

## **Boyertown Area School District Food Services Department Information for School Year 2022-2023**

The Boyertown Area School District Food Services Department would like to provide the following important information for the 2022-2023 school year:

The United States Department of Agriculture (USDA) has **NOT** extended waivers that allowed Boyertown Area School District to offer meals to all enrolled students free of charge over the past two years. **The cost of meals will be determined by household/student eligibility.**

**Boyertown Area School District encourages parents/guardians that feel they would qualify for free/reduced meals to complete the application for free/reduced meals online at [www.schoolcafe.com](http://www.schoolcafe.com). A determination of free/reduced is necessary to qualify for free/reduced meals, and waived or reduced school and activity fees, medical benefits, and utilities benefits.**

**If you receive a Notification of Approval for Direct Certification Meal Benefits you do NOT need to complete an online Free/Reduced Meals Application. Please keep this document for your records and submit to the appropriate department as documentation for waived or reduced fees.**

**If you receive a Notification of Approval for an income-based application, please keep this document for your records and submit to the appropriate department as documentation for waived or reduced fees.**

Attached is an example of the Household Letter that must be sent annually by all School Food Authorities. The Household Letter includes information on the National School Lunch Program and School Breakfast Program, 2022-2023 meal pricing, income guidelines and how to apply for free/reduced meals. The Household Letter will be emailed or mailed to each household from Primero Edge, the Student Eligibility System.

Breakfast will be served daily at each building, unless there is a weather delay. A breakfast announcement is attached.

Menus can be viewed at the following link of the Boyertown Area School District Food Services homepage: <https://www.boyertownasd.org/Page/1154>.

\*\*\*Please be advised that menus are subject to change based on staffing and item availability. School Food Authorities have been advised that emerging national issues related to food supplies and cost have the potential to impact school nutrition programs. The supply chain may begin to impact school menus that could result in a decreased variety of options and/or unpredictable last-minute adjustments to the menu. Boyertown Area School District will continue to strive to provide nutritious and appealing meals to our students as we navigate uncertain times.

Attached is information on our online payment system, ezschoolday, as well as a copy of the Boyertown Area School District Student Meal Charging Procedure District Guidelines.

**BOYERTOWN AREA SCHOOL DISTRICT**  
**FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE SCHOOL MEALS**

Apply online at <https://www.schoolcafe.com/>

Dear Parent/Guardian:

Children need healthy meals to learn. **BOYERTOWN AREA SCHOOL DISTRICT** offers healthy meals every school day. Breakfast costs **\$1.55**; lunch costs **\$3.30** for High School, **\$3.05** for Middle School and **\$2.75** for Elementary School. **Your child(ren) may qualify for free meals or for reduced-price meals.** Reduced price is **\$0.30** for breakfast and **\$0.40** for lunch. An application for free and reduced price meal benefits can be found on the district website under the Food Services tab including a set of detailed instructions. Below are some common questions and answers to help you with the application process.

If you have received a **NOTICE OF DIRECT CERTIFICATION** for free meals, **do not** complete the application. But **do** let the school 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?**

- All children in households receiving Supplemental Nutrition Assistance Program (SNAP) (formerly the Food Stamp Program) or Temporary Assistance for Needy Families (TANF) benefits are eligible for free meals.
- Foster children that 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.**

<b>Income Eligibility Reduced-Price Guidelines—July 1, 2022–June 30, 2023</b>					
Family Size	Annually	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	\$25,142	2,096	1,048	967	484
2	33,874	2,823	1,412	1,303	652
3	42,606	3,551	1,776	1,639	820
4	51,338	4,279	2,140	1,975	988
5	60,070	5,006	2,503	2,311	1,156
6	68,802	5,734	2,867	2,647	1,324
7	77,534	6,462	3,231	2,983	1,492
8	86,266	7,189	3,595	3,318	1,659
<b>For each additional family member add:</b>					
	8,732	728	364	336	168

**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 **Kristen Horton, Ed.D, Supervisor of Student Services, at 610-473-3678 or [khorton@boyetownasd.org](mailto:khorton@boyetownasd.org).**

**3. Do I need to fill out an application for each child?** No. Use one Free and Reduced Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: **Cheryl Clinton, Food Services Supervisor, 911 Montgomery Avenue, Boyertown, PA 19512 or 610-369-7542 or [cclinton@boyetownasd.org](mailto:cclinton@boyetownasd.org).**

**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 got carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact **Cheryl Clinton, Food Services Supervisor, 911 Montgomery Avenue, Boyertown, PA 19512 or 610-369-7542 or [cclinton@boyetownasd.org](mailto:cclinton@boyetownasd.org)** immediately.

**5. Can I apply online?** Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. Visit <https://www.schoolcafe.com/> or visit the PA Department of Human Services website at [www.compass.state.pa.us](http://www.compass.state.pa.us). to begin or to learn more about the online application process. Contact **Cheryl Clinton, Food Services Supervisor, 911 Montgomery Avenue, Boyertown, PA 19512 or 610-369-7542 or [cclinton@boyetownasd.org](mailto:cclinton@boyetownasd.org)** if you have any questions about the online application.

**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 30 days of this school year, through **October 4, 2022**. You must complete a new application unless the school told you that your child is eligible for the new school year. If you do not complete a new application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.

**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 complete 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: **Marybeth Torchia at 911 Montgomery Ave, Boyertown, PA 19512 or (610) 369-7548.**

**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, 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. WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY?** List any additional household members on a separate piece of paper and attach it to your application. Contact [name, address, and phone number, email] to receive a second application.

**16. 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](http://www.compass.state.pa.us), contact your local county assistance office, or call The Department of Human Services at **1-800-692-7462**.

If you have other questions or need help, call **(610) 369-7542**.

Sincerely,



Cheryl Clinton

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**Disclaimer:**

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

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## JOIN US FOR BREAKFAST

All students in the Boyertown Area School District have the opportunity to purchase breakfast in the cafeteria each school day. The price for a student breakfast is **\$1.55** for paid students and **\$.30** for reduced paid students.

Breakfast will be available during the following time each morning:

**Elementary Schools**                      **8:25am to 8:45am**

**Secondary Schools**                      **7:15am to 7:40am**

Our breakfasts include a variety of healthy and tasty choices including such items as cereal, mini waffles, mini French toast, muffins, cereal bars, pop tarts, fresh fruits, 100% juices and a variety of milk.

Students at the Middle School and Elementary levels are required to select an Entrée and must take at least 1 serving of Fruit or Vegetable to make a breakfast. A total of 3 items must be taken to make a complete meal. Milk is included as part of the meal. Senior High students are encouraged to do this as well, but are not required to purchase a complete meal. Instead, Senior High students have the option to purchase a la carte items, which are individually priced.

To see a complete listing of our menu offerings, which duplicate weekly throughout the year, please visit the Boyertown Area School District website and select Departments and choose Food Services.

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<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

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## ***BOYERTOWN AREA SCHOOL DISTRICT FOOD SERVICES***

In our efforts to continue to provide parents of students within the Boyertown Area School District with convenient and efficient online debiting services, the district offers an online service called EZSchoolPay.

EZSchoolPay will help you better manage your child's school meal account. You are able to check your child's school meal account balance and purchases online, as well as make payments to your child's account with your Visa or MasterCard. **The convenience fee is \$1.35 per payment transaction. There is no fee to view your student's account balance and/or purchases.**

This service is available at [www.ezschoolpay.com](http://www.ezschoolpay.com). Simply follow the instructions to setup your child's account. Parents will be instructed to create an account and link their children to the account before entering a credit/payment. You will need to know your child's Student ID number when setting up their account. If you do not know your child's student ID number, please contact the Food Services Office.

Online payments received via the school's computerized food service system are automatically applied to your child's account within minutes; therefore, funds are ready and available for use by your child. You can be assured that your children's meals will continue uninterrupted.

Boyertown Area School District Food Service Department strives to provide a balanced, nutritional school meal program for all children and to provide support and options for parents. EZSchoolPay partners smoothly with the Boyertown Food Service software to provide parents and the school district with the most efficient and convenient way to manage school meal account balances.

If you have any questions, please feel free to contact the Food Services Department at 610-369-7419 or email [selliott@boyertownasd.org](mailto:selliott@boyertownasd.org).

## Boyertown Area School District Student Meal Charging Procedure District Guidelines

Boyertown Area School District participates in the National School Breakfast and Lunch program administered by the United States Department of Agriculture ("USDA"). A household letter will be emailed/mailed to parents/guardian at the start of the new school year with information on applying for free or reduced meals. The information is also available at the BASD web site. It is the parent/guardian's responsibility to apply for free or reduced price benefits through schoolcafe.com.

**The following procedure will be implemented in coordination with School Board Policy 808.**

- No student who requests a meal will be denied a main lunch option, unless the student's parent or guardian has provided written permission to withhold a school lunch.
- A student's tray is to never be taken away from them after being served due to the student's inability to pay for the meal or the amount owed. The meal will be charged to the student's account.
- Ala cart sales will not be allowed if a student carries a negative balance. A student will be informed that they can only purchase a meal. An ala cart item will be removed from a student's tray at the register if they carry a negative balance.
- Parents are strongly encouraged to enroll in Ezschooolpay.com to set up notification alerts and view their child's account. Emails can be set to notify a low or negative balance. It is recommended to be set at \$5.00. If you prefer, you have the option to make online payments through this website with a fee of \$1.35 per transaction. We will still accept checks and cash in an envelope marked with your child's name, homeroom and ID number. You also have the option to make restrictions or limits on ala cart purchases. Requests must be made in writing or emailed to your child's building Food Service Manager.
- A student will not be used as a communication channel to the parent/guardian. All communications must be directed to the parents or guardian, NOT the students regarding negative accounts.
- Communication such as emails or letters will be sent to the parent/guardian when a student's account reaches \$5.00 or less.
- If a child's account falls into the negative, a balance notification email will be sent daily, if a parent/guardian does not have access to email a written notification will be mailed weekly.
- Building Principal will be informed by the food service manager when a student's account reaches a negative balance of \$25.00. When a negative balance of \$25.00 or greater exist the building principal will contact the parent /guardian and will follow up with a written letter/email.
- If there is a non-response to the principal, the Chief Financial Officer will be informed and additional collection measures will be pursued.
- Employees cannot charge meals or ala cart items.
- All debts must be paid off at the end of the school year.
- Any negative balance left at the end of the school year will be considered an obligation and are to be paid.
- Food Service Staff will be trained annually on the guidelines of Policy 808 and the meal charging procedure.
- No student who owes money or does not have money for a school meal will be publically identified, stigmatized or required to do work or chores.
- **Insufficient Funds Fee: There is a \$45.00 charge for Checks returned for insufficient funds.**

### **Non-Discrimination Disclaimer:**

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