

Lake Central Food Service Program Information 2021-2022

The Lake Central School Corporation (LCSC) Food Service Department is pleased to offer breakfast and lunch meals to your student. The Food Service Department offers years of experience and a wealth of knowledge when it comes to Food Service. It is our intention to prepare and serve quality meals. Nutrition is just as important to us as it is to you. Our breakfast and lunch meal programs meet the USDA Dietary Guideline requirements. We support learning by promoting healthy habits for lifelong nutrition practices.

In addition to this information, the Food Service tab on the LCSC website has all the information you will need to start the 2021-2022 school year. www.lcsc.us

Menus

Menus and nutritionals are posted on the website approximately one week before the start of each month. Students will have the option of choosing from a variety of entrees daily.

Selecting Breakfast

Start your student's day off right with a free, healthy, and complete 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, in addition to cold entrée choices. Everyone is welcome: bus riders, car riders and walkers. If your student arrives late, make sure to tell the school office they need to eat. We can accommodate late arrivals.

Selecting Lunch

Elementary: Your student's teacher will ask your student for an entrée choice in the morning and place the order for them. Once they come into the cafeteria, they go through the serving line and pick up their free, complete lunch. A la carte items are available for all students to purchase whether they're getting a school lunch or bringing a home lunch. ***NOTE: Student ID cards will not be used in response to COVID-19 at the start of the school year. If students want to purchase a la carte items, they will need to provide their name and/or student ID number.** Funds must be on the student's meal account in order to purchase any a la carte items. This includes purchasing a single milk. No charging is allowed for a la carte items.

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 in the serving line. Students in High School and Middle School will use their Student ID card at the register to receive their free complete meal and purchase any a la carte items. Students may not share their cards or ID number with family or friends. Menus are posted on the website, in the cafeteria and on each serving line.

A la carte Items A la carte items may be available to purchase. Funds must be available on the student's meal account in order to purchase a la carte items. A la carte items may not be charged. This includes milk. A milk is included with the complete free meal program. You can manage your student's purchases and place restrictions on a la carte purchases on your Skyward food service account. Meals, foods and beverages sold or served at LCSC meet USDA Dietary Guidelines. Administrative Regulations on Wellness, Physical Activity and Nutrition are available on our district website www.lcsc.us.

Meal Prices 2021-2022 School year for all LCSC Students (Prices are subject to change)

Breakfast

Elementary - One Complete Breakfast - Free

Secondary - One Complete Breakfast – Free

A la Carte Additional Breakfast - \$1.75 Elementary \$1.85 Secondary

A la Carte Milk - \$.50

Lunch

Elementary - One Complete Lunch – Free

Secondary – One Complete Lunch – Free

A la Carte Lunch Entrée - \$2.35

A la Carte Milk - \$.50

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/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 refer to our Meal Charge Guidelines for student meal account deposit options. Prepaid meal accounts help the student go through the cafeteria line with ease so they have more time to eat and relax during lunch. Parents may view items their student has purchased by going to their [Skyward](#) account. **This is a great way to keep track of your student's purchases.** Parents can also setup an alert notice through Skyward that will notify them when their account 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 may prepay student lunch accounts online 24 hours a day, 7 days a week with the Skyward payment feature. Click on the Skyward icon link located on the front page of the district website. Parent/guardian may also view their student's account balance online as well.

Check Payment Parent/guardian may send a check with their 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, Middle School, and High School main offices.

Cash Payment We ask you refrain from sending cash if possible, but parent/guardian may send cash with their student in an envelope clearly marked with their student's name, ID #, grade, and dollar amount. Deposit boxes are located in the Elementary, Middle School, and High School main offices. High School students may also make a deposit in the North Cafeteria, at the designated area, during breakfast only.

2. Charging is allowed for one reimbursable meal except while providing a free meal program to all students. A la carte items may not be charged. While providing free meals to all students, no milk charging is allowed. The parent/guardian of the student is responsible for all debt incurred by the student. Lake Central School Corporation staff are not allowed to charge.

3. If a student repeatedly comes to school with no lunch and no money, the manager will report this to the Building Administrator. It could be a sign of abuse or neglect and the proper authorities will be contacted.

4. The Food Service Director and the Business Office will coordinate communications with the parent/guardian to resolve the matter of unpaid charges.

5. An automated email and/or call system will notify parents on Sunday, Tuesday and Thursday of any outstanding negative balance.

6. All accounts must be settled at the end of the current school year. Negative notices will be emailed after the last day of school to the parent/guardian. Negative balances of \$50.00 or more may be sent to collections. The District may 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.

7. Parents/guardians who have students graduate or withdraw from the district and have more than \$10 left in the Food Service account will be notified by the Food Service Department. Families with a positive balance will be given the option to transfer the funds to another student or to receive a refund.

Free and Reduced Meal Applications

If you are not Direct Certified by the State of Indiana for benefits, families are encouraged to complete a Free and Reduced application. This school year, all students, no matter what their family income, may receive one free complete breakfast and lunch meal daily. To receive other benefits including textbook assistance, PEBT, and other benefits you will need to be approved through a Free and Reduced application for the 2021-2022 school year.

You will only need to complete one application per household, regardless of the number of children in the family, or their attendance at different schools within LCSC. You must reapply each school year for benefits. We accept applications throughout the school year starting at 2021-2022 registration.

Households should only submit a Free and Reduced application if they did not receive a Direct Certified approval letter via email from Food Services.

For all families previously approved for free or reduced benefits during the 2020-2021 school year, your student's benefits will expire on September 21, 2021. You can reapply by filling out a new application for the 2021-2022 school year. Textbook fees shown in skyward will not be finalized until approximately October 2021.

There are three ways to apply for Free and Reduced benefits:

OPTION 1: Online Application (available July 28, 2021)

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 or 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 receive confirmation of completion. 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) benefit eligibility for the 2021-2022 school year.

OPTION 2: Print an Application and Instructions (available July 28, 2021)

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) benefit eligibility for the 2021-2022 school year.

OPTION 3: Paper Application Available at all Lake Central Schools

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) benefit eligibility for the 2021-2022 school year.

If your application is not signed, it cannot be processed. If you or other household members currently have no household income, please indicate zero (0 income) or include a 10 digit case number. Food Service will update the student's Skyward account to reflect the new benefit eligibility status, you do not need to notify the school or the café. You will be responsible for any meal charges prior to approval. (This includes a negative balance from the current or prior school years.)

If you need assistance completing the application or have any questions, please contact Linda Johnson at: lindajohnson@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

Our website includes FAQs, 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, Catering, Operations and Acting Grimmer Middle School Manager 865-4416 EX 4 or email dcaldwel@lcscmail.com
Ammy Waddell, Operations Manager Skyward 865-4416 EX 1 or email awaddell@lcscmail.com
Criss Federenko, Office Nutritional Assistant 865-4416 EX 1 or email cfederen@lcscmail.com
Wendy Livingston, High School Manager 365-8551 EX 2053
Kim Kooken, Clark Middle School Manager 365-9203 EX 7315
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

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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: [How to File a Complaint](#), 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.

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