

## Lancaster Mennonite School

### Food Services Policy on Meal Charges

The Lancaster Mennonite School Food Service Department works to provide nutritious meals to all students. Parents/Guardians are solely responsible for providing their children with money for lunch or packing a lunch from home. If for any reason a parent/guardian cannot afford to provide a lunch for their child, free and reduced lunch applications are available in the school office, on the school website and also on [www.paschoolmeals.com](http://www.paschoolmeals.com). However, students will never be denied a lunch meal due to a lack of money or a negative food account balance. When it is discovered a student has selected a meal and they do not have positive funds to purchase it, the student will be permitted to have the meal without discussion. The meal will be charged to the child's lunch account. Students with a negative account balance may not charge a la carte items.

Parents are responsible to keep track of their students' lunch balance. This can be checked at any time through the SchoolCafe account portal. Students in grades 9-12 may be discreetly reminded when they are getting low of funds or when they have a negative balance. When a student has a negative balance of \$10 or more, attempts will be made via phone or email to reach the parent or guardian for payment. When a student has a negative balance of \$50 or more, the school has the option of offering an alternate meal of a cheese sandwich. If initial attempts to reach parents for payment are not successful, the delinquent account may be sent to the LMS Business Office. The Business Office will attempt collection through parent/guardian communications. Collection efforts may result in denial of access to discretionary school programs, pursuit in small claims court, or sale of the debt to a collection agency.

For the convenience of all parents, students and staff members, an option is available to deposit funds into a cafeteria account through **SchoolCafe Account Portal** located on the school's website or at [SchoolCafe.com](http://SchoolCafe.com). Students may also put their cash or check into an envelope with the student's name and grade, and place it in the cafeteria drop box. For Middle and High School, the box is located directly inside the cafeteria serving area doors. Elementary students may use the drop box in the elementary office.

Graduating and withdrawing students may request a refund of their lunch account funds by filling out a Refund form found on the foodservice page of the school website. Please note that if no notification is received within 30 days of graduation or withdrawal, lunch funds will be donated to the LMS Caring Fund to benefit students with financial need.

Please call the Food Service Director's Office at (717) 740-2452 if you have any questions.

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)

This institution is an equal opportunity provider.