

# Lake Central Food Service

2016-2017

## Program Information

(Check our website in July for updated 2017-2018 info)

(All information listed is also available on the district website)

Just click or go to our link at [www.lcsc.us](http://www.lcsc.us)

*The Food Service department is made up of a great team of 100 employees. All our managers are ServSafe certified. The Food Service department offers years of experience and a wealth of knowledge when it comes to preparing and serving food. Food Service encourages suggestions from students, staff and parents through-out the school year. It is our intention to serve you the best we can! Nutrition is just as important to us as it is to you. Our services include serving Breakfast, Lunch, A La Carte sales and Catering. We hope you will join us in creating a healthy environment that is based not only on USDA Dietary Guideline requirements but exceeds them. We support learning by promoting healthy habits for lifelong nutrition and fitness practices.*

### Menus

Menus will be posted on the school website approximately one week before the start of each month. Parents are encouraged to monitor choices their student makes both at home and at school. Parents can view items their student has purchased by going to [www.skyward.com](http://www.skyward.com).

**A la carte** items are also available, from your skyward account you can manage your student's purchases and place restrictions on the a la carte items. Meals, foods and beverages sold or served at Lake Central meet State requirements based on the USDA Dietary Guidelines. All items sold a la carte can be found on our website. We provide students with access to a variety of affordable appealing foods that meet the health and nutritional needs of students. Administrative Regulations on Wellness, Physical Activity and Nutrition are available on our district home page [www.lcsc.us](http://www.lcsc.us).

### Selecting Breakfast

Start your student's day off right with a healthy school breakfast! Breakfast will give your student more energy, keep them healthy and help to improve their grades. We have several items to choose from. There is a different hot item daily, along with berry parfaits or your choice of several cereals and breakfast bars. School breakfast is served daily. Everyone is welcome, bus riders, car riders and walkers. If your student arrives late make sure to tell the office they need to eat. We accommodate late bus arrivals.

### Selecting Lunch

**Elementary:** Your student's teacher will ask them in the morning what their choice is for lunch and place the order for them. Once they come into the cafeteria, they grab their lunch card and go through the serving line. A la carte items are available for all students to purchase whether they're purchasing a school lunch or bringing a home lunch.

**Middle & High School:** You will not need to pre-order student lunches in the classroom, but will have an option telling the server what you would like for lunch. Menus are posted out in the cafeteria, and also on each serving line. You may also access all menus on the Lake Central Website along with the nutritional information. You will have the option of choosing as many as 4 different entrees and will be able to go in any line you wish.

### Meal Prices 2016-2017 School year (Prices are subject to change)

Breakfast meals are \$1.50 for Elementary, \$1.60 for Secondary students and \$.30 for reduced students and no cost for students who are approved free. A complete breakfast consists of two bread items or one bread one meat item, juice, fruit and milk. Breakfast is served in the dining room as soon as the students arrive at school. Lunch prices for Elementary are \$2.20, for Secondary Schools \$2.45. Students approved for reduced meals will be charged \$.40 for lunch and no cost for students who are approved free. A complete lunch consists of one entrée choice and up to 3 side dishes (fruit or vegetable) and milk. In order to receive meal benefits a student must choose at least 3 different food items for breakfast or lunch. **ONE OF THE ITEMS NEEDS TO BE A VEGETABLE OR FRUIT.** If your student wishes to buy only a la carte milk the cost will be \$.50 per carton.

### Nutritional Information

Diet order forms for special nutritional needs are located on the school website, or in the school office. Click on the Food Service tab under Departments or under Quick Links on the home page then on the menu tab to obtain a form or click [here](#). Diet order forms are to be filled out each school year by the parent or guardian. A licensed medical doctor (MD) or recognized medical authority treating the student must also fill out information on the form and sign it. When completed, send the original form to school in an envelope marked "Food Service" or mail to Lake Central Food Service, 225 W. 77<sup>th</sup> Avenue, Schererville, IN 46375. Allow two weeks for processing. We will contact you when we are prepared to provide special meals to your student. Parents are encouraged to visit our website for abundant nutrition education information.

### Pre-Payment Options

Please take advantage of the options to prepay your student's meal account. Prepaid meal accounts help the student go through the lunch line with ease so they have more time to eat and relax during lunch. It also gives you the peace of mind not having to worry about providing lunch money every day or worry that money might get lost, stolen or used for other things rather than lunch. Parents can view items their student has purchased by going to their [Skyward](#) account. **This is a great way to keep track of your students account.** Parents can also setup an alert notice through Skyward that will notify them when their balance is getting low. Students in High School and Middle School must use their ID card to purchase items. Students may not share their cards or ID number with friends.

## There are three ways to prepay student's meal account:

### OPTION 1: Online Payment

Parents can prepay student lunch accounts online 24 hours a day, 7 days a week with Skyward Online payment feature. It is fast, convenient and secure. Go to [www.skyward.com](http://www.skyward.com) if you have not yet set up an account, you will need to have your students school ID number.

### OPTION 2: Check

You can send a check with your student or bring it in personally to your student's school. On the check please mark clearly your student's first and last name, their ID #, and your driver's license number. Turn in deposits in the Food Service deposit box located in the school office or to the cafeteria cashier(s).

### OPTION 3: Cash

We ask you refrain from sending cash, but you can send money in with your student or bring it in personally to your student's school in an envelope clearly marked with your student's first and last name, their ID #, their teachers name, and \$ amount. Turn in deposits in the Food Service deposit box located in the school office or to the cafeteria cashier(s).

## Charging Procedure

**ALL LEVELS:** Parent/Guardians will be notified of a negative balance by a phone call and e-mail from the School Messenger Alert System sent out every Sunday and Thursday. Parents will be notified throughout the week when their students account is getting low. Parent/guardians will need to inform the Food Service Director in writing if they do not want their student to charge. Charging in the Cafeteria is discouraged. Food Service accounts that have a negative balance may result in being turned over to a collection company. **STUDENTS CAN NOT PURCHASE A LA CARTE ITEMS WITHOUT MONEY IN THEIR ACCOUNTS.** This includes a la cart milk. Student balances transfer when they move from one school to another school.

**ELEMENTARY (K-4):** When a student's account reaches a negative balance of -\$10.00 a substitute meal may be offered until payment is made. SCHOOL MESSENGER IS SENT OUT TWICE A WEEK INFORMING YOU OF YOUR BALANCE.

## **HIGH SCHOOL (9-12) & MIDDLE SCHOOL (5-8): NO charges are allowed.**

## Meal Applications

Students living in households receiving Food Stamps, TANF and Foster children can get free meals and textbook assistance regardless of your income by submitting an application. Also if your household income is within the federal income guidelines your student can get free or reduce meals and text book assistance.

You will only need to complete one application per household, regardless of the number of students in the family, or their attendance at different schools within Lake Central. You must re-apply each school year for benefits. We accept applications throughout the school year.

There are three ways to apply for meal and textbook assistance:

**OPTION 1: Online Application Skyward** will guide you thru the application process with easy online prompts to complete your application. If you begin your application and find you need to get more information before you can continue, you can save your application session and reopen it later. When you have completed your application, you will be prompted to enter your electronic signature. Then click "Submit", and you're finished. To make changes you will need to submit a new application. All student data that is transmitted is encrypted. Go to [www.skyward.com](http://www.skyward.com) to apply. Parent/Guardians will be able to apply during on-line registration and through-out the school year. **It is fast, convenient and secure.**

**OPTION 2: Print Application & Return** Visit our school website to obtain and print an application. Fill out the application and return it to school in an envelope marked "Food Service" or mail to Lake Central Food Service, 225 W. 77<sup>th</sup> Avenue, Schererville, IN 46375.

### OPTION 3: Paper Applications Available at Schools

Manually complete the paper application and return it to school in an envelope marked "Food Service" or mail to Lake Central Food Service, 225 W. 77<sup>th</sup> Avenue, Schererville, IN 46375.

**If your application is not signed or does not include income it will be mailed back to you.** If you currently receive no income make sure to indicate so. When Food Service receives your complete application, you will be notified by email within 10 business days of the student's new status. Please plan on sending a lunch or money with your student until you receive a letter from our office. Food Service will update the student's Skyward account to reflect the new status; you do not need to notify the school. You will be responsible for any charges prior to approval.

If you need assistance completing the form or have any questions, please call Linda at 219/865-4416 or email [lindajohnson@lcsmail.com](mailto:lindajohnson@lcsmail.com)

## Cafeteria Rules

All students are responsible for disposal of garbage and leaving a clean eating area. Students are informed about recycling and are to place garbage in the correct bins. Cafeteria rules are posted in the dining room and will be enforced. Students that do not follow the cafeteria rules may need to meet with the school Principal.

## Website

We have our own website at which you may find menus, free and reduce benefit information, prepay options, nutritional information and various forms. Just visit [www.lcsc.us](http://www.lcsc.us) and click on the Food Service tab under Departments or under Quick Links on the home page.

### If you have any questions related to Food Service please call or contact:

Gladys Rediger, Director of Food Service 865-4416 or email [grediger@lcscmail.com](mailto:grediger@lcscmail.com)  
Linda Johnson, Administrative Assistant 865-4416 or email [lindajohnson@lcscmail.com](mailto:lindajohnson@lcscmail.com) (Free/reduced applications questions/concerns)  
Debbie Caldwell, Operational Manager 865-4416 or email [dcaldwel@lcscmail.com](mailto:dcaldwel@lcscmail.com)  
Nesa Malino, Facility Coordinator 865-4416 or email [nmalino@lcscmail.com](mailto:nmalino@lcscmail.com)  
Criss Federenko, Office Nutrition Assistant 865-4416 or email [cfederen@lcscmail.com](mailto:cfederen@lcscmail.com)  
Wendy Livingston, High School Food Service Manager 365-8551 EX 2053  
Kim Kookan, Clark Middle School Manager 365-9203 EX 315  
Ammy Waddell, Grimmer Middle School Manager 865-4416 #3 or 865-6985 EX 321  
Cindy Sjoerdsma, Kahler Middle School Manager 865-0074 EX 4309  
Pauline Lauerman, Bibich Elementary School Manager 322-1185 EX 232  
Joy Cappello, Homan Elementary School Manager 322-4451 EX 254  
Kim Beilfuss, Kolling Elementary School Manager 365-8577 EX 245  
Ann Plaut, Peifer Elementary School Manager 322-5335 EX 226  
Laine Kerwin, Protsman Elementary School Manager 322-2040 EX 3007  
Laurie Smith, Watson Elementary School Manager 322-1365 EX 235  
Sherry Milbrath, St John Parochial School Manager 365-5451 EX 360  
Lisa Wallis, St Michael Parochial School Manager 322-8493

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*Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, 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).

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