

Lake Central Food Service Program Information 2020-2021

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

Just click or go to our link at www.lcsc.us

The Food Service Department is made up of a great team of over 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.

Food Service has the following available at registration: the 2020-2021 Household Application for Free and Reduced Price School Meals, the ability to apply money on your student's skyward account (please note that the balances carry over to the following year), monthly menus and nutritionals available on the food service web page.

Menus

Menus and nutritionals will be posted on the district website approximately one week before the start of each month. Students will have the option of choosing as many as 4 different entrees every day.

Selecting Breakfast

Start your student's day off right with a healthy school breakfast! School breakfast is served daily and 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 cold choice. 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. ***NOTE: Cards will not be used in response to COVID-19 at the start of the 2020-2021 school year.**

Middle & High School: Students will not need to pre-order lunches in the classroom, but will tell the server what they would like for lunch. Students in High School and Middle School will use their ID number at the register to purchase items. Students may not share their cards or ID number with friends. Menus are posted in the cafeteria and on each serving line.

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. ***NOTE: Due to Covid-19, at the start of 2020-2021 school year ala carte and extras will not be allowed for purchase.**

Meal Prices 2020-2021 School year (Prices are subject to change)

Breakfast prices for Elementary are \$1.60 for Secondary \$1.70. Student's approved for reduced price meals will be charged \$.30 for breakfast and no cost for students who are approved free. Breakfast is served in the dining room as soon as the students arrive. Lunch prices for Elementary are \$2.40 for Secondary \$2.65. Students approved for reduced price meals will be charged \$.40 for lunch and no cost for students who are approved free.

Nutritional Information

Diet order forms for special nutritional needs are located on the district 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. 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. 77th 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.

Payment Options

Please make deposits to your student's meal account online through Skyward. 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.

MEAL CHARGE GUIDELINES:

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines for meal charges. Lake Central School Corporation will adhere to the following meal charging guidelines:

1. All cafeteria purchases are encouraged to be prepaid before meal service. The following options are available:

Online Payment

Parent/guardian can prepay student lunch accounts online 24 hours a day, 7 days a week with skyward payment feature. Click on the skyward icon link located on the front page of the district website. Parent/guardian can also view their students account balance online as well.

Check Payment

Parent/guardian can send a check with your student. On the check please mark clearly your student's first and last name, their ID #, and your driver's license number. Deposit boxes are located in the Elementary and Middle School office. High School student are to give checks to the cafeteria cashier(s).

Cash Payment

2. We ask you refrain from sending cash, but parent/guardian can send money in with your student in an envelope clearly marked with your student's name, their ID #, their teacher's name, and dollar amount. Deposit boxes located in the Elementary and Middle School office. High School student are to give cash to the cafeteria cashier(s).
3. Students may be allowed to charge meals if funds are not available in their account. Charges will only be allowed for reimbursable meals. If the student has enough money in hand for a meal they will not be denied a meal at any time. A la carte items cannot be charged with exception of (1) milk in the Elementary Schools. The parent/guardian of the student are responsible for all debt. Lake Central School Corporation staff are not allowed to charge.
4. If a student repeatedly comes to school with no lunch and no money, employees must report this to the Building Administrator. It could be a sign of abuse or neglect and the proper authorities should be contacted.
5. The Food Service Director and the Business Office will coordinate communications with the parent/guardian to resolve the matter of unpaid charges.
6. An automated call system will notify parents every Sunday of any outstanding negative balance or when balances are getting low in the Food Service account.
7. All accounts must be settled at the end of a school year. Letters will be emailed approximately 3 weeks after the last day of school to parent/guardian who have any negative student balances. Negative balances of more than \$25.00 not paid in full thirty (30) days prior to the start of the following school year will force the District to take action to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by the District. Under the National School Lunch Program the Food and Nutrition Program is not allowed to write-off debt.
8. Students who graduate or withdraw from the district and have a balance left in the Food Service account will be notified by email by the district Food Service Department office at the start of the school year and given the option to transfer the funds to another student or to receive a refund. If no response is received within 30 days the student's food service account will be closed and the funds will be no longer available. If a student graduates in January or withdraws during the school year parent/guardian can contact Food Service for the option to transfer the fund to another student or receive a refund.

Free and Reduced Price School Meal Application

Children living in households receiving Food Stamps (SNAP) or Temporary Assistance for Needy Families (TANF), and foster children can receive free meals and textbook assistance regardless of household income. Other children in households with gross income within the limits on the federal income chart may receive free or reduced price meals and textbook assistance. Each school year parent/guardians may complete **one application** per household regardless of the number of children in the household or their attendance at different schools within Lake Central. The application must include either a 10 digit case number, indicate a foster child, OR list all household members, the gross income(s) from each household member(s) and the frequency of the pay(s).

Food Services will receive information from the State of Indiana regarding households currently certified to receive Indiana Food Stamps, TANF or Medicare. Food Services will notify these households via email their Direct Certification meal eligibility benefits prior to registration. Households approved thru Direct Certification are automatically approved to receive free or reduced priced meal benefits and textbook assistance and are **not** required to complete an application. Parent/Guardians have the option to decline these benefits by notifying in writing the Lake Central Food Service Office. **Households should only submit an application if they do not receive a directly certified approval letter from Food Services.**

For all families previously approved for meal benefits and textbook assistance during the 2019-2020 school year your students benefits will expire on September 26, 2020. You can reapply by filling out a new application for the 2020-2021 school year. **ALL** textbook fees shown in skyward will not be finalized until September 2020 or October 2020.

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

OPTION 1: Online Application (available August 3, 2020)

Skyward will guide you thru the process with easy online prompts so you can complete your application. Go to LCSC.us , click on the Skyward tab and log in to SKYWARD FAMILY ACCESS. Once logged in, click on the Food Service tab on the left side. On this page, click on "Application" located on the top right to start filling out the application. All student data that is transmitted is encrypted. Parent/guardians will be able to apply during on-line registration and throughout the school year. It is fast, convenient and secure.

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. Food Services will process your application and you will be notified via email within 10 business days of the student(s) new meal status for the 2020-2021 school year.

OPTION 2: Print an Application and Instructions (available August 7, 2020)

Print an application and instructions from the PDF files located on the Food Service tab (English and Spanish available). Manually fill out the application and return it to your student's school or mail it to Lake Central Food Service, 225 W. 77th Avenue, Schererville, IN 46375. Food Services will process your application and you will be notified via email within 10 business days of the student(s) new meal status for the 2020-2021 school year.

OPTION 3: Paper Application Available at all Lake Central Schools (available August 7, 2020)

Ask for a paper application from the main office at your student's school. Manually fill out the application and return it to your student's school or mail it to Lake Central Food Service, 225 W. 77th Avenue, Schererville, IN 46375. Food Services will process your application and you will be notified via email within 10 business days of the student(s) new meal status for the 2020-2021 school year.

If your application is not signed or missing the last 4 digits of your social security number it cannot be processed. If you currently receive no household income, please indicate zero income or include a 10 digit case number. Please plan on sending a lunch from home or make a deposit on your student's account until you receive a letter via email from our office. Food Service will update the student's Skyward account to reflect the new meal status, you do not need to notify the school or the café. You will be responsible for any meal charges prior to approval.

If you need assistance completing the application or have any questions, please contact Linda or DeAnn: lindajohnson@lcscmail.com or dalleva@lcscmail.com or call Food Service at 219/865-4416.

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 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:

DeAnn Alleva, Director of Food Service 865-4416 EX 6 or email dalleva@lcscmail.com
Linda Johnson, Administrative Assistant 865-4416 EX 2 or email lindajohnson@lcscmail.com
Debbie Caldwell, Operational Manager 865-4416 EX 4 or email dcaldwel@lcscmail.com
Ammy Waddell, Operational Manager 865-4416 EX 1 or email awaddell@lcscmail.com
Deb Larson, Facility Coordinator 865-4416 EX 3 or email dlarson@lcscmail.com
Cris Federenko, Office Nutrition Assistant 865-4416 EX 1 or email cfederen@lcscmail.com
Wendy Livingston, High School Food Service Manager 365-8551 EX 2053
Kim Kooken, Clark Middle School Manager 365-9203 EX 7315
Debbie Caldwell, (Acting) Grimmer Middle School Manager 865-4416 or 865-6985 EX 6321
Laura Munoz, Kahler Middle School Manager 865-0074 EX 4309
Pauline Lauerman, Bibich Elementary School Manager 322-1185 EX 5332
Joy Cappello, Homan Elementary School Manager 322-4451 EX 5254
Julie Smolen, Kolling Elementary School Manager 365-8577 EX 5545
Ann Plaut, Peifer Elementary School Manager 322-5335 EX 5426
Laine Kerwin, Protsman Elementary School Manager 322-2040 EX 3007
Laurie Smith, Watson Elementary School Manager 322-1365 EX 5635
Sherry Milbrath, St John Parochial School Manager 365-5451 EX 360
Lisa Wallis, St Michael Parochial School Manager 322-8493

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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: mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

- (1) fax: (202) 690-7442; or
- (2) email: program.intake@usda.gov.