



NICE Community Schools

Office of the Superintendent
300 Westwood Drive
Ishpeming, MI 49849
(906) 485-1021



Food Service Guidelines/Policy

Payments/Purchases - Student meal payments and purchases are set up in a family account. Payments are to be made to your child/rens account and purchases made from it. Parents are encouraged to use the "SchoolPay" online option to pay for meals using a credit/debit card or electronic check. Payments will still be accepted in the school office in check or cash. **This is not a credit system.** Following State of Michigan recommendations, credit may be limited 3 meals per child. Meals may be replaced if lunch balances reach this amount. There will be no credit extended for second meals or ala-carte items. You may view your food service account balance, access detailed statements and receive email notification through the online Family Access Program. You may also contact the school office at any time to request a statement of account.

You must maintain a positive account balance. If you have not turned in an application for free or reduced meals or if your household income has changed, you should consider completing and submitting an application. Applications are available in the principal's office or on the district website www.nice.k12.mi.us under Parents in the menu bar and may be completed and turned in at any time during the school year.

NICE has a free automatic food service email notification that you can activate in Family Access with just a few simple steps. From our district website at www.nice.k12.mi.us click on Parents in the menu bar and then Family Access. Log in to Family Access using your family Login ID and password. If you need assistance with your Login ID and/or password, please contact either building office. Click on **My Account** in the upper right corner of your screen. There is a place near the top for your email address, please enter and/or verify your email address. Under Email Notifications check the box to "Receive Emails when Food Service Balance is under \$5.00". Click the Save button before you exit or your selection will not be registered by the system. Messages may be programmed into the food service system to alert the cashiers of any spending limitations or monetary restrictions on your child's account for example "NO ala-carte purchases" or "daily ala-carte purchase limit set at \$X.XX" (ala-carte is available to grades 4 through 12). Please contact the school office if you want to have a message included on your child's account.

Student Identification - Student PINs are required to purchase a meal. Students will have the same PIN each year.

Replacing or Denying Meals - Replacement meals may be offered to a student if a family account has exceeded credit of 3 meals per student. In these cases, a substitute meal will be offered. The State of Michigan requires that only 3 such meals be supplied, per student, per year. Please keep your family's account current to avoid this situation.

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/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.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.