

INFORMATION REGARDING THE KIRTLAND SCHOOLS NUTRITION SERVICES DEPARTMENT

Below you will find basic information regarding common questions, concerns, and practices regarding the School Nutrition Department. Jeni Lange is the Supervisor of School Nutrition Services. She can be reached at 974-5227.

If there is a specific question regarding your child's meal account you may also contact the Kirtland High School cafeteria manager Krista Hupp for detailed information on your child's account.

WHAT IS A COMPLETE LUNCH MEAL?

Well balanced and nutritional meals are planned daily. Meal pricing is designed to offer students the recommended daily allowance and is in compliance with the USDA and the American Medical Association to provide optimal nutrition for students to meet the challenges of their instructional day. Each day a wide variety of choices are available to meet the needs of the age groups served.

A Complete Lunch includes a choice of entrees, a colorful selection of vegetables, fruits, whole grains, and milk. It is strongly suggested that students select the complete meal to avoid extra charges when selecting only one or two items. In this case Ala carte pricing goes into effect that will add additional costs to their accounts. Pricing is as follows:

Elementary Lunch W/ Milk \$3.00 Middle & High School Lunch W/Milk \$3.35 MILK ONLY .50

Meals consist of components or units. Students may select 5 components.

- Entrées consist of 2 components (In general a protein and grain combination).
- A colorful selection of vegetables is worth 1 component (Students may pick up 2 selections)
- A wide variety of fruits are considered 1 component (Students may select 1)
- Milk is 1 component with both flavored nonfat milk or plain 1%.
- The total number of components offered at lunch is 5.

*Students must choose at least 3 of the 5 components offered with at least ½ cup of a fruit or a vegetable as one of the components.

*If a student takes anything less than 3 components and a fruit or vegetable is not chosen ala carte prices will be charged and this will result in a higher cost to the student. All sandwiches and entrees automatically include a fruit or vegetable to save you money.

A donation box for any student that does not wish to consume his fruit or vegetable is provided outside the serving area. Any unwrapped fruit or vegetable that is not taken can be available for students that wish to have more. At the end of the day any untouched items are donated to charity.

ADDITIONAL INFORMATION REGARDING FOOD/BEVERAGES

All food on campus is selected using the highest standards and meet the USDA requirements Under the Hunger Free Healthy Kids Act of 2010 for school meals.

- Meals are planned to meet the new standards that include each week an offering of dark green, orange/red, starchy, legumes, and other vegetables.
- All breads and grains must be whole-grain rich.
- Larger portions of fruits and vegetables will be offered to students based on the grade level served.
- All snacks and beverages are Smart Snack Compliant. This is a federal requirement under the USDA for all schools that operate under the National School Meals Program.

UPDATE RECORDS THROUGHOUT THE YEAR

It is imperative that household information is updated *AT YOUR CHILD/REN'S SCHOOL* whenever information changes. These changes include, but are not limited to, the following: change of name, change of address, change of household members, and change of telephone numbers (including emergency contact information). This information must be updated regularly at each child's school so that adequate record-keeping can be maintained. Information that is NOT updated can cause delays in the processing of Free and Reduced Meals Applications. Also, without correct information, important mailings from the district will not reach you.

STUDENT'S WITH FOOD ALLERGIES

Please understand that the food service department tries to accommodate special needs, but medical documentation from your physician's office is required and must be updated annually for any medically required substitutions. The routine medical information on file at the school is not shared with the Nutrition Service Department unless it is specifically ordered to be shared.

ACCOUNTS WITH NEGATIVE BALANCES

As mentioned before, it may take a day or two for an online deposit to actually be posted to your child's account. If a child has a negative balance, s/he will be able to "charge" up to three (3) meals. If the account has not been reconciled after the third meal is provided a courtesy lunch will be offered to the student. This is generally a cheese sandwich with a choice of fruit and milk. Snack and ala carte items are not permitted to be "charged" when there is a negative balance.

ACCOUNT BLOCKS

If you find that your child is purchasing food items or beverages in excess or without your consent, a block can be put onto your child's account. The block can be implemented in different ways: daily limit restriction, ala carte block, or single purchase restriction. The block will remain on your child's account for the remainder of the school year unless you call to have it removed. The blocks do NOT carry over into the following school year. If you would like more information regarding blocks, call the Nutrition Service Department at 974-5227.

FREE & REDUCED MEALS APPLICATIONS

First and foremost, all information shared on your Free and Reduced Meals Application is confidential. If you think your family might be eligible to receive free or reduced meals, you are encouraged to fill out a Free & Reduced Meals Application. The applications are mailed to all Kirtland students' homes and are available online on the Kirtland Schools website. Please feel free to contact your child's building if you need an application and have not received one. An application can be submitted at any time during the school year. In order for the application to be processed, please make sure you closely follow the directions provided on the application. Here are a few extra tips:

Make sure ALL household members are listed in Section I.

- List each child's school.
- If you have a SNAP or OWF case #, include it next to each child's school name in the boxes provided
- List the income and the frequency for each household member is included. (Note: bi-weekly means every other week, bi-monthly means twice a month)
- SIGN and PRINT your name; DATE the application; include your ADDRESS, PHONE NUMBER, and SOCIAL SECURITY NUMBER. You do not need to include your social security number if you have listed a SNAP or OWF case number.
- Children's eligibility for free or reduced meals is confidential. All student eligibility is programmed into our computer point of sale system. There is no identification that would "show" your child's eligibility.

THE USDA IS AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER