

Family Food Service Accounts Disclosure

A food service account has been set up for students based upon head of household. All students with the same head of household will be depositing and purchasing from the same account. Students are given a pin number to access their food service account. Cash will not be accepted in any food line.

Deposits must be dropped off either in the Eden elementary, Campbellsport elementary or Middle/High school office by the start of the school day to be credited to the account by 11:00 A.M. the same day. Deposits dropped off after the start of classes will be credited to the account by 11:00 A.M. the next school day. Deposits must be in the specially printed food service envelopes provided. Envelopes are available in all regular school offices. The front of the envelope must be filled out in its entirety. If the front of the envelope is missing information, the deposit will be held until someone claims the deposit and supplies the missing information. **WE CANNOT ACCEPT FOREIGN CURRENCY.** Mailed in deposits will be credited to the account by 11:00 A.M. the next school day following the day received. Deposits can also be made electronically through the eFunds link on the district website.

Low Balance notices will be sent out periodically. If we have your e-mail address on file, the notice will be sent to you via e-mail. If we do not have an e-mail address on file, a paper notice is produced. Elementary school children will bring the paper notice home in their backpack. Students in grades 6-12 will have their paper notices mailed to the head of household. If you have internet access, you may request to receive an e-mail low balance notice any day your balance goes below \$15, by going to our website at www.csd.k12.wi.us. Go to your school, Student/Family Access, and login. Click on Family Access. Then go to e-mail notifications, click change my notifications, and check the appropriate boxes. Don't forget to SAVE. Deposits can also be made electronically through the eFunds link on the district website (fees apply).

Any money left in the account at the end of the school year will be carried over to the next school year. If the youngest child has graduated, the head of household may request in writing that their balance be mailed to them. Balances under \$3.00 will not be returned. Any family leaving the district may also request in writing (from the head of household) to have any balance over \$3 refunded to them. A family has 30 days after the last day of attendance, to request their refund (over \$3) in writing.

If you believe your account balance is incorrect you must notify us **immediately**. Changes cannot be made to food service accounts after the 10th of the following month. End of year balances will automatically become the beginning balance for the next school year.

Daily Prices

Lunch grades K-5	\$2.15	Breakfast grades K-12	\$1.20
Lunch grades 6-12	\$2.35	Reduced breakfast	30¢
Adult lunch	\$3.35		
Reduced lunch	40¢		
½ pint milk	30¢		

We also offer an ala carte line in the middle/high school. Sandwiches, pizza, salads, etc. will be available for purchase.

Free/Reduced priced hot lunch/breakfast applications are available. If you did not receive one please contact your school office. If you believe you may qualify for free or reduced lunch/breakfast, fill out an application and return it to one of the regular K-12 school offices as soon as possible. Your child(ren) cannot start to receive benefits until the application is processed, which may take up to one week. All information is kept confidential.

If your child(ren) received benefits last year, he/she may be able to continue those benefits up to one month into the next school year. If you have not completed a new application by that time, your child(ren) will lose their benefits and will be charged the full price per lunch. If your child purchases a carton of milk without a lunch, your food service account will be charged 30¢.

If you have any questions or concerns about the food served in the hot lunch program, please contact Cheryl Hintz, Food Service Supervisor, at 533-8381.

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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, (AD-3027) found online at: 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.

This institution is an equal opportunity provider.

September 1, 2016