



IMPORTANT NORTHERN LEHIGH FOOD SERVICE INFORMATION

Dear Parents and Guardians:

This letter is to provide you with information regarding the lunch procedures within the Northern Lehigh School District for the 2021-2022 school year.

COSTS: Meals for all students within the Northern Lehigh School District will be free for the 2021-2022 school year. The information below is only for students who plan to purchase additional ala carte items. The breakfast and lunch meals will be served at no cost to the student.

THE STUDENT ACCOUNT: Payments for meals are made via a computerized register system. The computer screen displays the cost of the meal as well as the balance in the student's account. Parents can pay into the account any amount they would like whether bi-weekly, quarterly or even for the entire school year. Payment can be made by cash, check payable to **NLSD Food Services** or online through the K12 Payment Center (<https://www.k12paymentcenter.com>). The system also keeps a record of food items purchased on the account.

OVERDUE ACCOUNTS: Due to new **Federal Regulations**, cashiers will no longer send home a notice or verbally tell your child that they have a negative balance on their meal account. If your child asks about their account the cashier will be allowed to show them their balance. Please be aware of what your child's purchasing habits are and send money to school accordingly.

Returned check, NSF, Closed Accounts, etc. will have thirty (30) days to pay face value of the check and any fees charged by the bank. A letter informing of amount to be paid will be sent by the Food Service Director. After 30 days, an administrative fee of \$25.00 will be added. No further checks, CASH ONLY, will be accepted until the account is paid in full.

Positive account balances will not be refunded at the end of the year with the exception of High School Seniors, or students leaving the district. A letter must be submitted to the Food Service Director asking for a refund of the student's account within 30 days of leaving the district. Only balances of \$5.00 or higher will be refunded. All other balances will be rolled over for use in the next school year.

Please keep in mind the Food Service Department is run as a non-profit. When we do not receive your payments, the department is sacrificed. What is most important to us is feeding our students. However, we will be reaching out to families who have acquired debt prior to the 2019/2020 school year.

WHAT TO INCLUDE WITH PAYMENT: Please include the following information with your payment in an envelope provide by you: 1. Student's name (first and last), 2. Grade and Homeroom Teacher's name 3. Payment amount.

WHEN TO PAY: It takes time to get everyone through the lunch lines. We want each student (even the last student served) to have ample time to eat. To expedite this, we request that all payments be made in advance. Students can still pay by cash and they must use their **Student ID#** issued to them. Students can bring payments to the cafeteria any morning and place the payment in the lock box provided.

WHAT TO DO IF MONEY IS FORGOTTEN: Students who forget to deposit money into their account will be allowed to receive a meal that day. However, the charged meal must be repaid immediately. Borrowing slows down the line. We want to support our students, but do not want our policies to encourage bad habits of borrowing. Students will not be allowed to purchase extra items until the negative balance has been resolved. Parents can call me with any questions regarding lunch procedures.

If you have an outstanding balance at the end of the school year, it will carry over and have to be settled at the beginning of the next school year. However, we kindly ask that you settle any debt before the end of the current school year.

SAFETY FEATURES: The cashier uses the display that shows the student's picture along with other information pertinent to the student. This will ensure that students will only purchase one meal per day and will not be able to use another student's ID. The cashier can also access the student's account by using their last name.

MENU: The menus will be available on the district's website at nlsd.org on the CAFETERIA page or in your child's school office. Due to the crisis with food deliveries, please be patient as we may need to change the menu according to our deliveries.

FREE OR REDUCED LUNCH: Students who are approved for reduced breakfasts and lunches will need to deposit a minimum of \$2.00 for every 5 lunches and \$1.50 for every 5 breakfasts they receive. Students who qualify for free and reduced lunches may purchase ala carte items. However, these items are not covered under the Free and Reduced meals. Please be sure that money is in your child's account to cover both costs. **CHARGES WILL NOT BE PERMITTED FOR EXTRA ENTRÉE ITEMS OR SNACKS.**

Applications for free and reduced lunch will be processed through the Food and Nutrition Department. Please review the qualifications on the application before completing the form. If your child qualifies, submit the form online as soon as possible. To get started review the brochure in this packet, then visit www.schoolcafe.com and follow the steps for completing an application. *If your child/children incur debt before you qualify for free or reduced status, all charges incurred are your responsibility to pay.*

If I can provide any additional information, please do not hesitate to contact me at 610-767-9811.

Thank you in advance for reading this very important letter. We look forward to serving your child/children.

Best Regards,

Susan Bahnick
Director of Food Services
610-767-9811



NORTHERN LEHIGH SCHOOL DISTRICT

Dear Parent/Guardian:

Children need healthy meals to learn. Northern Lehigh School District offers healthy meals every school day. For the 2021-2022 school year your child(ren) will receive free meals. **Even though meals will be free, please complete an application as additional benefits may be offered in the future.** This packet includes details on how to find an application for free or reduced price meal benefits with detailed instructions. Below are some common questions and answers to help you with the application process.

If you have received a **NOTICE OF DIRECT CERTIFICATION** letter 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 OR SPECIAL MILK?

- All children in households receiving Supplemental Nutrition Assistance Program (SNAP) (formerly the Food Stamp Program) or Temporary Assistance for Needy Families (TANF) benefits are eligible for free meals.
- Foster children who 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.

Your children may qualify for free or reduced price meals/milk if your household income falls at or below the limits on this chart.

Income Eligibility Reduced-Price Guidelines—July 1, 2021–June 30, 2022					
Family Size	Annually	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	\$23,828	1,986	993	917	459
2	32,227	2,688	1,343	1,240	620
3	40,626	3,388	1,693	1,563	782
4	49,025	4,088	2,043	1,886	943
5	57,424	4,788	2,393	2,209	1,105
6	65,823	5,488	2,743	2,532	1,266
7	74,222	6,188	3,093	2,855	1,428
8	82,621	6,888	3,443	3,178	1,589
For each additional family member add:					
	8,399	700	350	324	162

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, call or email **Sue Bahnick, FSD at 610-767-9811 or sbahnick@nlsd.org.**
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: **Sue Bahnick, Food Service Director, 1201 Shadow Oaks Lane, Slatington, PA 18080 or sbahnick@nlsd.org.**
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 read the letter you received carefully and follow the instructions. If any children in your household were missing from your eligibility notification letter, contact **Sue Bahnick, Food Service Director, 1201 Shadow Oaks Lane, Slatington, PA 18080 or sbahnick@nlsd.org** 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 NLSd.org/Cafeteria or visit the PA Department of Human Services website at www.compass.state.pa.us.
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. You must send in a new application unless the school told you 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 price meals. 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 or 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: **Matthew Link, Superintendent, 1201 Shadow Oaks Lane, Slatington, PA 18080 or 610-767-9800.**
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, write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. 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 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 **Sue Bahnick, Food Service Director, 1201 Shadow Oaks Lane, Slatington, PA 18080 or sbahnick@nlsd.org.** 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, visit www.compass.state.pa.us, contact your local assistance office, or call 1-800-692-7462.

If you have other questions or need help, call **610-767-9811**.

Sincerely, **Susan Bahnick, Food Service Director**

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) 632-9992. Submit your completed form or letter 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

(2) Fax: (202) 690-7442; or (3) Email: program_intake@usda.gov. This institution is an equal opportunity provider.

2021-2022 School Year

Apply Online. Anytime. Anywhere



Northern Lehigh School District has made it faster and easier for parents to apply for free and reduced meals.

This free service enables families to receive program benefits faster than using the paper application. Your application is electronically submitted directly to the child nutrition office for processing.

- √ **Submit an application in minutes**
- √ **Easy-to-follow steps**
- √ **Faster processing**
- √ **Safe and secure**



To get started, visit:

www.schoolcafe.com

Quick and easy payment system for parents

K12PaymentCenter.com



Benefits of an Account

- Deposit to multiple students' accounts with one single payment
- Pay online for school fees such as merchandise, apparel, supplies, tickets, yearbooks, parking fees, etc. (if your district participates)
- Recurring payments can be set for monthly or weekly deposits or when balance is low
- Notifications sent via text and/or email when new school fees are assigned to your student
- Step-by-step registration is easy and account management is simple and intuitive
- Secure payment processing
- Your information is confidential – we do not sell your information to anyone!
- \$1.95 convenience fee for payments up to \$100
- 2.99% convenience fee for payments over \$100
- See your student's meal account balance any time for free
- Automated notifications via email and /or text when your student's meal account balance falls below an amount you determine
- See 120 days of meals and fees purchased and payments made, so you know exactly where your money is being spent

Begin Managing Your Account Today!

To learn more visit K12PaymentCenter.com or download the free app from your app store. Remember, if you already had an account, simply log in with your current username and password. To register for a new account, you will need your student's district student ID#. If you do not have this number you may obtain it from your student's school.



Northern Lehigh School District
Food Service Department
1201 Shadow Oaks Lane, Slatington PA 18080
610-767-9811

Point of Sale (POS) Agreement

1. I understand that my child will be receiving lunch at a cafeteria within the Northern Lehigh School District utilizing funds that have been placed in his/her POS account.
2. I understand the POS account is to be used only by said student and may not be shared with siblings or friends.
3. I understand that if said student withdraws or graduates, existing funds over \$5.00 will be returned to me by providing a letter of request to the Food Service Office with 30 days of the student's withdrawal from the district. The letter must be in the Food Service Director's office no later than June 18 of the current school year.
4. I have discussed any purchases (breakfast, lunch and extras) my child may make with my child. Those purchases will be deducted from my child's POS Account.
5. I understand by reading the POS Policy no. 808 that my child will receive an alternative meal if said POS Account is not current and up-to-date. Any charges to the account will not be possible until said account is current. Any purchases by cash will not be possible if said account is not current.
6. I understand charging of meals or items will not be permitted during the last week of school.
7. Please read POS Policy no. 808 as adopted by the Northern Lehigh School Board of Directors March 10, 1997, revised June 14, 2010 is available on the Northern Lehigh School District website under Policies tab, Policy manual, 800 operations tab.

By signing the bottom of this form, I understand and agree to the terms and conditions of the Point of Sale Policy no.808 within the cafeteria in the Northern Lehigh School District. This signed agreement shall be valid for the 2021-2022 school year beginning Monday, August 30, 2021. Please return this signed POS agreement to your child's school.

Date Signed

Student Name Printed

Parent Name Printed

Student Building/Grade

Parent Signature