



## 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 2023-2024 school year.**

**COSTS:** Meals for all students within the Northern Lehigh School District will be free for the 2023-2024 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 School Cafe ([www.schoolcafe.com](http://www.schoolcafe.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.

**BOUNCED CHECKS:** 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.

**ACCOUNT BALANCES:** Positive account balances will not automatically be refunded at the end of the year unless a special request is made. 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.

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

**WHEN TO PAY:** 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.

**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.

**MENU:** The menus will be available on the district's website at nlsd.org on the CAFETERIA page, on the school café app, along with nutritional information 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.

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.

Sincerely,

Nichole Fink  
Director of Food Services  
610-767-9811

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: (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](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

# NORTHERN LEHIGH SCHOOL DISTRICT

Dear Parent or Guardian:

We are pleased to inform you that Northern Lehigh School District's Food Services Department will be operating under the Community Eligibility Provision (CEP) again for the upcoming 2023-2024 school year. This program is available to schools and districts that are participating in the National School Lunch and School Breakfast Programs.

All enrolled students of Northern Lehigh School District are eligible to receive a nutritional breakfast and lunch each school day at **no charge** to your household.

No further action is required of you. Your child(ren) will be able to participate in these meal programs without paying a fee or submitting an application.

If you need further assistance and feel that you may qualify for any of the following programs, information is listed below on how to apply.

You can visit [www.compass.state.pa.us](http://www.compass.state.pa.us), contact your local assistance office, call 1-800-692-7462.

SNAP - <https://www.dhs.pa.gov/Services/Assistance/Pages/SNAP.aspx>

WIC - <https://www.pawic.com/>

TANF - <https://www.dhs.pa.gov/Services/Assistance/Pages/TANF.aspx>

MEDICAID - <https://www.dhs.pa.gov/Services/Assistance/Pages/Medical-Assistance.aspx>

HOMELESS, MIGRANT OR RUNAWAY -

[https://www.education.pa.gov/Policy-](https://www.education.pa.gov/Policy-Funding/BECS/uscode/Pages/EducationforHomelessYouth.aspx)

[Funding/BECS/uscode/Pages/EducationforHomelessYouth.aspx](https://www.education.pa.gov/Policy-Funding/BECS/uscode/Pages/EducationforHomelessYouth.aspx)

If we can be of any further assistance, please call us at 610-767-9811 or email us at [nfink@nlsd.org](mailto:nfink@nlsd.org)

Sincerely,

**Nichole Fink**

Food Service Director

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**HAPPY  
BIRTHDAY!**

**Looking for a special something to help your child**

**CELEBRATE** their birthday at school???

**THE BULLDOG BIRTHDAY BASKET!!!**

**Eliminate the hassle of baking or running around town looking for something to send into school for your child's birthday. Order a Bulldog Birthday Basket!!**

**The Birthday Basket is available from our Food Service Department, which is a not-for-profit service and is promoted by the *NLSD Wellness Advisory Council*.**

**A nice alternative to a high-sugar birthday treat!**

**We can now offer 3 different celebration baskets!!**

- **Prize Basket:** a basket for the entire classroom offers a variety of healthy snacks and prizes for every student; each child selects (2) items and a snack; cost is \$25
- **Ice Cream Treat:** each child will receive their choice of a healthy ice cream treat; cost is \$15
- **Snack Bag Treat:** each child will receive their choice of a healthy snack bag; cost is \$15
  - All treats are screened for nutritional value and allergy issues
  - Available for grades K-6
  - Includes a birthday certificate for your child/grandchild

**Simply fill out the form below and send it in with payment at least 5 school days before the child's birthday.**

**Childs Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **Teacher** \_\_\_\_\_

**Basket Requested (please choose one):** Birthday \_\_\_\_\_ Ice Cream \_\_\_\_\_ Snack Bag \_\_\_\_\_

**Date to be delivered:** \_\_\_\_\_ **Amount enclosed:** \_\_\_\_\_

**Name on the Certificate:** \_\_\_\_\_

**Who the basket is from:** \_\_\_\_\_

**Daytime phone number / email address:** \_\_\_\_\_

**Cash or check made out to the N.L. Food Service Department must accompany the order form. The forms may be submitted to the building office.**

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 2023-2024 school year beginning Monday, August 28, 2023. Please return this signed POS agreement to your child's school.

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Student Name Printed

\_\_\_\_\_  
Parent Name Printed

\_\_\_\_\_  
Student Building/Grade

\_\_\_\_\_  
Parent Signature