

SCHOOL DISTRICT OF OOSTBURG

410 New York Avenue | P.O. Box 100 | Oostburg, WI 53070
(920) 564-2346 | Facsimile (920) 564-6138



Hot Lunch Program 2023-24SY

School hot lunch meals are a great value and a huge convenience for busy families!

The National School Lunch Program is a federally assisted meal program operating in public and nonprofit private schools and residential child care institutions. It provides nutritionally balanced, low-cost or no-cost lunches to children each school day. The program was established under the Richard B. Russell National School Lunch Act, signed into law by President Harry Truman in 1946. About 7.1 million children participated in the NSLP in its first year. Since then, the program has reached millions of children nationwide: 1970: 22.4 million children; 1980: 26.6 million children; 1990: 21.1 million children; 2000: 27.3 million children; 2010: 31.8 million children; and 2016: 30.4 million children.

The program provides the School District of Oostburg a reimbursement for every qualified hot lunch meal per student, per scheduled school day when food services is offered. The district uses a computer management system called **Infinite Campus** for our school lunch program. This allows parents use to access student grades through the Parent Portal as well as their hot lunch purchases or making online deposits. Please contact your child's school administration team for assistance logging in to the parent portal. With this program, the daily meal/milk purchases are charged to the household lunch account when the student scans their lunch card or uses the pin pad. NO CASH will be accepted in the cafeterias during the lunch hour for hot lunch or a la carte purchases.

Hot Lunch Information & Pricing:

ALL ENROLLED, K-12 STUDENT LUNCHES WILL BE CHARGED THIS YEAR UNDER THE NSLP PROGRAM. The new set prices are \$3.35 for grades K-5; \$3.55 for grades 6-8; and \$3.75 for grades 9-12. Adult / Guest hot lunch cost is \$4.65 per meal. Milk is now charged at \$.45 a carton & an Extra Entrée is charged \$2.50 as a la carte. The cost of a REDUCED lunch is \$.40 per lunch, per scheduled school day, per student (EX: \$.40 x 5 days = \$2.00 for one week, per student).

Students with a negative lunch account or no money in the lunch account will not be able to purchase a la carte item(s), including a carton of milk until the account is paid in full. If a student receives Free/Reduced meal benefits, they account they will be able to get a lunch, but not be able to purchase a la carte food items until the account is paid in full.

*Non-enrolled students that choose to visit/shadow our schools can buy a lunch for \$4.65 the day they visit. Must be paid in the school office before lunch starts with exact cash or check made out to OSD. Payment to be made to Adult Visitor Lunch Account in Infinite Campus.

*All hot lunches include a milk and are to be pre-paid by cash, check, or credit card online with a \$2.00 transaction fee.

Hot lunch tray replacement fee of \$10.00 will be charged to students for intentional breakage.

Extra Entrée items are a la carte items that are served in limited quantities each day, and are available for MS/HS students only. Extra Entrée items must be pre-ordered daily prior to 8am. Students are asked to sign up for an extra entrée when teachers take the lunch count and/or attendance in the beginning of the school day in grades 6-12.

The High School has 1-2 meal options offered in addition to hot lunch on scheduled school days except for around holiday breaks. Please see menus for Hot Lunch, Grab'n Go Lunch, & Salad Bar Lunch.

NEW: OPEN CAMPUS DAYS @ OHS – No Lunch Services will be available. (Mid-terms, ACT, & Final Exam Days).

LUNCH CARDS: One I.D. card will be issued per student, per school year from our hired photography company. Students in grades 9-12 will be using a pin pad with their 7-digit student i.d. pin code to access their lunch account. Replacement lunch card fee is \$4.00 per student request and charged to the household's hot lunch account.

UNPAID MEAL POLICY:

Recurring or unpaid lunch accounts with a balance of **-\$25.00 or more** is classified as "delinquent debt" or "bad debt". If a student receives Free/Reduced meal benefits, they will be able to purchase a lunch, but not be able to purchase a la carte food items. *If a student receives Reduced meal benefits, but the account balance remains unpaid, surpassing the **-\$25.00 threshold set, and no successful attempts of payment from the household are made; the unpaid lunch account will be classified as "bad debt". Food services will be terminated for all students in that household lunch account until full payment is received.**

Free and Reduced Lunches:

Applications need to be fully completed and returned to the district office for approval to ensure confidentiality. The F&R applications are available in each school's office and are available on the OSD website after Aug. 14 of each school year.

Note: If a family's financial / household size situation changes during the school year, parents are asked to fill out the F&R application and bring it in to the office for a qualification review.

Important Note: Please keep in mind that milk is included only with one hot lunch benefit, per student, per day.

If milk is purchased separately, for a cold lunch or an additional milk with a hot lunch, the cost of milk is \$.45 per carton. If the household account's balance is \$0.00, students will not be allowed to purchase an additional milk or any a la carte item offered.

Payments:

RECURRING PAYMENT OPTION by using the Infinite Campus Parent Portal. There is a \$2.00 credit card transaction fee with this option, but it will save a busy family a lot of time! Please see school website / food service information tab for directions on setting up this payment option. Set it & forget it all school year!

Payments must be received in the school office by 9:00am in the office, to be counted for the day's transactions. Cash or check deposits are made in the office daily (when school is in session). Parents only need to make one payment for all their children on the same lunch account while attending school in the Oostburg School District.

Payments continued:

Special situations: Some households have separate accounts for their children, parents are asked to be specific with this type of deposit information. Pre-printed lunch envelopes are available in each school office to be used for your cash/check deposits made at Oostburg School offices. Please fill out envelope accordingly with your child's first and last name when making a deposit.

Hot Lunch Account notifications found in Infinite Campus Parent Portal:

- 1. Low Lunch account balance alert:** Infinite Campus automatically generates emails/phone calls/texts that are sent when an account reaches \$10.00 or less, or once per week.
- 2. Negative Lunch balance alerts:** Infinite Campus automatically generates daily emails/phone calls/texts that are sent when an account is less than -\$0.01. Notifications will stop when full payment is received and is not negative.
Note: All automated messages can be controlled in the Infinite Campus parent portal under the "settings" tab. When an account is -\$10.00 or greater, lunch may not be served. Hot lunch services will resume when the account is paid in full.

**Every parent is responsible for maintaining a positive lunch account balance for their child/family as long as the child(ren) live in their home. Parents are expected to notify school if there is a different situation.

***As of June 1, all lunch accounts must be paid in full. Senior hot lunch accounts need to be paid in full prior to the graduation check-out process. Remaining account balances will be carried forward to the next school year. Refunds can be requested if the balance is \$10 or greater. If your household is leaving the district, please contact your school secretary to put in a lunch account refund request with the new forwarding address.

Hot Lunch exemption option:

Families may choose to "opt out of hot lunch services" for all children in their household by completing the appropriate paperwork in the High School District Office. Parents will then be responsible for providing a cold lunch each day for their child(ren). Account must be paid in full in order to complete this option. For any other questions or concerns, please contact the Food Service Coordinator at (920) 564-2392 x4317. Thank you.

School District of Oostburg Non-Discrimination Statement:

No person may be denied admission to any public school in the district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability in the educational programs or activities operated by the School District of Oostburg.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

This institution is an equal opportunity provider.