors and/or students who moved out of the district still have some money in their meal account. When this happens, the parent/guardians have several choices:

- 1 – Parent/guardian can request a full refund which will be sent by check in the mail.
- 2 – Parent/guardian can request a transfer of the money on account to a siblings account who is still attending the school district.
- 3 – Parent/guardian can request to donate the balance of their students' meal money to another needy student with lunch debt.

Local Negative Balance Meal Charge Procedure (Board Policy 808)

The following is the procedure that will take place once a student has a negative balance on their breakfast/lunch account.

When a student continues to receive a breakfast or a lunch and does not have money on their account to pay for these meals, the school district will contact the parent/guardian via a letter and/or through email once the negative balance reaches a minimum of \$10.00 or more. The district will continue to send negative balance emails and/or letters one time per week until the negative balance is paid.

When the negative balance reaches \$50.00 or more, the parent/guardian will receive a weekly negative balance letter and/or email, as well as a letter from the Superintendent notifying the parent/guardian of the negative balance, requesting payment or direct communication to establish a mutually agreeable plan to eliminate the debt. If a student is a paid student (not free / reduced) this debt amount will place the student on the extracurricular ineligibility list two weeks from the date of the letter.

Once the negative balance reaches \$100.00 or more, in addition to the student's continued extracurricular ineligibility, his or her parents/guardians may receive electronic phone notification ("robo-calls") three times per week requesting payment or direct communication to establish a mutually agreeable plan to eliminate the debt.

At this point, should there be no response or expressed willingness to eliminate the accumulated debt, the debt will be turned over to a collection agency.

Payment by credit card can be made by going www.ezschooldpay.com and setting up an account.

Any written attempts (letter or email) to notify a student's parent/guardian. Any written (letter or email) attempts to contact a student's parent/guardian shall provide the electronic link to the online application for free/reduced-price school meal benefits informing the parent/guardian how to apply for benefits under federal school meal programs. The district may offer assistance to parents/guardians with applying for free/reduced-price school meal benefits.

School staff may verbally communicate a low balance or money owed by a student for school meals to a student in grades 9-12; such communication shall be made to the individual student in a discreet manner. The district shall be permitted to contact the student's parent/guardian by means of a letter addressed to the parent/guardian that is delivered by the student.

More information on this policy is available by going online to www.lasd.us and clicking on School Board > Board Policies.