

## **St. John's Lutheran School Food Services Policy**

St. John's Lunch Program operates within the guidelines of the "Offer vs. Serve" policy of the National School Lunch Program. There are five food items offered each lunch. K-8 students need to take three of the five items offered to make a reimbursable meal. Pre-school students are served all five food items in proportions appropriate for their age.

**What is a reimbursable meal?** A school lunch includes five items. The items consist of a meat or meat alternative, fruit, vegetable, whole grain and a selection of low-fat or fat free milk. Students must take three of the items to make a reimbursable meal. One of the items must be a fruit or vegetable.

### **Meal Prices 2024-2025 school year**

Pre-school Lunch \$2.50

K-8 Student Lunch \$3.25

Reduced Lunch \$0.00

Adult Lunch \$5.00

### **Free and Reduced Lunch Applications**

With St. John's participating in the National School Lunch program, free and reduced lunch price meals are available to families that qualify. Applications are available at the school office and online at [sjmarysville.org](http://sjmarysville.org). New applications are required to be completed each year and all information is strictly confidential.

### **Lunch Account Balance**

St. John's asks that student lunches be prepaid or to have funds on account. To place funds on your child's lunch account a check can be sent into the office made payable to St. John's Lunch Fund. Online payment option is also available. To make a payment online you will need access to FACTS and, once logged into FACTS, click on the Financial Tab. Please note that fees may apply. If you need assistance in accessing FACTS please contact the school office.

FACTS is programmed to automatically send an email once the balance on an account reaches \$10.00

### **Meal Charges**

St. John's will allow each student to have a balance on their account up to \$50.00. Once the student has reached this amount owed on account an email will be sent asking for funds to be put on the student's lunch account. In FACTS, when your balance is a positive number, this means funds are owed.

Revised July 31, 2024

If payment is not made by a week after the initial email, notification will be sent home requesting the student to bring a sack lunch until payment is received.

### **Volunteer Requirement**

All families are required to volunteer for two (2) shifts in the kitchen over the course of the school year (July 1, 2024-June 30, 2025). Lunchroom shifts are 10am-2pm on all school days that lunch is served. Additional shifts during special events in the evening and on weekends are available. Required kitchen shifts can be completed by family members (ex. aunts, uncles, grandparents) or friends. All kitchen volunteers must be over the age of 18. If a family does not complete one, or both of the required kitchen shifts, a charge of \$60 per shift will be added to their lunch account at the end of the school year. Required kitchen shifts will count toward the 20 volunteer hours families are required to complete.

### **Non-Discrimination Statement**

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-Form0508-0002-508-11-28-17Fax2Mail.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:

mail:

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

fax:

(833) 256-1665 or (202) 690-7442; or

email:

[Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

This institution is an equal opportunity provider.