

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* Payment Form

For National School Lunch Program approved Lunch Including Milk

Student's Name: (Please Print) _____

Grade: _____ Homeroom/Teacher: _____ Date: _____

Amount (**Elementary**) \$2.50

Payment Type

Full Year Ticket (includes milk) \$455.00

Check (CHECK # _____)

Half Year Ticket (includes milk) \$227.50

Cash

Other Amount _____

Amount (**Middle School**) \$2.75

Payment Type

Full Year Ticket (includes milk) \$497.75

Check (CHECK # _____)

Half Year Ticket (includes milk) \$248.88

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 be in the negative 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 06268
(860) 429-7824

We Serve Education Every Day

August 1, 2020

Dear Mansfield Family,

Welcome to the 2020-21 school year!

We appreciate your support of the Mansfield Public Schools Food Service Department and look forward to serving a delicious and nutritious breakfast and lunch to your student(s)! The prices* for breakfast and lunch are as follows:

Elementary School

Breakfast: \$1.30

Lunch (includes milk): \$2.50

Milk Only: \$0.50

Middle School

Breakfast: \$1.55

Lunch (includes milk): \$2.75

Milk Only: \$0.55

***We will communicate to households if any federal changes occur regarding meal pricing for the 2020-21 school year.**

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, visit <http://www.ChooseMyPlate.gov>). We are meeting the nutrition standards issued by the federal government by offering students a selection of low-fat regular and fat-free flavored milk, larger selections of colorful fruits and vegetables, more offerings of local fruits and vegetables, and a variety of whole grains and lean protein choices. All lunches include five meal components:

1. a **meat or meat alternate** such as yogurt, lean beef, chicken or low-fat cheese
2. a whole-grain rich **grain** such as whole-wheat bread or brown rice
3. a fresh or canned **fruit** selection and 100% fruit juice
4. raw or cooked **vegetables** in a variety of colors
5. low-fat or fat-free **milk**

Each student must select at least three of these five components on their tray to make a meal, including a fruit, juice, or vegetable. They can certainly take all 5 components to get the most out of their school meal, including a full cup of vegetables and a full cup of fruit.

Eat Local @ Mansfield Public Schools!

In the 2019-2020 school year we continued to purchase and serve thousands of pounds of local produce to students in school and community members at our community dinners. We will continue to encourage students to try the local 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:

Meal Account

Students in all Mansfield schools are assigned a meal account. Due to COVID-19 we are encouraging as many cashless transactions as possible in the 2020-21 school year.

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

All transactions should be made in person by either the student or their parent/guardian unless paying online. Parents currently have three options to pay for their student's meal account:

- E-Check/Credit/Debit Card – Deposit money on your student's account online. See next page for instructions.
- Check – Write a check to Mansfield School Food Service (MSFS) and send in or bring the check to the school kitchen. Please include the student's name and/or ID number on the check. It is most ideal if you could write out separate checks per student if you have multiple students in the school(s).
- Cash – We will communicate with households if a decision is made to operate cashless due to COVID-19.

HOW TO BUY SCHOOL MEALS

All meals are recorded on a computerized point-of-sale system (Power School) which is a **debit** based accounting system. Students and their families should plan to **pre-pay** for meals they intend to purchase. You may sign up for email balance notifications (information below).

Elementary Schools: Meal times will be set once the daily schedule becomes official. Due to COVID-19, students will not be handling meal cards. An alternate method of pre-ordering and entry into the student's Power School account will be devised at each elementary school.

Mansfield Middle School: Meal times will be set once the daily schedule becomes official. Due to COVID-19, students will not be entering their ID numbers into a pin pad, an alternate method of entry into the student's Power School account will be devised at the middle school. A la carte items such as CT Healthy Food Certified snacks, beverages, and ice creams can be purchased separately. Parents need to submit a note or complete the small form students obtain from the cashier allowing students to purchase foods a la carte. Even if a student has cash, a la carte privileges still need to be present on a student's account for them to purchase these items. Please have a conversation with your student(s) regarding limits of their a la carte purchasing. Students are only permitted to buy two items in any one category of snack.

Balance information and student ID numbers can be obtained by contacting us. For questions concerning account use, or any other topic, please contact the Food Service office.

Goodwin	860-429-9082, ext. 3	
Southeast	860-423-2793, ext. 3	
Vinton	860-465-8136, ext. 3	
Middle School	860-429-5004, ext. 7235	
Food Service Office Ms. Stephanie Richard	860-429-7824	foodserve@mansfieldct.org
Mrs. Julia Jenkins		

Meal Charging Policy: Mansfield Food Services does not have an alternate meal policy for students with meal debt. All student balances need to be at \$0.00 or in the positive at the end of the school year. Policy is subject to change.

How do I know when my child's account is running low on money? MMS parents may log into PowerSchool to check account balances and transaction amount details. Elementary parents are welcome to contact the kitchen manager or Food Services Office to inquire about their student's account balance. The best time to call is in the morning outside of breakfast serving hours. Additional emails and/or letters will be sent home to parents of students who owe money. Parents may opt into receiving Low Balance Notifications or Weekly Balance Notifications via e-mail. For Microsoft Outlook users: visit <https://www.mansfieldct.gov/1595/Lunch-Menus-Online-Payment> and click the applicable notification links. You can also opt in by simply emailing foodserve@mansfieldct.org with your student's name, school, and which notification level you'd like to receive. You will automatically receive e-mails through School Messenger if your child's account is in the negative. The email address you wish to receive notifications to must be the email address listed on your student's School Messenger profile. The Food Service office does not have the ability to update this information if you would like notifications send to an email address not listed.

Account Balance: If a student account has a positive balance at the close of the school year, it will automatically be credited to their meal account for the next school year at any Mansfield School or EO Smith High School. Negative balances do not carry forward to the next school year. Please see above Meal Charging Policy. We are able to transfer balances between siblings upon request. If your student is not continuing onto EO Smith from Mansfield Middle School or is a graduating EO Smith senior, you may choose to request a refund of the account or donate the balance to the food services program.

We look forward to serving your child this year and welcome your feedback regarding our menus and choices. Visit our website and Facebook page for information, menus, free/reduced applications, and more! Please do not hesitate to contact me if you have any questions. Have a great year!



Stephanie Richard, MS, RD

Food Service Director

Mansfield Public Schools/Region #19

Website: <https://www.mansfieldct.gov/1595/Lunch-Menus-Online-Payment>

Facebook: <http://www.facebook.com/MPSfoodservice/>

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

1. Go to: <https://www.mansfieldct.gov/1595/Lunch-Menus-Online-Payment> and click on the "Click Here to Pre Pay for School Lunches Online" link. This will redirect you to the Town of Mansfield payment portal for the meal program.
2. Enter your information in the fields shown. You will need to know your student's ID number to complete the fields. ID numbers can also be obtained by calling the Food Services office at (860) 429-7824.
3. Click "Continue" and follow the payment instructions on the website.
4. You will receive an email confirmation of your payment.

Important Notes:

- Please allow up to 1 business day for the deposit to put appear on your student's PowerSchool account.
- Remember to print or save a copy of your payment for your own records.
- Your student's account balance and meal transactions can be reviewed on PowerSchool for students at Mansfield Middle School.

MANSFIELD SCHOOL MEALS PROGRAM cont.'

APPLICATION FOR FREE OR REDUCED PRICE MEALS

Dear Parent/Guardian:

Children need healthy meals to learn. **Mansfield Public Schools** offers healthy meals every school day. Breakfast costs **\$1.30** and lunch costs **\$2.50** at the elementary schools and **\$2.75** at the middle school. **Your children may qualify for either free meals or reduced-price meals.** The reduced price is **\$0.30** for breakfast and **\$0.40** for lunch. 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: Free or reduced price meal applications are not required from each household. We encourage you to apply only if you think you may qualify. Children receiving Supplemental Nutrition Assistance Program (SNAP), Temporary Family Assistance (TFA) or Medicaid (HUSKY) benefits *may* be directly certified and automatically eligible for free meals without applying for benefits.. (Some children who receive Medicaid (HUSKY) benefits may also be directly certified and automatically eligible for reduced-price meals.) Questions regarding SNAP/TFA/Medicaid and direct certification should be sent to the determining official **Stephanie Richard, 860-429-7824**. If you have received a NOTICE OF DIRECT CERTIFICATION for free or reduced-price meals from the Food Service Department, **do not** complete the application unless instructed to do so by the district. Let the school know if any children in your household are **not** listed on the **Notice of Direct Certification** letter you received, since free or reduced price meal benefits are extended to all children in a household when directly certified.

Additionally, all school-aged children in income-eligible households can receive school meal benefits regardless of a child's immigration status and the district/school does not release information for immigration-related purposes in the usual course of operating the Child Nutrition Programs.

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

The answers to common questions below can help you with the application process.

1. Who can get free or reduced-price meals?

- All children in households receiving SNAP or TFA benefits are eligible for free meals. Note: *Some* children receiving Medicaid (HUSKY) benefits are eligible for free or reduced-price meals.
- Foster children that are under the **legal** responsibility of a foster care agency or court are eligible for free meals. (Note: 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 for other children. Including children in foster care as household members may help other children in the household qualify for benefits. If non-foster children in a foster family are not eligible for free or reduced price meal benefits, an eligible foster child will still receive free benefits.)
- Children participating in their school's Head Start program are eligible for free meals.
- Children who meet the definition of homeless or runaway are eligible for free meals.
- Children may receive free or reduced-price meals if your household's income is within the limits of the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced-price meals if your household income falls at or below the limits on this chart:

REDUCED PRICE INCOME CHART FOR SCHOOL YEAR 2020-2021					
Number in Family	Annual Gross Income	Monthly Gross Income	Twice Per Month Gross Income	Every Two Weeks Gross Income	Weekly Gross Income
1	\$ 23,606	\$ 1,968	\$ 984	\$ 908	\$ 454
2	31,894	2,658	1,329	1,227	614
3	40,182	3,349	1,675	1,546	773
4	48,470	4,040	2,020	1,865	933
5	56,758	4,730	2,365	2,183	1,092
6	65,046	5,421	2,711	2,502	1,251
7	73,334	6,112	3,056	2,821	1,411
8	81,622	6,802	3,401	3,140	1,570
Each Add'l Family Member	+8,288	+691	+346	+319	+160

- 2. How do I know if my children qualify as homeless or runaway?** Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and you have not been told your children will get free meals, please call or e-mail **Shamim Patwa, 860-429-3350**.

- 3. 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 **Food Service Department, 4 South Eagleville Road, Storrs, CT 06268, (860) 429-7824**.

4. **Should I fill out an application if I received a letter this school year saying my children are already approved for free or reduced-price meals?** No, but please read the letter carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact **Food Service Department, 4 South Eagleville Road, Storrs, CT 06268, (860) 429-7824, foodserve@mansfieldct.org** immediately.
5. **Can I apply online?** No. At this time we are not accepting online applications. Please confirm that an original application is received by the Food Service Department if you've emailed or faxed yours in.
6. **My child's application was approved last year. Do I need to fill out a new one?** Yes. Your child's application is only good for that school year and for up to 30 operating days into the new school year (or until a new eligibility determination is made, whichever comes first). When the carryover period ends, unless you are notified that your children are directly certified or you submit an application that is approved, your children's meals must be claimed at the paid rate. Though encouraged to do so, the LEA is not required to send a reminder or a notice of expired eligibility.
7. **I get WIC. Can my children get free meals?** Children in households participating in WIC **may** be eligible for free or reduced-price meals. Please send in an application.
8. **Will the information I give be checked?** Yes. We may also ask you to send written proof of the household income you report.
9. **If I don't 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 and reduced-price meals if the household income drops below the income limit.
10. **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 calling or writing **Kelly Lyman, 4 South Eagleville Road Storrs, CT 06268** or to mboesupt@mansfieldct.org.
11. **May I apply if someone in my household is not a U.S. citizen?** Yes. You, your children or other household members do not have to be U.S. citizens to apply for free or reduced-price meals.
12. **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.
13. **What if some household members have no income to report?** Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. When this happens, please write "0" in the field. However, if any income fields are left empty or blank, those will **also** be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you **meant** to do so.
14. **We are in the military. Do we report our income differently?** Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food or clothing, or receive Family Subsistence Supplemental Allowance payments, these must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.
15. **What if there isn't enough space on the application for my family?** List any additional household members on a separate piece of paper and attach to your application. Contact **Food Service Department, 4 South Eagleville Road, Storrs, CT 06268, (860) 429-7824, foodserve@mansfieldct.org** to receive a second application or request one at the school.
16. **How will I know if the application was approved or denied?** You will receive a notification letter from the Food Service Department either way.
17. **My family needs more help. Are there other programs we might apply for?** To find out how to apply for SNAP benefits 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).

If you have other questions or need help, please call **860-429-7824**.

Sincerely,



Stephanie Richard, MS, RD
Food Service Director
Mansfield Public Schools

Nondiscrimination Statement: This explains what to do if you believe you have been treated unfairly. In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. 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.