



Meal Program Information

School Year 2022-2023

Welcome to the 2022-2023 school year! Please read this document in its entirety to learn about the meal program at Old Sturbridge Academy Charter Public School. If you have any questions, please email nutrition@osacharter.org.

The Old Sturbridge Academy Charter Public School District (OSACPS) Nutrition Program serves nutritious meals to our students. We are firm believers that hungry students cannot learn properly and we are committed to ensuring that does not happen. This responsibility comes with a financial burden; one that our school must keep strict control over. OSACPS's nutrition program is a self-sustaining program, which relies on funds received from the National School Lunch Program (NSLP) and School Breakfast Program (SBP) in return for selling reimbursable meals. In order to continue providing meals to our students, we must follow strict policies and procedures to ensure financial stability.

According to the Department of Elementary and Secondary Education (DESE), "the School Food Service Authorities (SFA's) must be made whole for any outstanding debt remaining at the end of each school year." In order to minimize the impact of such outstanding debt (due to meal and milk charges) on the district, the procedures listed below will be implemented in order to maintain financial stability of the program.

General Information

- Massachusetts has approved free meals for the 2022/2023 school year. This means that children will receive free* breakfast and lunch at OSACPS each school day.
- Lunch service will remain cafeteria-style service this year. Breakfast service will either be in the classroom or cafeteria; depending on your child's grade.
- The meal program will be staffed by School Nutrition Manager, Ms. Ashley Chevrette, as well as Ms. Melissa Lifson and Ms. Julia Gottier.
- To begin the year, you will once again order meals online. NEW THIS YEAR – mobile apps for Android and iOS users for lunch ordering! You can learn more and find instructions in the Menus and Instructions for Ordering Meals section here: <https://www.osacps.org/important-information-for-parents--guardians.html>
- Breakfast and lunch will be provided by Revolution Foods. We are looking forward to becoming a self-op meal program (no longer operated by Revolution Foods) later this year.
- Menus will be sent home monthly as we have done previously. Our September menu will likely be sent home with your student the first full week of school.



- If you are requesting a meal modification due to a disability, we do ask for a medical statement (doctor’s note). If you are requesting meal modifications due to a non-disability, please know we will make an effort to accommodate requests. We do ask that you inform of as soon as possible of any anticipated modifications/accommodations by emailing us at nutrition@osacharter.org.
- While meals are once again free this year, we do ask that you submit an Massachusetts Application for Free and Reduced meals. This will help determine eligibility for any other programs.

**a "free" breakfast or lunch consists of all meal components. Meals that do not include all components, extra meals and/or milk only are not free and will be charged accordingly.*

Meal Costs

- Full breakfast and lunch meals are free through June of 2022. For those taking non-compliant meals, additional meals or milk only, Costs for the meals are shown below:

	<u>Breakfast</u>	<u>Lunch</u>	<u>Milk Only</u>
Free	\$0.00	\$0.00	\$0.50
Reduced	\$0.00	\$0.00	\$0.50
Paid	\$0.00	\$0.00	\$0.50

Please note:

- *"Meal" prices include the main entrée, one milk, and a daily fruit and vegetable selection which will be served to the student. If your child does not take a "meal" but does wish to take milk, they will be charged the milk price shown above.*
- *Extra meals will only be provided once all students have been served and will be offered if and when they are available. Extra meals would be charged at the regular price (\$2.50/breakfast. \$3.50/lunch)*

Meal Charging Procedures – *please keep in mind that Massachusetts is funding free meals for students in the 2022/2023 school year. All students will receive free breakfast and lunch meals; providing they take the full meal. As a result of free meals, charging procedures would only apply for those taking milk only and/or those taking extra meals.*

- 1) Students receiving Free/Reduced Meal Benefits
 - a. Students eligible to receive free meals are entitled to one reimbursable breakfast *meal* and one reimbursable lunch *meal* daily, free of charge. A "meal" includes the main entrée, one milk, and a daily fruit and vegetable selection. A la carte items (extra items or items not part of a full meal) are not part of the USDA



program and will be charged accordingly. An example of this would be taking milk only (\$0.50 charge). Free lunch students may not carry a negative balance and must have account funds available to cover purchases. It is important that you provide funds to your child's meal account prior to the start of the school year. *You may find instructions on how to do so in the "How to Set Up a Parent Account" handout, included in this packet.*

- b. Students eligible to receive reduced price meals will be allowed to charge up to a maximum of ten (10) reduced price meals, known as a "charge cap", before being offered an alternative meal. Reduced eligibility allows a student to receive a breakfast meal for \$0.30 and a lunch meal for \$0.40. A "meal" includes the main entrée, one milk, and a daily fruit and vegetable selection. A la carte items (extra items or items not part of a full meal) are not part of the USDA program and will be charged accordingly. An example of this would be taking milk only (\$0.50 charge). It is important that you provide funds to your child's meal account prior to the start of the school year. *You may find instructions on how to do so here: <https://www.osacps.org/important-information-for-parents--guardians.html>*

2) All other students

Students will be permitted to charge up to a maximum dollar equivalent of ten (10) meals (known as a "charge cap") before they are offered an alternative meal. It is important that you provide funds to your child's meal account prior to the start of the school year. *You may find instructions on how to do so here: <https://www.osacps.org/important-information-for-parents--guardians.html>*

Charge Caps & Alternative Meals

Once a charge cap has been reached, students will be offered alternative meals. Alternative meals meet state and federal nutrition guidelines. Your child will continue to receive alternative meals until your balance is paid.

Payment

OSA utilizes an online payment portal that allows parents to view their student's balances and to pay directly from either a bank account or via credit card. This system allows families to pre-pay and/or allow a balance to be always available to pay for meals. ***Instructions for creating an account may be found here:*** <https://www.osacps.org/important-information-for-parents--guardians.html>



Parents can also send payments directly to the school if they prefer. Checks should be made out to: Old Sturbridge Academy. ***If you choose to do this please mark the envelope clearly with the students name, ID # and note "MEALS" and your child's name in the memo section of your check or with your payment.*** These payments should be mailed to: Old Sturbridge Academy/OSV, Nutrition Program, 2 Old Sturbridge Village Road, Sturbridge, MA 01566

On-line Ordering

- Lunch meals will be ordered online. You may do so using the website OR app. Instructions may be found here: <https://www.osacps.org/important-information-for-parents--guardians.html> All families must pre-order their student meals so that we can accurately purchase meals in order to maintain financial stability and reduce waste.
- If you wish for your child to receive a daily breakfast, please email nutrition staff at nutrition@osacharter.org to be added to the daily breakfast list. This will ensure your child receives a breakfast each day they are in school until you tell us differently.
- If you do not order a meal and your child wants a meal, ***an alternate meal will be available.*** If you do not want your child to take a school meal, it is your responsibility to provide your child with a meal. OSACPS staff will not deny meals to children if they ask for a meal.
- Online ordering for lunch uses the same system that we use for on-line payments – only one account is necessary to gain access. **For this reason, all families must register for an account even if you do not intend to pay on-line. Instructions for online ordering via the web or mobile app may be found here:** <https://www.osacps.org/important-information-for-parents--guardians.html>

For additional information or questions please contact us at nutrition@osacharter.org.

Non-Discrimination 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, 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, audiotope, 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-Form-0508-0002-508-11-28-17Fax2Mail.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:

1. mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

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