

CHARLOTTE PUBLIC SCHOOLS
Food Service Department

Charlotte Public Schools, Food Service Program operates within the guidelines of the USDA National School Meals Program. The program is self-funding, which means we operate within a planned food service budget and do not use any general fund monies from the district.

CPS Food Service Department provides breakfast and lunch following meal patterns required by The Healthy, Hunger-Free Kids Act of 2010. Items from each food group on USDA's My Plate, including fresh vegetables and fruit choices, are offered daily to entice the many different taste of our students.

What can a student expect at lunch time? Lunches include a meat/meat alternative, whole grain item, 100% fruit juice, fresh fruit & vegetables and milk. To receive combo/lunch meal pricing, your child should:

- **Choose a required serving of fresh vegetables, fruits or fruit juice**
- **Choose at least 2 more food items from the menu, such as:**
 1. **A meat (e.g. chicken, hamburger, etc.) or meat alternate (e.g. yogurt, cheese)**
 2. **A whole grain item (e.g. dinner roll, bun, pizza crust, etc.)**
 3. **Skim milk or low-fat milk**
 4. **Extra milk or juice is additional for purchase – price is .50**

What can a student expect at breakfast time? Breakfast includes a whole grain item, fresh fruit, 100% fruit juice and milk. To receive a reimbursable breakfast, your child should:

- **Choose a required serving of fresh vegetables, fruits or fruit juice**
- **Choose at least 2 more food items from the menu, such as:**
 1. **Whole grain items**
 2. **Skim milk or low-fat milk**
 3. **Meat/Meat alternative**
 4. **Extra milk or juice is additional for purchase – price is .50**

Eating foods from each of the food groups is the only way to assure students are receiving all essential nutrients. Eat your colors every day!

Milk & Juice. Milk and juice can be purchased for \$.50.

The preferred way to pay for milk and juice is by pre-loading funds loaded onto the family account. More information can be found at <https://payments.efundsforschools.com/v3/districts/55092>

Pre K – 12th grade. At this time, we are pleased to announce that all school meals are free, however, parents/guardians must fill out an Education Benefits Form to continue to receive free breakfast and lunch for schools. This form will be sent out at the start of each school year and is available at your child's school office or via Skyward. Forms are, also, available online at www.charlotteorionles.com, Schools & Services, Food & Nutrition tab, Education Benefits Form or by calling our office, 541-5140. This information is critical in determining the amount of funding that our school receives from a variety of State and Federal supplemental programs such as Title I A, At-risk (31a), Title II A, etc. Please complete and return as soon as possible to your child's school office or mail to CPS Food Service Department, 378 State Street, Charlotte, Michigan, 48813.

Education Benefits Forms are accepted at any time during the school year.

Ala Carte items. CPS Food and Nutrition Department prohibits any student or staff to purchase anything a la carte unless they have the funds in their account or cash on hand.

POS Computerized Debit System. CPS operates a debit system for your child's extra items at school that are not included with a meal. Accounts are set up by families with sales drawn from your account. Payments can be deposited by cash/check/money orders on your account. Payments can also be made at point of sale by your child, at any main office in the district, or mailed to CPS, Attn: Food Service Department, 378 State Street, Charlotte, MI 48813. We strongly encourage you to maintain a minimum balance of \$10 in your account at all times to avoid the possibility of a hold on extra purchases. **Electronic deposits** can be made on your account at www.charlotteorioles.com → Quicklinks → efunds at <https://payments.efundsforschools.com/v3/districts/55092> Create your own user name and password and call our office for your family pin number, 541-5140. To view what your child is purchasing and account balance, please call Emily Nenortas at 517-541-5115, for access information.

Menus are available monthly on www.charlotteorioles.com and delivered home with your Elementary Student and Upper Elementary Student. Menus will also be available at all school offices for your convenience.

Food Allergies Confused about when food substitutions must be made for a student when school meals are concerned?

If a student has a documented disability or medical issue that restricts his or her diet, the school food service department **MUST** make the substitutions as listed by a licensed medical professional (MD, DO, NP, PA) on a completed medical statement form.

If, however, a request for food substitutions is made for a student without a documented medical issue, the school food service department **MAY** make the substitutions listed on the medical statement form signed by a recognized medical authority, but are not required. Any substitution of this kind must fully meet the reimbursable meal pattern.

It is the responsibility of the parent/guardian making the request to submit a properly filled out and documented medical statement form.

There is a wealth of information on our website. Please browse and review at your pleasure at <https://www.charlotteorioles.com/schools--services/departments/food--nutrition-services/>

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.

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