

10/2022

## Charging Policies:

Parents/Guardians are required to keep a zero or positive balance in their child's account at all times. We urge parents to visit [www.myschoolbucks.com](http://www.myschoolbucks.com) to set up an account that will enable parents to view their child's balance, purchasing history, and payment history. For an added convenience, Parents can make a credit card payment (on- line) via Café Prepay. There is a \$3.50 service fee for each transaction to placed funds on their student's account using a credit card. There is *no cost* for parents to view their child's participation, purchases, and balance. Parents can send in monies via check or cash with their student and still have the opportunity to view their child's participation on line using the myschoolbucks prepayment system.

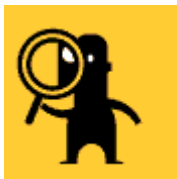
### ***HOW DO I MAKE A PAYMENT?***

- 1) Send in a check, cash or money orders with student (only 1 check needed per family)
- 2) Drop the payment off at "ANY" school main office
- 3) Send payment to the home room teacher
- 4) Mail in payment – US Postal Service
- 5) Parents have the option of utilizing an on line - credit card payment (our preferred method) [myschoolbucks.com](http://myschoolbucks.com) (See food service site for link to apply for new account)
- 6) Middle and High School students can responsibly pay at the register for themselves And/or siblings using cash or check (use one check – cashier can split the payment.
- 7) You may mail the payment to:

South Fayette School Cafeteria  
3640 Old Oakdale Road,  
McDonald, PA 15057

Attn: Cafeteria – Mrs. Aimee Dernosek

Make check payable to: South Fayette Cafeteria. If sending a payment for more than one child, we only need to receive one check per household. Write the student name(s) and amount to be deposited into their account in the "memo" section of the check.



**Look under the "FOOD SERVICE TAB" on our [www.southfayette.org](http://www.southfayette.org) school web site.**

- Free and Reduced Meal Packet
- **COMPASS** (Commonwealth of Pennsylvania Access to Social Services)
- NEW Fluid Milk Regulations- Parental and Physician Signature Sheet
- Gluten Free Menu –special arrangements must be made (724)693-3019 Ms. Tricia Wood
- School Pricing, Food Court Diagrams and **Tours**
- Charging Policies – School Board Approved

Please submit your Free and Reduced application as soon as possible. Every Family is sent a menu and welcome letter prior to school starting via email. Applications for Free & Reduced meals are published on our school web site [www.southfayette.org](http://www.southfayette.org) under the food service tab. There are TWO options: Click on “**School Café**” to submit an electronic Free & Reduced Application (preferred method) or you may print the paper version and drop it off at any school office in an envelope with Food Service written on the front of the envelope.

## **Individual School Policies:**

### **Elementary:**

Every student (regardless of meal status) has an account that should contain a zero or **positive cash balance at all times**. When a student’s account has reached a delinquent amount, a courtesy email will go out to parents requesting payment. Payment should be return immediately. Please provide ALL NEW Updated EMAIL addresses – so that we can better serve you. If the payment is not made within a few days, a second “courtesy” email or phone call will be received stating the delinquent amount. If no response, a meeting will be arranged to discuss your current situation. Contact the Elementary School administrators to provide your new updated email.

Note: For parents signing up for “myschoolbucks.com” with a credit card, you are able to sign up for a low balance notification or you may select that the students lunch account replenished when it reaches a low amount.

We ask that you check your child’s balance on line [www.myschoolbucks.com](http://www.myschoolbucks.com) (you will need to set up your child’s account using their student ID number or birth date). You may call 412-221-4542 x334 Elementary Kitchen to check balance or retrieve your child’s ID number. All Elementary Students will be presented with a meal daily (regardless of delinquent balance) – we will work with parents to collect funds.

### **MIDDLE SCHOOL and Intermediate School:**

Parents/Students are required to keep a zero or **positive cash balance in their accounts at all times**. We urge parents to set up an account on [www.myschoolbucks.com](http://www.myschoolbucks.com) to view their child’s balance and participation. (You will need your students ID number or birthday. You may phone the Middle School (412) 221-4542 x227 kitchen to ask about the students ID number. Students are gently reminded to bring in funds to replenish accounts. A courtesy email is sent bi- weekly as a reminder to parents that funds are due. (Note: Please have current email address sent to your child’s main office) If the email is not responded to, then the Director will arrange a meeting with the Director of Finance and Principal to discuss the unpaid balance.

Note: For parents signing up for “myschoolbucks.com” with a credit card, you are able to sign up for a low balance notification or you may select that the students lunch account replenished when it reaches a low amount.

**Reminder:** All stations at the Intermediate School & Middle School are “full meal” stations. This means that all students can make a full meal by adding a fruit, two vegetables and a milk to create a meal.

Students that qualify for free & reduced meals can visit any station and select their meal.

### **HIGH SCHOOL:**

Parents/Students are required to keep a zero or **positive cash balance in their accounts at all times**. Students are gently reminded to bring in funds. Students will be allowed to charge a meal if they forget their lunch monies or lunch. The student’s account will freeze when the charged amount has reached negative cash balance of \$7.00. (But will be offered a reimbursable meal until payment is submitted) These reimbursable meals will be added onto the students account. However, no ala carte will be allowed, no seconds or snacks. Visit the “tour” to see what stations serve a “full meal” and which stations are considered ala carte. Students that qualify for free & reduced meals will need the stations that offer a “full meal”, aka, as the ***Lions’ Mane Station***, as other stations are only ala carte and priced accordingly. All students and students that qualify for free & reduced meals will be charge ala carte pricing at the station that only serve ala carte items.

The balance will need to be paid in order to re-activate the account. Parents are asked to set up an account on [www.myschoolbucks.com](http://www.myschoolbucks.com) to view the participation and balance of their child’s account. You will need to have your students ID number or birth date to set up this account. Your student can provide this number to your or you may call the High School (412) 221-4542 x277 or email [foodservice@southfayette.org](mailto:foodservice@southfayette.org) to request the students ID number.

Note: For parents signing up for “myschoolbucks.com” with a credit card, you are able to sign up for a low balance notification or you may select that the students lunch account replenished when it reaches a low amount.

**For ALL Students:** If delinquent balances become excessive, parents/guardians will be requested to meet with the Food Service Director, Principal and Business Finance Director. ALL students will be provided a meal daily.

### **BOUNCED CHECKS:**

A fee of \$30.00 will be added on to all returned checks. The amount of the bounced check and the \$30.00 fee will be added on to the students cafeteria account. A letter will be sent home to inform the family and to request reimbursement. All accounts should be kept current throughout the school year, especially prior to reports cards.

We provide an access tool called “Café Prepay” that is offered to all parents so that they may view their child’s balance and purchasing habits.

# Who do I call??

## WHO DO I CALL WHEN I HAVE A QUESTION ABOUT MY CHILD'S CAFETERIA ACCOUNT?

Elementary: Kitchen Leader: Jen Bryan (412) 221-4542 x334 or x339

Middle School: Kitchen Leader: Lisa Bonnaure (412) 221-4542 x227

High School: Kitchen Leader: Aimee Dernosek (412) 221-4542 x 277

Intermediate School: Judy Kirkpatrick (412) 221-4542 x323

## CAN I SEE WHAT MY CHILD IS EATING EACH DAY OR what balance my child has in his/her account?

Yes, simply visits [www.myschoolbucks.com](http://www.myschoolbucks.com) and enroll by setting up an account with your child's ID number or birth date. (This ID number is supplied on your child's schedule or report card or you may also phone your child's building and ask for their ID number or phone the numbers above.) Feel free to view your child's balance and participation throughout the school year. If you decide to pay online, you can continue to pay throughout the year or you **may also send** payment directly to the school.

Note: For parents signing up for "myschoolbucks.com" with a credit card, you are able to sign up for a **low balance notification** or you may select that the students lunch account replenished when it reaches a low amount.

## CAN I BE NOTIFIED ABOUT MY CHILD'S BALANCE?

We do send out "courtesy reminders" via emails to parents to notify them that their child needs to replenish their account. In order to receive a courtesy email, we advise parents/guardians to visit [www.myschoolbucks.com](http://www.myschoolbucks.com) and register for an account so that they can personally check their child's balance, participation history or make a payment from the comfort of their own home. Parents are responsible to keep their child's account current.

Note: For parents signing up for "myschoolbucks.com" with a credit card, you are able to sign up for a low balance notification or you may select that the students lunch account replenished when it reaches a low amount.

## HOW MUCH DOES A LUNCH COST?

If you check our website [www.southfayette.org](http://www.southfayette.org) and click on the food service tab, there is "everything you wish to know". Example: Charging Policies, Menus, Food Court Tours, Pictures. Take the time to view all Charging Policies.

## WHAT DO I DO IF MY CHILD HAS AN ALLERGY?

Please complete the “**Diet Prescription for Food Allergies and/or New Fluid Liquid Milk Allergy Form for Milk/Dairy Allergies**” attachment on the food service website and have it signed by your child’s physician. Drop a copy off to the school nurse and they will reach out to our Food Service Department. All students that have a food or beverage allergy/sensitivity must fill out one of these forms complete with a physician’s signature. Exception: If you have already submitted a “504” form with our Pupil Personnel Department, you do not have to fill out the “Diet Prescription”. If your child has a life threatening allergy – please notify the school nurse as soon as possible or myself. We offer “Gluten Free” Meals by special arrangements - Please phone 724-693-3019 (Ms. Tricia Wood)

## WHAT MEAL CHOICES IS MY CHILD OFFERED DAILY?

See our website [www.southfayette.org](http://www.southfayette.org) click on the “food service tab” to view the menu, food court tour, pictures, pricing information and dietary special accommodations.

## WHAT LUNCH PATTERNS DO WE FOLLOW? HOW DOES THE LUNCH WORK?

**Elementary School** is “serve only” meaning that the students are presented with a complete well-balanced nutritional lunch complete with milk. Each lunch contains: Milk, protein, bread/grain, fruit and the students choice of up to 2 fresh vegetables from the Veggie Garden Cart. The main entrée, grain and fruit are provided to the student. The student then adds up to 2 fresh vegetables/hummus (from the Veggie Garden Cart) and a milk to complete the meal.

**High School, Intermediate School and Middle School** are considered “offer vs. serve” meaning they are offered all 5 components of the National School Lunch Program, however, they can decline 2 of the 5 components and this still qualifies as a meal. They must take 3 components (keep in mind the main entrée counts as 2 components) to qualify as a meal. The student need to select a fruit or a vegetable in order for the meal to be a reimbursable meal, if they don’t select at least one item, then it is not a reimbursable meal and ala carte pricing will apply. Students that qualify for free and reduced meals must take at least 3 components to qualify as a reimbursable meal. Note: A sandwich counts as 2 components; therefore, all the student needs to do is add a fruit or vegetable. Please mention to your student that they only need to take a main entrée, plus one fruit or one vegetable to count as a full meal. However, they could choose a meal that consists of main entrée, one fruit, two vegetables and a milk choice.

Example of meal combinations: All of these meals listed below are considered a Meal.

One price/Many different combinations.

Main Entrée, fruit = a meal

Main Entrée, vegetable = a meal

Main Entrée + Milk = does not equal a meal (because a fruit or a veggie is missing)

Main Entrée + 1 fruit, 2 veggies = a meal

Main Entrée + 1 fruit, 1 veggie + Milk = a meal

Main Entrée + 1 fruit, 2 veggies and a Milk = a meal

**Intermediate School, MIDDLE SCHOOL AND HIGH SCHOOL: See Tour /food court layout and pricing on web site under food service tab.**

Because of the new “Equity in School Lunch Pricing” bill passed effect July 1, 2011, Sec. 205 of the Healthy, Hunger Free Kids Act of 2010 (Public Law 111-296), this provision requires SFA’s to increase lunch pricing by using their calculations to ensure that schools are providing the same level of support for lunches served to qualify free/reduced and regular paying students. As of 2011-2012 school year the prices are presented below.

**WHAT IF I HAVE MONEY LEFT OVER AT THE END OF THE SCHOOL YEAR?**

Monies left over can be held on the account to be used for the next school year or you may submit a letter requesting a refund during the last week of school. Requests should be made directly to: Tricia Wood, Director of Food Services, South Fayette High School 3640 Old Oakdale Road, McDonald, PA 15057 or email [wood@southfayette.org](mailto:wood@southfayette.org) Monies can also be requested to be transferred to a sibling or donated to the Donation Fund to assist a needy family.

Note: **All accounts** (including Staff/support staff) must be paid in full each nine weeks (prior to report cards being released) and also **MUST** be paid in full by the last school day of that school year.

**SOME PARENTS HAVE ASKED - Do we offered our Elementary students fried and high fat foods?**

The answer is “NO”. We **do not** fry at the Elementary or Middle School level, nor do we serve high fat food items. Our items are baked to perfection. Our meals meet the National School Lunch Program guidelines by meeting all of the required calories and components for the grade and age group. We purchase our food/beverages from a food co-op bid with 135 other public schools in conjunction with the Pittsburgh Regional Food Service Directors Association. I personally serve on the executive board of this committee. Our purchased food items are stamped with a “CN” – Child Nutritional label that assures us that this food product is approved and certified to us in our child nutrition program. These CN Food items are certified through the manufacturer and the USDA to assure the nutritional content for children is satisfied. This means that we do NOT purchase the same food items that you can get at your local grocery store. There are strict guidelines that manufacturers follow in order for the food items to become CN certified and labeled. At the conclusion of our last audit, our auditor commented that our menu was very lean and our fruit/vegetables were plentiful and impressive.

Any other questions please phone (724) 693-3019 Ms.Tricia Wood, Director of Food Services  
Thank You for participating in the National Lunch and Breakfast Program.