



Monroe Township Food Service ELEMENTARY SCHOOL INFORMATION

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Food Service Director

August 18, 2020

Dear Parent or Guardian,

The Monroe Township School District welcomes your child back to school. Due to the COVID-19 pandemic, we open this school year unlike any before, and The Food Service Department is taking every precaution to provide your children who are in need of lunch with fresh and nutritionally balanced meals in the safest possible manner.

As Dr. Alvich identified in the Road Back Plan, school meals will not be served on site during half day sessions. We will have an OPT-In Option for our free, reduced and paid lunch student meals. What this means is that when you OPT-IN for lunches, you will receive a meal for every school day. Once a parent or guardian contacts the food service department to OPT-IN, they must complete the following information:

In order to OPT-IN for daily lunch, we need **all** of the following information.

Students Name
Students ID Number
School Name
Home Address

Email to: Nancy.Mitrocsak@Monroe.k12.nj.us

VERY IMPORTANT: Those wishing free & reduced lunch must still complete the free & reduced lunch application. OPTING-IN for meals is only signing up for meals delivery.

Lunches will be available and delivered to homes of students by our district security staff, and meals will be left at the front door. If you are a paid lunch student, you must fund your account through **myschoolbucks.com** and will be charged daily for the school lunch. **We will not accept cash.** Any negative balances must be cleared up before we are able to deliver lunch. Free and Reduced Students will receive lunch at no charge, but you must OPT-IN to receive it. Once you OPT-IN for lunch, you are committing to lunch delivery every day until the half day schedule ends. If you sign up and no longer wish to receive lunch, we need to receive that in writing by sending the Food Service Director in an email to **nancy.mitrocsak@monroe.k12.nj.us**. It may take a few days to process your request due to delivery schedules.

There will only be one lunch on the menu per day and will consist of all of the meal components. Deliveries will be made between 11:30-1:30. Each delivery will consist of 2 or 3 days of meals depending on the school calendar. Menus can be found on the district web link www.metzmonroetownship.com

Most of what you will need to know about the school food service can be found on the district website dedicated to Food & Nutrition and the following web link www.metzmonroetownship.com There you will find menus, free and reduced applications, on-line prepayment information, nutritional information, allergy information, wellness & nutritional education, free & reduced and information, ala carte pricing and more. We hope that you find this enhancement an easier way to navigate all things food service.

New this year is the on-line free & reduced lunch application. If you would like to apply for the program please go to the website and complete the application electronically.

ON-LINE ENGLISH FREE & REDUCED LUNCH APPLICATION

https://www.myschoolapps.com/Home/DistrictRedirect/MONROETOWNSHP_NJ?langid=1

ON-LINE SPANISH FREE & REDUCED LUNCH APPLICATION

https://www.myschoolapps.com/Home/DistrictRedirect/MONROETOWNSHP_NJ?langid=2

A paper application is also available on the website www.metzmonroetownship.com. Application questions should be directed to Dyana Barnosky, 732-521-1500 Ext. 5204.

WHEN FULL DAY OPERATION RESUMES To be determined

Pricing for the 2020-2021 school year:

Elementary School Lunch	\$2.30
Reduced Price Lunch	\$.00
1% White & Skim Milk	\$.60
Fat Free Flavored Milk	\$.65
Lactose Free Milk	\$.60
Kindergarten Paid Milk	\$.35
Adult or Second Lunch	\$3.20

Menus:

There are four entrée choices available daily at the elementary schools.

1. The featured meal of the day
2. The weekly alternate
3. The weekly Up for Grabs  Express
A grab & go lunch at the cold table
4. Cheese Pizza

All Lunch Choices come with 1 or 2 fruit choices, 1 or 2 vegetables & Choice of Milk

WHAT'S IN A LUNCH?

You must choose at least 3 of the 5 components available for the School lunch price. One of the components must be a full serving of fruit or vegetable to qualify as a lunch. (Listed Below)

WHAT'S A COMPONENT?

The 5 components are:

1. 2oz. eq. Meat, Cheese or Meat Alternative (Hummus, Chick Peas or Refried Beans or Yogurt)
2. 2oz. eq. Grain: bread, grain, pasta, pretzel rod, crust wrap, or rice.
3. (May take 1 or 2): ½ cup of canned or fresh fruit, ½ cup 100% juice
4. (May take 1 or 2): ½ Cup Vegetable, ½ Cup Baby Carrots, 1 Cup of Salad
5. A choice of milk. 1% White, Skim, Fat Free Chocolate, Fat Free Strawberry, Fat Free Vanilla or Lactose Milk

Students are encouraged to take all components of the lunch



The Green Scene is the cold table located on the serving line offering fresh side salads and fresh veggies such as baby carrots daily. Students may select 1 or 2 veggies a day. They may take a hot vegetable and a green scene 1 or 2 green scene items with lunch.

PAYING FOR LUNCH

Automated Point of Sale System (POS):

The Monroe Township School District has an automated point of sale system in the cafeteria. Students use a keypad to enter their student ID number, which is also the number students use to access their computer at school. Please help your child memorize their student ID number if they

have not already. This will help to speed the line. Should they forget their ID number, the cashier can access their account by doing a search. All students are automatically set up in the computerized POS system.

There are three methods to pay for lunch. Option 1 or 2 are the preferred method because it speeds the line, giving your child more time to eat and relax.

Option 1: An online prepayment service is available for easy and secure deposits into your Child's school meal account. This service allows parents/guardians the ability to view your child's account balance, deposit money into their account, and also set low balance alert notifications. There is no charge to set up an account, and you do not have to put money on account in order to access the available features. To set up an account go to www.myschoolbucks.com. There is a small convenience per deposit. Please be aware that on-line deposits may take up to 24 hours to clear, depending on your bank.

- Automatically add money to a student's account when the balance runs low. This is strongly recommended to avoid negative balances.
- Set up automatic recurring payments.
- Low balance notifications.
- View purchases for the past 90 days.
- There is also an app for mobile devices.

Option 2: Either cash or a check payable to *The Monroe Township Board of Education* can be given to the cashier to be deposited into your student's account. Please write the name of your student on the check. We strongly encourage sending a check placed in a sealed envelope with your student's name, teacher and the words "lunch money" on it. The amount of the prepayment deposit is entirely up to you and can range from one day to an entire year. Should your child have a balance at the end of the year, it will automatically be rolled into the next school year, unless otherwise requested. Once money is on your child's account, it will be debited when used. The child will be notified when a low balance appears, and a payment should be sent in at that time. We strongly encourage that you set a low balance alert through the on-line pre-payment system.

If there is more than one student in the family that attends the same school, one student can make a deposit to both their account and a sibling's account, as long as you give the cashier the name, grade and amount to be deposited to each account. A sibling deposit cannot be made for a student in another school.

Example:

A \$20.00 check.....	Billy Doe - Grade 4	Mrs. Smith	\$10.00
	Judy Doe - Grade 6	Mr. Jones	\$10.00

Option 3: Students can pay cash at the cash register.

Negative Balances: We ask that parents/guardians take an active role in monitoring and funding their student's lunch account. This is simple to do by setting up an on-line account with myschoolbucks.com. Once an on-line account is set up you have the option to set an automatic email notification when your student's lunch balance is low, or if you wish you can have the student's account automatically replenish.

In the event that a student's account is in arrears, the parent or guardian will be notified via electronic mail on Fridays. The student's parent or guardian shall have a period of 10 (ten) school days from the day child's account went into arrears to pay the amount due.

If the student's parent/guardian does not make full payment by the end of the ten school days, the district shall again contact the student's parent to provide a second notice that their child's lunch bill is in arrears.

A parent or guardian who has received a second notice their child's lunch bill is in arrears and who has not made payment in full within one week from the date of the second notice will be requested to meet with the Principal or designee to discuss and resolve the matter.

A parent's refusal to meet or take other steps to resolve the matter may be indicative of more serious issues in the family or household. In these situations, the Principal or designee shall consult with and seek necessary services from both the County Board of Social Services and the Department of Children and Families, Division of Child Protection and Permanency, as appropriate. To see the full Unpaid Meal Charge Policy, see District Policy 8550.

Limiting Student Purchases: A parent or guardian may limit the amount a student can spend in a day. Limits are set by dollar amount, not number of items. If you wish to place a purchase limit on your child's account, please send a note to the cafeteria manager indicating the maximum dollar amount to be allowed in a day.

Special Warnings/Allergies: The POS system enables the cafeteria staff to be notified through a pop-up notice, that a child has an allergy or any other special concern. If you would like a pop-up warning to appear, please send your request to the cafeteria manager, so that our cafeteria staff can aide in monitoring their meals.

Built in Security: When a student enters their student ID number, the student's photo appears on the screen, enabling the cashier to verify the person using the account number. If a meal has already been rung up that day with the student's ID number, the cashier will be alerted to that.

No Overt Identification of Students Receiving Free & Reduced Meals: The system is set up to insure that students who receive free and reduced lunch are not identified as such.

Free & Reduced Lunch Applications

The free & reduced application is now an online application and can be found on the district website under Food Service Information or www.metzmonroetownship.com There is also a hard copy on the district website. If you are sending a hard copy it should be sent to the child's principal. **If your student was on the Free & Reduced Lunch Program last year, you still need to re-apply this year. If you were on free or reduced price lunch last year and fail to re-apply, your student's status will automatically change to regular paid lunch on Oct. 20, 2020.** You can at any time in the school year apply for the Free & Reduced Price Lunch Program.

If you have any POS questions, please contact Maria in the food service office:
732-521-6042 Ext. 2041.