

2021-22

St. Dominic School Cafeteria Information w/ Free & Reduced Lunch Application



Lisa Taylor, Cafeteria Manager • 859-336-7165 • Itaylor@stdominicelementary.org

Dear St. Dominic Parent/Guardian:

The St. Dominic School Cafeteria Program offers a variety of lunch options daily, and we are dedicated to providing meals that are healthy as well as delicious. We are an independently operated food service operation and, as such, our budget is fully dependent on daily participation as well as a per-child cafeteria fees. We encourage you to ready through our monthly menu with your child/ren so that our students will make good choices each day and will be encouraged to try new things. We will be adding new menu items throughout the school year, and we invite your input on these and all of our menu options. If you have any questions, please contact the Cafeteria Manager. Thank you!

LUNCH

Menus are published monthly on the reverse side of the school calendar.

Lunch costs **\$3.00** per day. See the full cost list below.

Student lunch: \$3.00	Guest lunch: \$4.25
Reduced price lunch: \$.40	Staff lunch: \$3.50
Extra entree: \$ 1.75	Staff a la carte entree: \$1.75
Extra side (fruit/vegetable): \$1.00	
Extra Milk: \$.55	
Juice/Water and a la carte items: \$.55	
Gatorade: \$1.00	

Your child/ren may qualify for free or reduced price meals. Included in this packet is an application for free or reduced price lunch.

BRINGING LUNCH

Students may bring their lunch to school, but we encourage parents to pack a healthy lunch within these general guidelines:

1. Healthy beverage -- caffeine free, no sodas or drinks high in sugar.
2. No fast food in original containers/wrappers.
3. Entrees that need to keep cool need an ice/cool pack.
4. Do not pack items that must be microwaved.

Students who bring their lunch may purchase beverages and a la carte items.

CAFETERIA FEE

The cafeteria fee is required for all students. Fees are as follows:

1 child	\$15	3 children	\$40
2 children	\$30	4 children	\$50

CHARGES/FORGOTTEN LUNCH MONEY

Charges are not permitted. Your child will be sent home with a charge slip if his/her account is in a deficit; however, we will never let a child go without eating lunch. If a charge must be made, the cafeteria manager will notify you that your child's account needs funds and expect that the account will be back in balance on the next school day.

ENROLLMENT

Enrollment in the St. Dominic School Cafeteria program typically takes place at Meet Your Teacher Night prior to the start of school. Enrollment includes paying the cafeteria fee and selecting meal account options for each child and making deposits into each account.

GUESTS FOR LUNCH

Guests are welcome any day of the week as long as they notify the cafeteria by **9 AM** on the day they plan to eat lunch.

MEAL ACCOUNT OPTIONS

All accounts (Options 1-3) are pre-paid. Send your payment to the school cafeteria. Make checks payable to ST. DOMINIC SCHOOL CAFETERIA. If you have more than one child, your payment will be divided equally among all accounts unless you designate what amount is to be disbursed to each child.

Option 1: OPEN (Unlimited) Account-- Cash/check is deposited into an individual meal account. Funds are accessed with an assigned PIN and may be used for meals, beverages, and a la carte items, including a la carte breakfast items. Those who bring their lunch also may use this option to purchase beverages. There is no limit as to what may be purchased or how many purchases may be made.

Option 2: CLOSED (Limited) Account-- Cash/check is deposited into an individual meal account. Funds are accessed with an assigned PIN but may be used only for meals and beverages--no extras or a la carte items, including breakfast items, may be purchased.

Option 3: MEAL w/ Extra Beverage-- Cash/check is deposited into an individual meal account. Funds are accessed with an assigned PIN but may be used only for meals and extra beverages--no a la carte items.

Option 4: CASH on the LINE-- Cash/check is accepted at the time of purchase for a meal and/or a la carte items.

PERSONAL IDENTIFICATION NUMBERS (PINS)

All students, upon enrollment at St. Dominic School, are assigned a PIN, the last three digits of which are typed onto a keypad in the cafeteria. Younger students are given assistance with their PINs as needed. The general procedure is as follows: The child goes through the serving line and stops with his/her tray at the cashier's table at the end of the line. Only the keypad is used or visible to the student; all account information is visible only to the cashier. Students are never given the total amount charged. The only communication ever provided to the student related to his/her lunch account occurs if the account is overdrawn and the cashier gives a charge note to the student.

FREE AND REDUCED LUNCH

Since all students pay for their meals using a PIN, and since the student's account information is visible only to the cashier on the lunch line, no child is ever identified or made aware of his status as a free or reduced price lunch recipient in any way.

Free and reduced lunch applications are handled discreetly and confidentially. The numbers of students who participate in the free and reduced lunch program is very important to St. Dominic School because the participation determines our allocation of federal funding for our Title I programs for Reading and remedial services.

We are required to provide the number (never the names) of students eligible for free and reduced lunch each September to the local public school district. Based on that number, our federal fund dollars will be allocated for our use for the current school year. For this reason, the deadline is **September 1st** for all completed applications to be received by the cafeteria manager.

If your child received free or reduced lunch last year, he/she will continue to receive free or reduced lunch until the current year's application has been received and free/reduced lunch status is determined for the new year. **Because income guidelines change from year to year, parents must apply annually.**

The application is available prior to the start of the school year; however, if your family income changes and you need to apply during the school year, you can request an application any time.

FREE AND REDUCED LUNCH FAQs

1. **WHO CAN GET FREE OR REDUCED PRICE MEALS?** All children in households receiving benefits from KY SNAP or KY TANF are eligible for free meals. Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals. Children who meet the definition of homeless, runaway, or migrant are eligible for free meals. Children may receive free or reduced price meals if your household's income is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced price meals if your household income falls at or below the limits on the income chart.
2. **HOW DO I KNOW IF MY CHILDREN QUALIFY AS homeless, MIGRANT, OR RUNAWAY?** Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven't been told your children will get free meals, please call or e-mail Principal Pam Breunig at 859-336-7165 or pbreunig@stdominicelem.org.
3. **DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD?** No. Use one Free and Reduced Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to LISA TAYLOR, Cafeteria Manager.
4. **CAN I APPLY ONLINE?** No.
5. **MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE?** Yes. Eligibility guidelines change from year to year. Your child's application is good only for that school year and the first weeks of the new school year. All applications are due by September 1st. If we do not receive your child's application, he/she will be charged full price for lunches.
6. **I GET WIC. CAN MY CHILDREN GET FREE MEALS?** Children in households participating in WIC may be eligible for free or reduced price meals. Please send in an application.

7. **WILL THE INFORMATION I GIVE BE CHECKED?** Yes. We may also ask you to send written proof of the household income you report.
8. **IF I DON'T QUALIFY NOW, MAY I APPLY LATER?** Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.
9. **WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION?** You should talk to school officials. You also may ask for a hearing by calling or writing to Principal Pam Breunig at 859-336-7165 or pbreunig@stdominicelem.org.
10. **MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN?** Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.
11. **WHAT IF MY INCOME IS NOT ALWAYS THE SAME?** List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
12. **WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT?** Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.
13. **WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY?** Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.
14. **WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY?** List any additional household members on a separate piece of paper, and attach it to your application.
15. **MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR?** To find out how to apply for KY SNAP or other assistance benefits, contact your local assistance office at 859-336-8959.