



Office of Student Nutrition Services

Student Nutrition Services Procedures Lincoln and Jane Ball Elementary

Hanover School Office of Student Nutrition Services welcomes you to the 2018-2019 school year. The Department of Student Nutrition Services would like you to be aware of the following procedures for the cafeteria services.

Payments and Deposits

- We offer a pre-pay computer system account for each child. Students are able to pay for their meal by entering their Student ID Number or by using the Touch & Go Biometrics System. The Touch & Go Biometrics System takes an individual's unique print and generates it into a mathematical template that creates only identifying points- not the whole print. This unique template system cannot be accessed for replication by other security systems.
- The items which can be purchased from your child's account are breakfast, lunch, milk, ala carte items, and snack milk. Full day Kindergarten children have snack milk in the afternoon. The cost comes out of their food account. Snack milk is **NOT** free for those who qualify for the free and reduced program. **Current (2018-2019)** milk price is 50¢.
- Deposits to student accounts can be made in the form of cash or check made out to **Lincoln Café or Jane Ball Cafe**. Please be sure to send the deposit at the beginning of the school day in an envelope marked with your **child's full name** and the **teacher's name**. Funds will be collected during 1st hour and deposited before lunch.
- On Line meal account viewing and deposits is now available at www.mymealtime.com. Access to your child's online meal account can be made by using your child's first name and their student ID number. Please call your cafeteria manager if you need this information.
- Students grades K-5, will be allowed to charge the cost of four meals (breakfast and lunch each counting as a meal) if funds are not available in their meal account. Charging will only be allowed for a complete reimbursable meal; no Ala Carte items can be charged. (Extra milk and kindergarten snack milk is considered an Ala Carte item.)
- Money left in a student account at the end of the school year will be held over the summer for the next school year. This money can be transferred to Jane Ball if your child

will be attending school there the following year. Fourth/Fifth grade students meal accounts will be transferred to Hanover Central Middle/High School for the following year.

- Hungry children can not learn! We will not deny any child a meal. After five substitute meals the school principal or counselor will be informed and further action may be taken which could include contacting Child Protective Services. Please keep your child's account at a positive balance. Low balance notices are sent out weekly. Please resolve any low balances immediately. The Student Nutrition Services Department is self-supporting and we need to collect these funds to continue to operate our program in a fiscally responsible manner. Our full charging policy can be found on our webpage at the district website. www.hanover.k12.in.us
- If parents or guardians fail to provide lunch money, supply a lunch from home or apply for meal assistance the school principal or counselor will be informed and further action may be taken which could include contacting Child Protective Services.
- To request a refund of an account or to check an account balance, contact your school cafeteria manager directly.
Lincoln Manager- Kathy Bolger - 374-3610
Jane Ball Manager – Kelli Ribicki– 374-3706
- Free and Reduced meals and text book assistance applications are available at the school offices after July 1, 2018. A new application MUST be completed every year and income verification information can be requested at any time. If you're household qualified for meal assistance benefits last year you MUST file an application this year by October 1, 2018 unless you receive a letter in July 2018 stating differently. Your child will continue to receive the benefits that he/she was last approved for the previous school year until October 1, 2018 or until a new application has been processed, whichever comes first.

Meal Offerings

- Breakfast - **Current (2018-2019)** Elementary Price \$1.30, milk price 50¢. Open every morning before school. Students may purchase breakfast items and milk on their meal accounts. Early dismissal days will feature a breakfast only service.
- Lunch - **Current (2018-2019)** Elementary Price \$2.30, milk price 50¢. Open every day that school is in service for the full day. Delayed opening school days will only feature a lunch service.
- All food and beverages made available on campus during the school day are consistent with the current Dietary Guidelines for Americans. All foods made available on campus adhere to food safety and security guidelines. All foods and practices in our Student Nutrition Department will be in complete support of our District Wellness Policy.
- Classroom treats such as holiday or Birthday treats are available for purchase through our department. All offerings follow our District Wellness Policy. Order forms are available on our webpage and at the school offices. Please allow 10 days notification.

- We welcome parents to have lunch with their child at school. Prior notification and approval is required by calling the school office. Please be mindful of our Wellness policy and procedures. ***We do not allow outside fast food choices in our cafeterias.***
- Our Non Sufficient Check policy can be found on the Hanover Community Schools Food Service Department internet website.

Allergies

- Be sure to notify the school nurse of any food allergies that your child may have. A dietary prescription form signed by your physician is required to be on file for any necessary food substitutions, including milk.

Thank you for the opportunity to serve your family. We take our RESPONSIBILITY to help keep your children healthy and properly nourished seriously. Please feel free to contact me at anytime.

Sincerely,

Michelle Philipp
Director of Student Nutrition Services
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Revised 8/2018

