

## Who to Contact

### Questions with:

- Lunch Accounts / Payments
- Infinite Campus
- Parent Portal

**Jeana Tausan**  
Administrative Assistant  
605-375-3241  
jeana.tausan@k12.sd.us

### Questions with:

- Filling out an application
- Application review
- Lunch accounts/payments

**Elizabeth Henderson**  
Business Manager  
605-375-3241  
elizabeth.henderson@k12.sd.us

### Questions regarding:

- Migrant/homeless/runaway status
- Disagree with application decision

**Josh Page**  
Superintendent  
605-375-3241  
josh.page@k12.sd.us

### Other Benefits

- SNAP/Medicaid/TANF

**SD Dept of Social Services**  
609 5th Avenue  
Belle Fourche, SD 57717  
605-892-2731  
1-877-390-0093

## Information to Note

### **Lunch Menus**

Menus are sent out monthly with lunch invoices. They are also available on our website and Facebook page. Menus are subject to change per availability.

### **Allergies**

If your child has a documented allergy, please let us know. We will need a signed doctors note for the specific allergy. We will work with you to make the necessary accommodations.

### **Lunch Guests**

Parents, siblings, or special guests that would like to eat with a student for the day are welcome. Please call the front office and let them know you will attending by 10am on the day of the visit so that we may prepare enough food.

### **Lunch Times**

Middle School/High School:  
11:44-12:07

Elementary  
12:15–12:45pm



## Non-Discrimination Statement

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Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or 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 discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) 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).

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# Harding County Schools Lunch Program



2022 - 2023

**Harding County School District**  
12474 Tipperary St.  
PO Box 367  
Buffalo, SD 57720  
Phone: 605-375-3241  
Fax: 605-375-3246  
Website: [hardingcounty.k12.sd.us](http://hardingcounty.k12.sd.us)

This is your family’s guide to the lunch program at Harding County Schools. If you have any additional questions, please let us know! We are always happy to help.

Prices for 2022 - 2023 School Year

Meals

Grades K - 5: \$3.75

Grades 6 - 12: \$4.25

Adults: \$5.25

Rural Milk: \$0.15

A La Carte Items

Student Guest: \$3.75

Adult Guest: \$5.25

Extra Milk (Town): \$0.50

Salad Bar: \$2.00

Adult A La Carte: \$3.50

Snacks: \$0.50

*A la carte items do not qualify under the Free and Reduced Lunch Program. Your account will be charged for these items.*

Lunch Account Policies  
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- ◆ Each student has PIN they should memorize.
- ◆ Lunch accounts will be billed to each family at the end of the each month. Families are welcomed and encouraged to pay ahead if they choose.
- ◆ Bills are now emailed each month.
- ◆ Parents and/or students can check account balances through Parent Portal on Infinite Campus, or by contacting Jeana Tausan or Elizabeth Henderson at the school office, 375-3241.
- ◆ If payment cannot be made each month, please contact the school to set up a payment plan. We are happy to work with you in any way we can.
- ◆ All accounts need to be paid in full by May 31 each school year. Accounts not paid in full by May 31 will begin collection procedures, starting with a letter to the responsible party. If there is no response, additional notifications will be sent and/or parent will be called. After it is judged that the usual methods to collect money owed the district have failed, then action will be taken to collect in small claims court.

Free & Reduced Meal Applications

- ◆ Applications are required to be filed for the 2022–2023 school year to receive free or reduced price meals.
- ◆ All applications are confidential.
- ◆ Blank applications are available on the school website or from the school office.
- ◆ Applications are effective as of the date they are received and/or approved by the school. We make every effort to process applications the same day we receive them, however, all are processed within two business days.
- ◆ Current year applications extend 30 days into the following school year, or until a new application is filed, whichever is first. If you have do not file a new application within the time period, your benefits will expire and you will be charged the full price for meals.
- ◆ All families are encouraged to apply for benefits.



- ◆ Should your financial situation change during the year, you can apply for benefits at any time.
- ◆ Children are automatically eligible for free meals if they:
  - ◆ Are in households receiving benefits from SNAP, FDPIR, or TANF;
  - ◆ Are foster children under the legal responsibility of an agency or court;
  - ◆ Are homeless, runaway, or migrant.



Camp Crook & Ludlow Schools  
Special Milk Program

Camp Crook and Ludlow Elementaries participate in the Special Milk Program.

White and Chocolate milk are available to all students each day for \$0.15/ per carton.

Students who qualify under the Free & Reduced Program are eligible to receive free milk at the rural schools.