

July 8, 2019

# Review & Update

Volume 19

Fall 2019-2020

The primary goal is to make available to all students meals of maximum nutritive value at minimum cost in a safe and sanitary environment. Every child has the right to a nutritious breakfast and lunch. Our key focus continues to be increasing student participation in school breakfast and lunch programs. Students perform better in class when they are well nourished.



**Kashundra Wilson-Lynch, Director**

**Child Nutrition Programs**

**(318) 603-6331**

## Back-To-School Night Activities

The Child Nutrition Programs Department is delighted to offer our services in providing refreshments and nutrition information to parents, staff and students at the Back-to-School Night activities. We want everyone to know the integral part Child Nutrition Programs play in the education process. Contact the cafeteria manager to make arrangements.

## Attendance & Enrollment

Child Nutrition Programs is required by state and federal guidelines to have attendance and enrollment provided daily for maintenance of required daily reports. Student absences, drops and adds are also needed for documentation with required daily reports. Please provide this information daily to CNP staff.



## Meal Cards & Meal Payments

Meal identification cards are provided to each student, in grades K-8. They are used when receiving meals in the cafeteria. The use of the I.D. card speeds up the serving line during meal service. Please encourage your students to keep their I.D. cards with them.

A prepayment system is in place in the cafeteria for those who wish to pay for more than one meal at a time or extras. The cafeteria accepts cash, money orders, or cashier's checks. No personal checks are accepted. Another prepayment option is [myshcoolbucks.com](http://myshcoolbucks.com). It is an on-line prepayment service that can be accessed from the Caddo Parish Public Schools Website – Child Nutrition Programs Tab. Our mission is to provide a quality service enabling parents not only to prepay for their children's meals but also to view their child's purchase/spending history, to set daily/weekly spending limits and to receive low balance notifications. Refunds will be given for prepayments upon written request from the parent. If the student is transferring to another school within the parish, his/her account balance will be transferred. Please notify parents that students can prepay for full and reduced price meals.



## Family Free / Reduced Price Meal Applications

Elementary, middle, 7<sup>th</sup> - 12<sup>th</sup> grade, and eligible high schools will provide breakfast and lunch at no cost to the household under the Community Eligibility Program (CEP). Senior high children at ineligible high schools may buy lunch for \$2.00 and breakfast for \$1.00. Students may qualify for free or reduced price meals. Reduced price meals are 30 cents for breakfast and 40 cents for lunch. To apply for free or reduced price meals, use the Free and Reduced Price School Meals Application.

This application allows each household to list all children on one application form. This is a simple way for parents to apply for the free or reduced price meal program. The application is also available online at [myschoolapps.com](http://myschoolapps.com). The link to this website is available on the Caddo Parish Public Schools website. It is a quick, easy and convenient way for parents and guardians to submit applications for school meal benefits. The website is 100% secure. Those students who are directly certified will receive their notice by mail. Children in households receiving food stamps or FITAP and most foster children can receive free meals regardless of their income. Also, if the household income is within limits on the federal income chart, the children can also receive free or reduced price meals. Blank applications will still be available at school sites not approved for the CEP Program and at Central Office. If students qualified for free or reduced price meals during 2018-2019 to prevent a break in their free or reduced status, the family application should be returned before September 20, 2019. **Please discard all old meal application forms.** Only new (2019-20) multi-child application forms will be accepted. Any old forms received will be **returned** to the school.

## MEAL PAYMENT POLICIES

LA Policy Manual 1196, SECTION 337.A.1.g.i

“Those students not eligible for free meals must pay the price established for full price and reduced price students. Federal regulations do not prohibit a school system from denying a meal to paying students who have not paid for the meal.”

## OFFER VERSUS SERVE

Offer versus Serve is a provision that allows students to decline food items they do not intend to eat. Students must select a fruit, vegetable/salad for a reimbursable meal. They may decline two (2) other items at lunch. Students must select a fruit or juice for a reimbursable meal at breakfast. They may decline one (1) other item. The provision is intended to reduce food waste in school nutrition programs. Schools are mandated to offer all students all required food items.

A school lunch consists of five different food items which are:

- 1 ½ - 3 oz. Meat/Meat Alternate
- 1 – 3 oz. Grains/Bread Alternate
- 2 Separate Vegetables, ½ c. ea. (1 c. leafy greens = ½ vegetable)
- ½ c.- 1 c. Fruit
- 1 c. (8 oz.) Low-Fat/Non-Fat Milk

Adults & Grades 9-12 are served the larger portions of the lunch pattern.

A school breakfast consists of four different food items which are:

- 2 oz. Grains/Bread Alternate or 1 oz. of Grains/Bread Alternate & 1 oz. Meat/Meat Alternate.
- ½ c. of Fruit/Vegetable or full-strength Fruit Juice/Vegetable Juice
- 1 c. (8 oz.) serving Low-Fat/Non-Fat Milk

## DENIAL OF MEALS

**The U.S. Department of Agriculture prohibits the denial of Free, Reduced Price, or Paid Meals as a disciplinary action to all children in attendance at school.**

## Meal Prices & Meal Patterns

Meal prices for 2019-20 school year did not increase. A meal price and meal pattern flyer is included in this newsletter. You may wish to post it in the teachers' lounge for easy access.

## SACK LUNCHES

Sack lunches require additional planning and should be requested **3 weeks in advance**. The manager must have a request in writing stating the **number** of sack lunches needed, the **date and time** needed and the **principal's signature**. Coolers (ice chests) must be used to transport sack lunches. If coolers are not used, Child Nutrition Programs cannot provide lunches to be consumed off the premises.

## MODIFIED MENUS FOR STUDENTS

Substitutions may be made for medical reasons in any one or more of the food components of meals served provided that such substitutions are authorized by a physician. Physician's orders should be kept on file at the school with a copy sent to the Child Nutrition Programs Department at Central Office.

## NUTRITION EDUCATION

The Child Nutrition Programs staff and cafeteria managers are available to assist teachers with nutrition education projects. All Caddo Parish schools are classified as USDA Team Nutrition Schools. The Team Nutrition Project makes available a variety of nutrition education materials through partnership with public and private organizations. You may contact your cafeteria manager for more information.



## Competitive Foods

Competitive Foods Policy approved by BESE per  
**LA POLICY MANUAL 1196, SECTION 741**

**Elementary Schools-** After the end of the last lunch period, the only items defined as healthy snacks maybe sold. Healthy snacks must be listed on the Pennington Biomedical Research Center approved snack list, and are defined as having the following:

- 150 calories or less per serving;
- 35 percent or less of their calories from fat; and
- 30 grams or less of sugar per serving, (except unsweetened or unsweetened seeds or nuts).

Reimbursement for lunch, special milk, and/or breakfast may be withheld from schools if concessions, canteens, snack bars, or vending machines are operated on a profit basis outside of the nutritional standards as established by Act 331 before the end of the last lunch period. The official school schedule shall indicate the time for each lunch period and allow sufficient time for each student to receive and consume a meal. Such services are operated for profit if the income is not deposited to the nonprofit school food service program, and expended only for Child Nutrition Programs purposes.

**Secondary Schools-** Beginning the last 30 minutes of each lunch period, schools may choose to offer food and beverages of their choosing to students, so long as at least 50 percent of such items are healthy snacks, as listed in the Pennington Biomedical Research Center approved snack list. Healthy snacks are defined as having the following:

- 150 calories or less per serving;
- 35 percent or less of their calories from fat; and
- 30 grams or less of sugar per serving, (except unsweetened or unsweetened seeds or nuts).

Act 306 of the 2009 Regular Louisiana Legislative Session states that beverages offered for sale to students in public high schools shall be comprised of the following:

- Bottled water;
- No-calorie or low-calorie beverages that contain up to ten calories per eight ounces;
- Up to 12 ounce servings of beverages that contain 100 percent fruit juice with no added sweeteners and up to 120 calories per eight ounces;
- Up to 12-ounce servings of any other beverage that contains no more than 66 calories per 8 ounces;
- At least 50 percent of non-milk beverages shall be water and no-calorie or low-calorie options that contain up to ten calories per eight ounces;
- Low-fat milk, skim milk, and nondairy milk.

The approved list of snack items can be found on the Louisiana Department of Education (LDOE) website at <http://louisianafitkids.com/#smart-snacks> If an item is approved for inclusion on the list of allowable food items for sale on the school grounds per Act 331 and SBESE Bulletin 1196, the list is only valid for the item as submitted with nutritional information to the Louisiana Department of Education. It is the responsibility of any school district/school that chooses to sell such food/items, to ensure that products sold on school grounds meet the minimum standards required by Act 331. Reimbursement for lunch, breakfast, and/or special milk may be withheld from schools if concessions, canteens, snack bars, vending machines or other food sales are operated on a profit basis before the last 30 minutes of each lunch period. The official school schedule shall indicate the time for each lunch period and should allow sufficient time for each student to receive and consume a meal. Such services are operated for profit if the income is not deposited to the nonprofit school food service programs account, and expended only for the purpose of the Child Nutrition Program(s). The SFA shall be required to reimburse the school food service account for any funds withheld for violation(s) of the Competitive Foods Policy. **Under no circumstances can foods in competition be sold to children in food service areas during the lunch period(s).** The state's competitive foods policy will be managed and monitored by both local and state personnel.

## Discrimination Act

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](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](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

## Copies sent to:

Superintendent  
Assistant Superintendents  
Chief Academic Officer  
Chief Internal Auditor  
Executive Assistant to the Superintendent  
Risk Management  
Directors  
Principals

**If you need assistance, please contact the Child Nutrition Programs Supervisory staff:**

**Kashundra Wilson-Lynch, Director**

**Michelle Chopin, Supervisor**

**(318) 603-6331**