


LAKE STEVENS FOOD & NUTRITION SERVICES

This handout was designed to assist in communicating and clarifying our department's guidelines for operation.

Visit our homepage at www.lkstevens.wednet.edu/lunch

Last updated 7/20/09

	GUIDELINES	RATIONALE
<p>Charging Meals - When a student can accrue "charges" (debits) against his/her food service account.</p>	<p>Elementary: 2 Charge Limit (i.e. <u>2 lunches</u> at \$2.75 each = \$5.50) or (i.e. <u>2 reduced lunches</u> at \$0.40 each = \$0.80) or (i.e. <u>2 breakfasts</u> at \$1.75 each = \$3.50)</p> <p>Middle, Mid-High, High School: 0 Charges Allowed.</p>	<p>The option to charge a meal is offered to <u>elementary students only</u>. Every Cashier allows elementary students to charge up to 2 lunches or 2 breakfasts or 1 breakfast and 1 lunch. This is allowed for elementary students because there are increased variables for money to be misplaced for this age group. Middle, Mid-High and High School Students are <u>not</u> allowed to charge.</p>
<p>Light Lunch & Breakfast – A complimentary Breakfast or Lunch option available to prevent a student from going without a meal.</p>	<p>All Schools: Up to 10 Light Lunches and 10 Light Breakfasts allowed per school year – per student.</p> <p><u>Light Breakfast:</u> Cereal and 1% White Milk (8 oz)</p> <p><u>Light Lunch:</u> Whole Wheat Cheese Sandwich, 1% White Milk (8 oz), and Fruit/Veggie option.</p>	<p>The Light Lunch option is offered to prevent any student from going without a meal. It is designed to encourage families to cover the expense of school lunch and/or be an opportunity to seek financial support through the federal nutrition program.</p>
<p>Free & Reduced Eligibility – Federal program that provides financial assistance to families that qualify.</p> <p>Applications can be downloaded online at: www.lkstevens.wednet.edu/reduced</p>	<p>Eligible Students may receive Free Meals (No Charge) or Reduced Price (\$0.40). Applications are accepted all year long. According to government guidelines our office has 10 working days to process an application once received by food services. Turning in an application <u>does not automatically</u> approve a child for free or reduced meals. A family will be notified by mail of their status or they can call the Nutrition Office to check the status of their application. Until officially approved the family is responsible for any student food purchases accrued – No exceptions.</p>	<p>To qualify for these programs a guardian must fill out an application every calendar year and submit it to the Food & Nutrition Office. Eligible students are based on total household income levels, household members, and/or federal assistance program qualifications (i.e. TANF, FDPIR, BASIC FOOD)</p>
<p>Mealtime Online Deposits – Online system to allow families to make deposits 24 hours a day from a computer internet service.</p>	<p>Payment can be submitted online at www.mymealtime.com.</p> <p>Directions and Q&A are available online at www.lkstevens.wednet.edu/lunch/mealtimeonline.</p>	<p>This service is available to make paying for school meals convenient for parents with a minimal transaction fee. <u>Once a day</u> at 6:00 am our point of sale system does an automatic upload/download to link to our school building terminals so accounts balances are current.</p>
<p>Staff or Adult Food Prices – Prices set for "ALL" staff and Adult food purchases.</p> 	<p>Complete Meal Offering:</p> <ul style="list-style-type: none"> ▪ Includes Entrée ▪ Fruit/Veggie Option ▪ 1% White or NF Chocolate Milk (8 oz) ▪ 100% Juice variety (4 oz) <p>All Adult Meal Prices – for All Staff and Guests</p> <ul style="list-style-type: none"> • Adult Breakfast: \$2.75 • Adult Lunch: \$3.75 • Box Lunch (Catering): \$6.00 	<p>The Child Nutrition Program has been designed to serve the needs of our students. The breakfast and lunch production is based on classroom counts for the elementary and past trends for the secondary schools. Breakfast and lunch meals or ala carte items are priced competitively for staff or adults to purchase when available.</p>
<p>Catering – Food Services has a catering department designed to be a revenue source to support the sustainability of the child nutrition program.</p>	<p>The catering department asks that all catering requests be submitted <u>at least 2 weeks</u> prior to the event. Contact: Mollie Langum x1561 to discuss your catering needs. Box Lunches: The delicious menu selection is offered 5 days a week to all building staff. To order please email Joy – at BoxLunch@lkstevens.wednet.edu or call 1616. Lunches can be picked up in your Food Service Kitchen and payment of \$6.00 can be given to your building cashier upon receipt of our lunch.</p>	

Who to Contact at ESC in Food Services:

Mollie Langum – Food & Nutrition Supervisor x1561 mollie_langum@lkstevens.wednet.edu
Joy Johns - Office Assistant x2032 or x1616 Box Lunch Orders
Cathy Dickson - Office Assistant x2031
Jaynie Hampton (NLMS) – Production Kitchen Head Cook & Field Assistant x1604