

# SCHOOL DISTRICT OF OOSTBURG

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## Hot Lunch Program 2020-21

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

**NSLP:** The National School Lunch Program provides the School District of Oostburg a reimbursement for every qualified hot lunch meal per student, per day. Only one reimbursable / subsidized meal is allowed per student, per day.

For a more detailed description, please visit the website

<http://www.fns.usda.gov/sites/default/files/NSLPFactSheet.pdf>

The district uses a computer management system called **Infinite Campus** for our school lunch program. This is the same computer management system parents use to access student grades through the Parent Portal provided on the OSD website - "Quick Links". Parents can also access their family lunch account balance and daily transactions in the Infinite Campus Parent Portal by choosing the **Food Service tab**. With this program, the daily meal/milk purchases are charged 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 purchases.

**Lunch cards:** One I.D. card will be issued per student, per year at OES. If students forget/lose their lunch card, the student may still eat hot lunch, but will be asked to go to the end of the line until it is found/replaced. (Grades K-5 cards are kept by the classroom teacher, but students are asked to be responsible for their own lunch card). MS/HS students will be using a pin pad with their student i.d. pin code to use their lunch account w/o a lunch card, which is new this year.

### Hot Lunch prices:

\$2.70 for grades K-5 and \$2.90 for grades 6-12. Adult / Guest hot lunch is \$3.60. Milk is \$.40

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

Extra Entrée items are a la carte items that are served in limited quantities each day, and are available for MS/HS students for an additional \$2.50 per extra entree. Extra milk is a la carte \$.40.

(Students are asked to sign up for an extra entrée when teachers take the lunch count in the beginning of the school day)

**Note: Students with negative accounts or no money in accounts will not be able to purchase a la carte item(s).**

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

**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, emailed to households, and are available on the OSD website after Aug. 17, under Food Services tab.

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 a hot lunch benefit.

If milk is purchased separately, for a cold lunch or an additional milk with hot lunch, the cost of milk is \$.40 per carton.

If the household account's balance is \$0.00, students will not be able 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 8:00am in the OMS/OHS and 9:00am in the OES, 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 accordingly with your child's first and last name when making a deposit.

**Hot Lunch Account notifications:**

**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.

**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, a "special lunch" consisting of a Peanut Butter & Jelly sandwich w/a milk will be served without additional notification. 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. For unpaid account balances, a "Special Lunch" will be served without additional notification. Remaining account balances will be carried forward to the next school year. Refunds can be requested if the balance is \$10 or greater, please contact your school secretary to put in a request.

**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 Update**

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, co-curricular, student services, recreational, or other program or activity because of the person's sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, handicap or physical, mental, emotional or learning disability in the educational programs or activities operated by the School District of Oostburg.

**USDA Nondiscrimination Statement Update**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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](http://www.ascr.usda.gov/complaint_filing_cust.html), (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). This institution is an equal opportunity provider.