

South Middleton School District

School Meal Service and Procedures

Frequently Asked Questions

Lunch and Breakfast Prices

****2023-2024 School Year**:** Meals will be charged to students based on eligibility (Free, Reduced-Price, Paid). Please complete an application for Free/Reduced-Price Meals to see if your students will be eligible.

Breakfast prices for the 2023-24 school year are:

- W. G. Rice Elementary (Grades K-2) = Free
- Iron Forge Elementary School (Grades 3-5) = Free
- Yellow Breeches Middle School (Grades 6-8) = Free
- Boiling Springs High School (Grades 9-12) = Free

Lunch prices for the 2023-24 school year are:

- W. G. Rice Elementary School (Grades K - 2) = \$3.10
- Iron Forge Elementary School (Grades 3 - 5) = \$3.10
- Yellow Breeches Middle School (Grades 6 - 8) = \$3.20
- Boiling Springs High School (Grades 9 - 12) = \$3.20

Is there a website for the Food Service Department?

Yes! You can visit www.smsd.us; click on “Food Services” to find menus, meal prices, free/reduced price meal application information, wellness program information, nutritional facts, and more.

Where can I find menus?

You can access the current menu on the school district website at www.smsd.us . Choose “Food Services” from the main page and then choose “meal prices and menus”. You can also find daily menus and nutritional information on the Nutrislice website (smsd.nutrislice.com) or via the free Nutrislice mobile app.

What does a full meal include?

A complete, “reimbursable” meal consists of an entrée item (hot entrée, salad, or sandwich), milk, and choices of fruit or vegetable sides. Some examples of fruits and vegetables offered include carrots, peas, green beans, broccoli, zucchini sticks, peaches, pears, oranges, bananas, and apples.

Meals offered to students must have five (5) components: Grain, Meat/Meat Alternate, Fruit, Vegetable, and Fluid Milk. Students MUST take at least 1/2 cup of fruit OR vegetable for a reimbursable meal. ***Students must take a minimum of 3 items (one must be a fruit or vegetable) but may take up to 5 items to make a meal.***

Some students choose to purchase a second meal (breakfast or lunch). Only one “reimbursable” meal may be debited to their account per day. Second meals will be charged as an A la Carte item. In addition, extra drinks, snacks, desserts among other items are also charged as a la carte and are NOT included with the reimbursable meal.

My student has allergies/dietary restrictions. How do I handle that?

If a student has a food allergy or dietary restriction, please refer to the School Board Policy 209.2 - Food Allergy Management.

(LINK: <http://go.boarddocs.com/pa/smid/Board.nsf/goto?open&id=CRFM5C3A79>)

Any food allergies should be communicated to your student’s building nurse and the Director of Dining Services. Please provide the student’s name, ID number, specific allergens, and reaction. ***A Medical Plan of Care*** documenting the allergy must be completed and signed by the student’s physician. Please provide a copy to your student’s building nurse. After the medical plan of care has been reviewed by the Director of Dining Services, a modified menu will be created and sent to the parents for approval.

No cash transactions at the cafeteria registers

All SMSD Cafeteria registers are cashless. **Students must have funds in their student meal accounts to purchase meals and a la carte items** such as seconds, snacks, extra drinks, side dishes, etc. *Students may not add cash to their account at the register.* Payments must be made via SchoolCafe or by sending in cash/check in an envelope to the school’s main office. (See next section for more detail)

How can I pay for my student’s lunch?

Money can be added to your student’s account at any time by sending in an envelope with cash or check made out to “SMSD Cafeteria Fund.” Lunch envelopes are available in your student’s school office; however, any envelope may be used. If your student is in elementary school, they should give their envelope to their teacher. If your student is middle or high school, a wooden box is located in the school main offices for depositing payments.

Please ensure that the envelope indicates the deposit is for school meals and includes the student’s name, student ID number, amount enclosed, and whether it is check or cash. If the payment is for more than one student, please indicate how the money should be split (for example: Johnny = \$10.00 and Sally=\$15.00). Payment may be made in any amount to best suit a family’s budget. These envelopes are sent to the District Office for processing, so it is imperative that all information is included so your student’s account gets credited properly.

Payment may also be made online at <https://www.schoolcafe.com/SouthMiddletonSD> or via the free SchoolCafe mobile app. Once you set up your student accounts, you can

monitor purchases, account spending, low balance reminders, and set up automatic payments.

Please allow up to five (5) business days for all on-line transactions to process. Payments sent to the school directly will process more quickly (within 48 hours). If your student's account is getting low, you will need to send in a payment to be applied to the student's account.

How can I find out what the balance is in my child's account and his or her purchase history?

The easiest way is to create an account with <https://www.schoolcafe.com/SouthMiddletonSD> . Your student's purchase history is available one day after the account has been created. This site will even enable you set "low balance reminders" that will generate an e-mail to you when your student's account falls below your preset amount. You may also contact your child's school's main office to obtain balance information or contact the district office at 717-258-6484, ext. 2300.

How does the purchase process work for a la carte items?

Students may purchase a la carte items if they have money in their meal account. If a student has no funds or a negative balance, **no a la carte** purchases will be allowed to be charged to the student account.

A daily limit may be set for your student's account for purchases from the a la carte items. (ex. if you want your student to spend only \$1.00 extra per day for extra items, then that can be setup on his/her account). If you would prefer that your student not be able to purchase a la carte items, then your student's account may be blocked from any additional purchases being made. *Any limits set on a student's account must be made in writing on the **Student Meal Account Restriction form** available on the district website under the food service main page.*

If my student packs a lunch, can they still buy items?

Students who pack a lunch may also make purchases in the cafeteria serving line. They can buy milk or bottled water. In addition, if a la carte items such as cookies or chips, etc., are available, those students packing a lunch may purchase those items. The student must have funds in his/her meal account.

What happens if my student forgets his or her lunch?

If your student happens to forget their meal from home, they will follow the meal policy plan. ***South Middleton School District will not deny a student a meal.***

If you have any questions about your student's balance, our staff can help answer your questions; however, please understand that it is your responsibility (as a parent/guardian) to monitor your student's account and ensure that they have ample funds available for a complete and enjoyable meal experience.

How do I place purchasing restrictions on my student's account?

Parents/Guardians may choose to place purchasing restrictions on their student's account. Students may be restricted by number of items, a dollar amount, or by days of the week. This is done by completing a **Student Meal Account Restriction** form (available on the district website under *Food Services*, scroll down to the bottom of the screen to access the downloadable PDF forms). Completed forms must be submitted to the District Administration Office to enter in the register system. Cafeteria staff are not able to modify any restrictions. If you would like to lift or modify the restriction, you must complete another form.

Negative Meal Account Balances and Unpaid Meal Charges

South Middleton School District will issue regular reminders to parents/guardians regarding meal account balances that fall below \$0.00. Prompt payment is expected upon receipt of the reminder. Please refer to our Unpaid Meal Charges Procedure for more information about how this is handled at South Middleton School District.

My family qualified for free/reduced-priced meals last year. Do I need to do anything for this school year?

Yes, every year a new application needs to be completed. Students' eligibility is carried over from the previous year for the first 30 operating days of the school year.

To avoid disruption in your student's eligibility status, a new application should be submitted no later than October 3, 2023. If an application is not submitted and approved before the 30-day grace period ends (10/6/23), you will be responsible for your student's meal costs from that period on until a new application is submitted and approved. Also, if throughout the school year you become responsible for additional children who are not on your original application, Mrs. Jennifer Metz must be notified immediately.

All meal transactions are made by the student entering their six-digit school identification number. All student eligibility is kept confidential and maintained in our student account system with a code.

We are leaving the District, what do I need to do?

It is your responsibility to notify the District in writing of your new address to ensure that you receive any funds remaining in your student's lunch account. A check will be sent to you at the address you provide when you request the refund. You may also choose to donate your funds back to the school cafeteria account or another student.

Any unclaimed funds will automatically be returned to the school cafeteria account at the end of the year.

If your student has a negative balance, you will be required to pay that balance before your student departs the District.

My student is graduating from the District, what happens to their lunch balance?

If your student is graduating and has a sibling in the District, any leftover funds will automatically be transferred to the sibling unless instructed otherwise. If your student has remaining funds of over \$1.00, you may choose to have a refund check sent to you at the address on file. Or you may choose to donate the remaining funds back to the school cafeteria account. ***Any negative balances must be paid off prior to graduation.***

Who can I contact for questions about the Food Service Program or to request a “tour” of my District’s food service operation?

South Middleton School District contracts with an outside food service provider for student meal services as well as catering services. The Food Service Management Company is Chartwells School Dining Services, a division of the Compass Group-USA. Please contact the **Chartwells Director of Dining Services**, at 717-258-6484, Ext. 1016.