

FOOD SERVICE PAYMENT FORMS

For further information, please see page 53 of Parent Handbook

Payments may also be made by Credit Card. See Page 53 for more information

Mansfield Schools

Food Service *Lunch* Ticket Payment Form

National School Lunch approved Lunch Including Milk

Student's Name: _____ (Please Print)

Grade: _____ Homeroom/Teacher _____ Date _____

Amount(**Elementary**) \$2.25

Payment Type

Full Year Ticket (includes milk) \$411.75

Check (CHECK # _____)

Half Year Ticket (includes milk) \$204.75

Cash

Other Amount _____

Amount(**Middle School**) \$2.50

Payment Type

Full Year Ticket (includes milk) \$455.50

Check (CHECK # _____)

Half Year Ticket (includes milk) \$227.50

Cash

Other Amount _____

Please Make Check Payable to "Mansfield School Food Service"

Please Put Student's Name on Check

Five (5) Free Lunch Credits will be given for Full Year Lunch Prepayment.

Two (2) Free Lunch Credits will be given for Half Year Lunch Prepayment.

(Please note: Account Cannot Owe More than \$5.00 at time of deposit to receive this benefit)

Mansfield Schools

Food Service *Milk* Ticket Payment Form

Only Milk

Student's Name: _____ (Please Print)

Grade: _____ Homeroom/Teacher _____ Date _____

Amount(**Elementary**) \$0.50/day

Payment Type

Full Year Ticket (Milk Only) \$91.50

Check(CHECK # _____)

Half Year Ticket (Milk Only) \$45.75

Cash

Other Amount _____

Amount(**Middle School**) \$0.55/day

Payment Type

Full Year Ticket (Milk Only) \$100.10

Check (CHECK # _____)

Half Year Ticket (Milk Only) \$50.05

Cash

Other Amount _____

Please Make Check Payable to "Mansfield School Food Service"

Please Put Student's Name on Check

Five (5) Free Milk Credits will be given for Full Year Prepayment.

Two (2) Free Milk Credits will be given for Half Year Prepayment.

(Please note: Account Cannot Owe More than \$5.00 at time of deposit to receive this benefit)

MANSFIELD SCHOOL MEALS PROGRAM

Office of the Program Director
4 South Eagleville Road, Storrs, Connecticut 06269
(860) 429-7824

We Serve Education Every Day



Making the right food choices, together.

August 1, 2016

Dear Mansfield Family,

Welcome to the 2016-17 school year!

We appreciate your support of the Mansfield School Meals Program and look forward to serving a delicious and nutritious breakfast and lunch to your child. The prices for breakfast and lunch are as follows:

Elementary School

Breakfast: \$1.30

Lunch (includes milk): \$2.25

Milk Only: \$0.50

Middle School

Breakfast: \$1.55

Lunch (includes milk): \$2.50

Milk Only: \$0.55

The federal requirements for school breakfast and lunch include keeping school meals trans-fat free, providing meals that meet the correct calorie range based on age, and limiting saturated fat and sodium. These requirements are based on the Dietary Guidelines for Americans (for more information, see <http://www.ChooseMyPlate.gov>). We are meeting the nutrition standards issued by the federal government by offering students a selection of low-fat and fat-free milk, larger selections of colorful fruits and vegetables, and a variety of whole grains and lean protein choices. All lunches include five meal components:

- a **meat or meat alternate** such as yogurt, lean beef, chicken or low-fat cheese;
- a whole-grain rich **grain** such as whole-wheat bread or brown rice;
- a fresh or canned **fruit** selection;
- raw or cooked **vegetables** in a variety of colors; and
- low-fat or fat-free **milk** selections.

Each child must select at least three of these five components on their tray to make a meal, including a fruit, juice, or vegetable.

Our school district will be encouraging students to try the fruits and vegetables foods being offered.

We are also asking for your help. Every student needs to be prepared to select at least one fruit or vegetable with their lunch every day. Please let them know to always have a fruit or vegetable with their meals. We are planning our menus to include selections we know students like, as well as many different foods they may not have tried before. Please encourage your child to try these new foods. They just might find a new favorite!

Please review our policies for purchasing meals:

Lunch Account

Students in all Mansfield schools are assigned a lunch account. Parents are encouraged to put money on these accounts so students do not have to remember to bring cash daily.

How do I put money on my child's lunch account?

Parents currently have three options to pay for their child's lunch account:

- Credit Card – deposit money on your student's account using your credit card. See next page for instructions.
- Check – Write a check to Mansfield School Food Service (MSFS) and send or bring the check to the school kitchen.
- Cash – Cash may be brought to the kitchen for deposit on the student's account, or students may pay cash on a daily basis.

HOW TO BUY SCHOOL LUNCH

Elementary Schools: Students may pre-pay for lunch from 8:40 to 9:30 daily if they do not have money on their account. Breakfast is served at this time and lunch money can be applied to a student's account at the same time when purchasing breakfast. All transactions should be made in person by either the student or their parent/guardian. All meals are pre-paid and recorded on a computerized point-of-sale system which is a **debit** based accounting system. Students and their family should plan to **pre-pay** for meals they intend to purchase.

For elementary schools that offer snacks, students may purchase a snack with cash. Snack purchases *may not* be deducted from lunch account.

Mansfield Middle School: Students can pre-pay anytime during breakfast (7:40-8:05) or lunch (11:10-12:45). The pre-payment method is a point-of-sale debit system that allows students to pre-pay for any number of meals. Students wishing to add a la carte to their account need to provide a note from a parent or guardian or have them call the school to assure their lunch account can also be used for additional purchases. Students are also welcome to use cash to pay for their meal as they go through the line.

Questions about account use and balances should be directed to the Food Service Manager at each school:

Goodwin	Mrs. Linda Spencer	860-429-9082, ext. 3	SpencerLB@mansfieldct.org
Southeast	Ms. Maureen Gagne	860-423-2793, ext. 3	GagneML@mansfieldct.org
Vinton	Mrs. Terry Glaude-Boucher	860-465-8136, ext. 3	Glaude-BoucherT@mansfieldct.org
Mansfield Middle	Mrs. Denise Desjardins	860-429-5004, ext. 7235	Desjardinsda@mansfieldct.org

Lunch Credit Policy: If a student does not have money on his/her account nor cash for his/her lunch, the district will permit an emergency charge of lunch for a **maximum** of up to **3 (three) days**. It is expected that the student and his/her family will be able to reconcile their account in this time. After three school days, the student will not be allowed to charge any more lunches and the student's family will be contacted. The student will only be eligible for an alternate lunch until the account balance is cleared. An alternate lunch is a cheese sandwich, selection of fruit or vegetable, and milk.

How do I know when my child's account is running low on money? MMS parents may log into PowerSchool and then into PowerLunch to check account balances. Elementary parents are welcome to contact the kitchen manager to inquire about their child's account balance. The best time to call is in the morning between 8:00-10:30 am. Letters are sent home every Friday to parents of students who owe money. Parents may opt into receiving Low Balance Notifications or Weekly Balance Notifications via e-mail (visit www.mansfieldct.gov/lunchmenus to sign up). You will automatically receive e-mails through School Messenger if your child's account is in the negative.

Account Balance: If a student account has a positive balance at the close of the school year, it will automatically be credited to their lunch account for the next school year at any Mansfield School. If a child has a *negative* account balance, account will be moved forward with the student each year. Please see above Lunch Credit Policy.

We look forward to serving your child this year and welcome your feedback regarding our menus and choices. Have a great year!

Stephanie Richard

Stephanie Richard, MS, RD

Using a Credit Card/Debit Card to put money on your child's account: Please note that there is a fee of \$1.95 for each e-check (needing an ABA and routing#) and a 2.95% charge (or a min. of \$1.00) for any credit/debit card.

1. Go to: www.mansfieldct.gov/lunchmenus and click on the "Click Here to Pre Pay for School Lunches Online".
2. Enter your information in the fields shown.
3. Click "Continue" and follow the payment instructions on the website.
4. You will receive an email confirmation of your payment.

Please allow up to 1 business day for the deposit to put on your student's account.

Remember to print or save a copy of your payment for your own records.

MANSFIELD & REGION 19 SCHOOL LUNCH PROGRAM

APPLICATION FOR FREE OR REDUCED PRICE MEALS

Dear Parent/Guardian:

The Mansfield Schools offer a choice of healthy meals each school day. Students may buy lunch for \$2.25 at the Elementary Schools, \$2.50 at the Middle School and \$3.00 at the High School. Breakfast is available K-12 at a cost of \$1.30 at the Elementary Schools, \$1.55 at the Middle School and \$2.00 at the High School. All meals are available free or at a reduced price for those that qualify. All meals served must meet nutrition standards established by the U.S. Department of Agriculture. If a child has a disability, as determined by a doctor, and the disability prevents the child from eating the regular school meal, the school will make substitutions prescribed by the doctor. If a substitution is needed, there will be no extra charge for the meal. Please call your child's school nurse for further information.

Note: The Mansfield Food Services Department sends out approval letters to those households of child(ren) that qualify for free breakfast and lunch because their child's name is on a confidential Direct Certification list from the Department of Social Services. This approval process is automatic and no application or form is required by the family if the household is listed. However, for households receiving SNAP benefits or TFA for their children that have not received an approval letter, they may have to complete an eligibility application.

An application for free meal benefits cannot be approved unless it contains *all* required information.

1. **How do I know if I *may* qualify for Free or Reduced price meal?** If your total household income is at or below the amount on the Federal Income Eligibility Chart below, your child can get reduced price meals for 40 cents for lunch and /or 30 cents for breakfast or may even qualify for free meals.
2. **Do I need to fill out an application for each child?** No. *Use one Free and Reduced Price School Meals Application for all students in your household.* We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to your school office or **Food Service Department, 4 South Eagleville Road, Storrs, CT 06268, (860)429-7824.**
3. **Should I fill out an application if I received a letter this school year from the school saying my children are approved for free meals?** No, you do not need to submit an application for any of the children on the letter for this school year.
4. **My child's application was approved last year. Do I need to fill out another one?** Yes. Your child's application is only good for that school year and for the first few days of this school year. You must send in a new application unless the school notified you that your child is eligible for the new school year.
5. **Who can get free meals?** All children in households receiving benefits from the Special Nutrition Assistance Program (SNAP), Temporary Family Assistance (TFA), can get free meals regardless of your income. Also, your children can get free meals if your household's gross income is within the free limits on the Federal Income Guidelines.
6. **Can FOSTER children get free meals?** Yes, foster children that are under the legal responsibility of a foster care agency or court, are eligible for free meals. **Also, a foster parent does not have to complete a free/reduced meal application if they can submit a copy of the legal document or legal court order showing that the child is a foster child.** Additionally, a *foster child* is categorically eligible for free meals and may be included as a member of the foster family if the foster family chooses to also apply for benefits. If the foster family is not eligible for free or reduced price meal benefits, it does not prevent a foster child from receiving free meal benefits. Note however, that a foster child's free eligibility does not automatically extend to all students in the household.

REDUCED PRICE INCOME CHART FOR SCHOOL YEAR 2016-2017					
Number in Family	Annual Gross Income	Monthly Gross Income	Twice Per Month Gross Income	Every Two Weeks Gross Income	Weekly Gross Income
1	\$ 21,978	\$ 1,832	\$ 916	\$ 846	\$ 423
2	29,637	2,470	1,235	1,140	570
3	37,296	3,108	1,554	1,435	718
4	44,955	3,747	1,874	1,730	865
5	52,614	4,385	2,193	2,024	1,012
6	60,273	5,023	2,512	2,319	1,160
7	67,951	5,663	2,832	2,614	1,307
8	75,647	6,304	3,152	2,910	1,455
Each Add'l Family Member	+7,696	+ 642	+ 321	+296	+ 148

7. **Can homeless and runaway children get free meals?** Yes, children who meet the definition of homeless or runaway qualify for free meals. The Mansfield Public Schools Homeless Liaison is Rachel Leclerc (860) 429-3350.
8. **If a member of my household receives SNAP or TFA benefits may I submit an application?** Yes. Households with any member who is currently certified to receive SNAP or TFA benefits may submit an application for these children with the abbreviated information as indicated on the application and instructions.
9. **Can my child's free meal status be extended to all children in the household?** It depends. Categorical eligibility for free meals is extended to all children in a household when the application lists a SNAP or TFA case number for any household member.
10. **Will the information I give be checked?** Yes and we may also ask you to send written proof.
11. **If I do not qualify now, may I apply later?** Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free or reduced price meals if the household income drops below the income limit.
12. **What if I disagree with the school's decision about my application?** You should talk to school officials. You also may ask for a hearing by in writing to: **Kelly Lyman, 4 South Eagleville Road Storrs, CT 06268 or to mboesupt@mansfieldct.org.**
13. **May I apply if someone in my household is not a U.S. citizen?** Yes. You or your child(ren) do not have to be U.S. citizens to qualify for free or reduced price meals.
14. **Who should I include as members of my household?** You must include all people living in your household, related or not (such as grandparents, other relatives, or friends) who share income and expenses. You must include yourself and all children living with you. If you live with other people who are economically independent (for example, people who you do not support, who do not share income with you or your children, and who pay a pro-rated share of expenses), do not include them.
15. **What if my income is not always the same?** List the amount that you normally receive. For example, if you normally make \$1,000 each month, but you missed some work last month and only made \$900, put down that you made \$1,000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
16. **My family needs more help. Are there other programs we might apply for?** Your child and family *may* be eligible for SNAP benefits if your child is determined to be eligible for free meals. For information regarding the SNAP and to contact the Department of Social Services office in your town, contact United Way's free referral number **2-1-1** (free call, statewide).
17. **Will information on my application be kept confidential?** We will use the information on your application to decide if your child should get free or reduced price meals. We may inform officials connected with Title I and the National Assessment of Educational Progress whether your child is eligible for free or reduced price school meals. They will use this information for funding and/or evaluation purposes. Information may also be disclosed if you want the application to be used to get other benefits.
18. **Can I get other benefits such as health insurance, for my child?** Your child may be eligible for a health insurance program (called HUSKY) for children. **To find out more information on HUSKY call the HUSKY information hotline: [1-877-CT-HUSKY \(1-877-284-8759\)](tel:1-877-CT-HUSKY) or visit: www.huskyhealth.com.**



We will let you know if your application is approved or denied.

For step-by-step instructions for filling out the application, go to:
<http://www.mansfieldct.gov/lunchmenus> → Free and Reduced Meals Application