

DOWNINGTOWN AREA SCHOOL DISTRICT

540 Trestle Place, Downingtown, PA 19335, phone 610.269.8460, fax 855.329.3273, www.dasd.org

EMILIE M. LONARDI, Ph.D. SUPERINTENDENT

August, 2018

Dear Parent / Guardian of DASD Students:

Welcome to Downingtown Area School District Food Services by Aramark! Let us introduce the computerized Debit Point of Sale System ("POS")!

We are pleased to offer daily menus featuring a variety of exciting Meal Entrees with appropriate sides and milk, as well as a wide array of snack and a la carte items. The price for breakfast is \$1.00 at the elementary and middle schools. The price for the high school breakfast bundle is \$1.75. The price of an elementary lunch meal is \$2.35, middle school meals are \$2.60 and high school meals are \$3.20 (for a regular meal bundle) and consist of the 5 Meal Program Components: A meat or protein, a bread or starch, a vegetable, a fruit and a milk. A student must take at least 3 different components in order to purchase a Lunch Meal at \$2.35 for elementary students, \$2.60 for middle schools students or \$3.20 for high school students. *If fewer than 3 components are chosen, a la carte pricing must be charged. Also, regardless of Meal Eligibility Status (Paid, Free or Reduced), all additional Meals on the same day will be sold at ala carte price.*

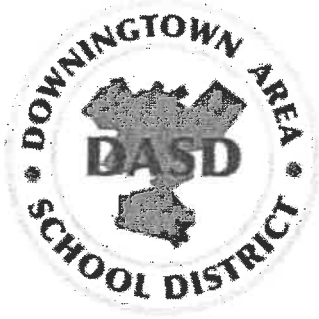
Here is a summary of the basic facts about our computerized Debit Point of Sale ("POS") System:

- Our POS System & Software provides complete confidentiality for all students' Meal Status, whether Paid, Free or Reduced.
- Participation in the **debit system** (**maintaining an account balance**) is optional. Daily cash sales are accepted.
- Students are issued a Personal Identification Number ("PIN") by the school district.
- **The PIN must be used for all cafeteria POS transactions, including "Cash Sales".**
- Payments into the debit system may be cash, check, money order, or Pay For It at www.payforit.net. Instructions for setting up Pay For It account(s) can be found on the Food Service page of the district website. You can also call their Phone Support at 800-572-6642, M-F 8:30am-7:30pm EST.
- Checks and money orders should be made payable to: DASD CAFETERIA ACCOUNT
- Checks returned by the bank will be charged-back in full to the student's account.
- Food Services reserves the right to insist upon cash or money order payments after a maximum of three (3) Returned Checks on any student's account.
- Please refer to the '*DASD Cafeteria Charge Policy*' for information on charging for Meals.
- Student accounts are set up **Open Account** (unrestricted purchases). If you wish you may set your student's accounts as **Meals Only** (no ala carte purchases) or **May Not Charge** (student would need money on account or cash to make purchases). Please contact the Food Service Office to have these account settings changed at FoodServiceInformation@dasd.org
- POS balances are transferred to the students' accounts throughout the district in each successive year.
- **No cash refunds are issued to students at any time.** Check refunds will be issued to parents, upon request. Please email FoodServiceInformation@dasd.org

If you have any questions concerning your student's cafeteria services or account balance or participation information on the POS System, please contact the cafeteria manager at your student's school. Thank you for your continued support!

Sincerely,
Downingtown Area School District

Kathleen LaBricciosa
District Food Services Secretary
610-269-4400 x 7595



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Dear Downingtown Area School District Parents/Guardians,

Once again this year, you will be able to put money on your child's meal account over the internet 24 hour a day, 7 days a week using PayForIt.net.

By logging onto www.payforit.net, you can easily:

- Set up an account
- Deposit money at your convenience
- Set email reminders to notify you when your child's account gets low
- Set up recurring payment
- Check your child's account balance, at no cost
- Request an activity report so you can see what your child has eaten in the previous 14 days, at no cost

To set up an account, all you will need is:

- A valid email address
- A credit card or checking account
- Your child's Student Identification Number – not the PIN number they use in the cafeteria
 - Your child's Student Identification number can be located on Home Access Center on the registration tab or on any correspondence sent home beginning this school year.
 - If you cannot locate the student's ID number, please call either your child's school or the Food Service Office to obtain your child's Student Identification number. Please be prepared to answer two security questions.

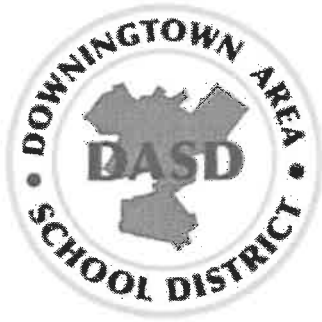
Each child in your family can be set up on the same account. Once the money is put on the account, it typically appears in your child's account in less than 24 hours. **Pay For It has added a phone support line, 800-572-6642, which can be reached Monday through Friday 8:30am to 7:30pmEST.**

If you choose not to use PayForIt.net for credit card or ACH transactions, the District continues to accept cash and checks at each school cafeteria.

Transactions processed by PayForIt.net are safe and secure using Secure Socket Link, SSL, technology with Thawte. With this technology, schools can be assured that all student information, credit card information and all other student data will be highly encrypted and secure.

Detailed instructions can be found on the Food Service page of the DASD website, under Pay For It. If you have any questions about this, please contact Kathleen LaBricciosa, using the contact information below:

Kathleen LaBricciosa
Food Service Secretary
610-269-4400, ext 7595
klabricciosa@dasd.org



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EMILIE M. LONARDI, Ph.D. SUPERINTENDENT

Dear Parent/Guardian:

Children need healthy meals to learn. Downingtown Area School District offers healthy meals every school day. Elementary and middle school breakfast costs \$1.00; elementary lunch costs \$2.35, middle school lunch costs \$2.60. High school breakfasts and lunches are ala carte, with the exception of a bundled breakfast meal, which costs \$1.75 and bundled lunch meal, which costs \$3.20. Your child(ren) may qualify for free meals or for reduced price meals. Reduced price is \$.30 for breakfast and \$.40 for lunch. Below are some common questions and answers to help you with the application process.

If you have received a **NOTICE OF DIRECT CERTIFICATION** letter for free meals, **do not** complete the application. But **do** let the food service office know if any children in your household are not listed on the **Notice of Direct Certification** letter you received.

1. WHO CAN GET FREE OR REDUCED PRICE MEALS OR SPECIAL MILK?

- All children in households receiving Supplemental Nutrition Assistance Program (SNAP) formerly Food Stamps or Temporary Assistance for Needy Families (TANF) benefits are eligible for free meals.
- **Foster children who are under the legal responsibility of a foster care agency or court are eligible for free meals.**
- **Children participating in their school's Head Start program are eligible for free meals.**
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- Children may receive free or reduced price meals if your household's income is within the limits on 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.

YOUR CHILDREN MAY QUALIFY FOR FREE OR REDUCED PRICE MEALS/MILK IF YOUR HOUSEHOLD INCOME FALLS AT OR BELOW THE LIMITS ON THIS CHART.

FEDERAL ELIGIBILITY INCOME CHART FOR SCHOOL YEAR 2018-2019			
Household size	Annual	Monthly	Weekly
1	22,459	1,872	432
2	30,451	2,538	586
3	38,443	3,204	740
4	46,435	3,870	893
5	54,427	4,536	1,047
6	62,419	5,202	1,201
7	70,411	5,868	1,355
8	78,403	6,534	1,508
Each additional person:	7,992	666	154

2. HOW DO I KNOW IF MY CHILDREN

QUALIFY AS HOMELESS, MIGRANT, 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 haven't been told your children will get free meals, please call or e-mail Jamie Siegel @ 610-269-8460 x 6225.

3. DO I NEED TO COMPLETE AN APPLICATION FOR EACH CHILD? No. The online Free and Reduced Price School Meals Application is for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information.

4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS? No, but please read the letter you received carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact Kathleen LaBricciosa @ 610-269-4400 x 7595 or klabricciosa@dasd.org immediately.

5. CAN I APPLY ONLINE? Yes! You are encouraged to complete an online application. The online application has the same requirements. Visit <http://www.schoolcafe.com/DASD> to apply.

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 the first few days of this school year. You must send in a new application, prior to October 10, 2018, unless the school told you that your child is eligible for the new school year.
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 to: Mr. Rich Fazio, 540 Trestle Place, Downingtown, PA 19335 or 610-269-8460 x 6221 or rfazio@dasd.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 \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 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. Whenever this happens, please write a 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, it 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. MY FAMILY NEEDS MORE HELP, ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for SNAP or other assistance benefits visit www.compass.state.pa.us, contact your local assistance office or call 1-800-692-7462.

If you have other questions or need help, call 610-269-4400 x 7595

Sincerely,

Kathleen LaBricciosa

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) E-mail: program.intake@usda.gov.

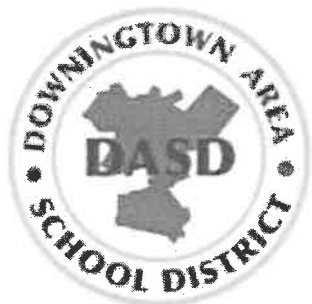
This institution is an equal opportunity provider.

Apply Online. Anytime. Anywhere.

Downingtown Area School District has made it faster and easier for parents to apply for free and reduced meals.

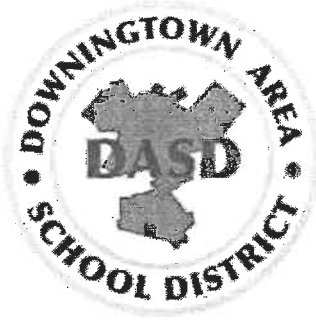
This free service enables families to receive program benefits faster than using the paper application. Your application is electronically submitted directly to the child nutrition office for processing.

- **Submit an application in minutes**
- **Easy-to-follow steps**
- **Faster processing**
- **Safe and secure**



To get started, visit:

<http://www.schoolcafe.com/dasd>



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SCHOOL MEAL CHARGING AND COLLECTION PROCEDURES

School Meal Charging

- No student requesting a meal will be denied a full reimbursable meal unless the student's parent or guardian has provided written permission to withhold a school meal.
- Middle School and High School students are permitted to charge a la carte or other non-program foods unless they have a negative account balance in excess of \$10 or a parent's written consent to deny a student charging a la carte items.
- Parents or guardians are required to cover negative balances incurred by their child.
- Students with negative account balances or unable to pay for a meal will not be publicly identified or stigmatized.
 - High School student balances will be handled in the same manner as all other student obligations and may result in the loss of certain privileges.
 - High School Seniors - All outstanding food service account balances after graduation will be submitted to a third party collection agency.
- Students with negative account balances or unable to pay for a meal will not be required to discard a reimbursable meal after it has been served.

School Meal Account Collections

- Communication of student account balances:
 - Elementary and Middle School communications will be made to the parent or guardian and not to the student directly.
 - High School communications will be made to both parents and students. All communications with students will be done individually and discreetly.
- Automated messages will be sent out weekly to any parent or guardian with a child who has a negative food service account balance.
- Food Service staff will contact parent or guardian by telephone once their child's negative balance exceeds \$15.
- Food Service staff will send a letter to the parent or guardian once a student's balance exceeds \$25.
- The School Principal or designee will contact the parent or guardian by telephone once a student's balance exceeds \$30.
- The Business Office will send a certified letter to the parent or guardian once a student's balance exceeds \$50.

- If the District does not receive payment or if the parent/guardian does not contact the District in response to the certified letter within the specified timeframe the account will be considered delinquent debt and will be turned over to a third party collection agency. Parents or guardians will be responsible for all collection fees, penalties or fines.
- Uncollectable delinquent debt shall be considered bad debt and non-federal funding sources must repay the Food Service Fund for the total amount of the uncollectable debt. Delinquent school meal debt shall not be classified as bad debt for write off purposes until after reasonable steps have been taken to collect such delinquent school meal debt.