

Diocese of Cleveland  
Nutrition Services  
Nourishing Tomorrow, Today

School Lunch Program

**Mission Statement:** The mission of Nutrition Services is commitment to provide nourishing meals for children through leadership and service in an atmosphere of expansion and change.

- The Hot Lunch Program will begin on Tuesday September 5, 2017.
- All lunch orders must be received by August 25 to ensure that enough food is purchased to begin service. Orders are processed and food is ordered one week ahead. Food choice is not guaranteed for daily or late orders.

The school lunch program is a pre-order system. Orders are placed one month in advance for meals and brown bag milk.

- All monthly lunch orders are due by the date noted on the monthly school calendar.
- Envelopes are provided, use this envelope **ONLY** for monthly milk and food orders. Seal and have student name and grade on the envelope.
- All checks (including daily orders) are payable to: DOC Nutrition Services. One check can be written per family including all orders.
- Checks can be held, place a note on the check when deposit can be made.
- Menu is double sided please remember to order for the whole month.
- Included will be a sheet marking all substitutions and field trips. Order accordingly.
- Due to a severe allergy in the school, all egg items will be substituted on the menu.

The school lunch program is offer vs. served. Students must choose 3 out of the 5 items offered. At least one vegetable or fruit side **MUST** be chosen with each lunch. Students are given the choice in the lunch line. Each child is asked for every lunch item. No need to specify on lunch order form.



- Student lunch price is \$2.75; Adult lunch is \$3.25
- Extra protein entrée is \$1.75
- Student milk price is \$.50

Milk is included with each lunch. Milk available is 1% white, fat-free chocolate and fat-free strawberry. If your child is not a milk drinker the price of the meal is still \$2.75. Other options for milk:

- With doctor note a SILK soy based milk in vanilla or chocolate will be offered.
- Student may bring a beverage for their lunch from home.
- A cup will be provided if the student would like water with lunch

All students may pre-order double entrée again this year. The new order forms have included the space for doubles. Please mark the box with two checks or two AA's.

Also, please remember if you want cheese on the burger you must order it as AC on the order form.

Applications for free/reduced lunches are available in the school office. Any time during the school year if your income has changed, applications are always accepted.

Federal government guidelines are used to determine eligibility based on household income. Forms are kept confidential and handled only by the office. They should be returned as soon as possible in an envelope for privacy.

- Only families applying for free/reduced lunches should return the forms.
- Families that were on the free/reduced list from last year are still eligible for the month of September ONLY. But new applications must be filed to qualify for this year.
- If you were notified of direct certification, no application is needed.

Monthly Order Forms:

- Please be sure to have the student's name and grade on the order form along with your signature.
- (√) Check indicates you are ordering the Main item; milk is included
- "A" indicates you are ordering the Alternate item; milk is included



- 'M' indicates you are ordering Brown Bag Milk only
- Double checks and AA's are for extra entrees.
- "C" indicates you are ordering Cheese on burger day

A lunch and milk price chart is available to help with money calculations. All checks again should be made payable to: DOC Nutrition Services.

#### Daily Lunch Orders:

While this is not recommended, if you need to purchase a lunch on a day that was not included on the monthly order:

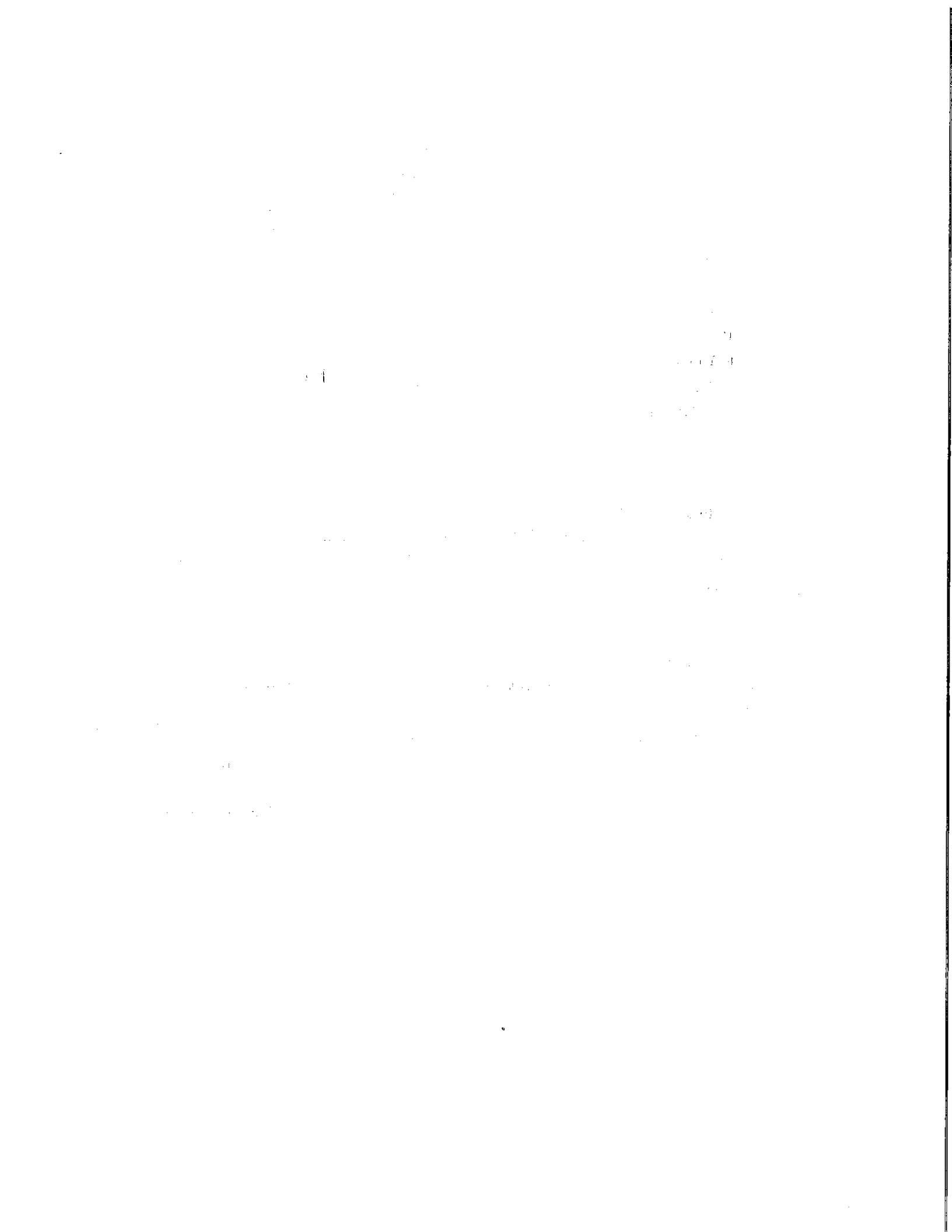
- Please send money in an envelope or plastic baggie with the student's full name, grade and **lunch choice**. Remember no food choice is guaranteed but every effort is made to honor choice.
- Order must be turned in to teacher first thing in the morning. This is very important so your child will be included in the lunch count.
- Students are never permitted to bring money through the lunch line to buy lunch. No lunch has been prepared.
- Credits can be used to make a daily purchase but a note must be sent listing name, grade and lunch choice along with the day the credit is being used.

Every effort is given to provide students with a hot lunch. If lunch was forgotten at home or on the bus, we will provide some type of lunch to everyone. If there is a lunch order mix up (marking the wrong days) some type of lunch will be provided.

Options available:

- If notified before 9 am, student may choose from menu.
- Most teachers catch order mix ups and send note to cafeteria with student menu choice.
- If any leftovers are available from lunch menu, item is offered as hot lunch choice.
- If no leftovers are available, a jelly sandwich, fruit and vegetable from the menu and a milk will be offered.

**HOT LUNCH IS EXPECTED TO BE REIMBURSED THE NEXT DAY!** No notices are sent home except after three unpaid meals in a month. You should know if your child received a hot lunch not ordered.



### Credits:

- Once deposits are made, no cash on hand is available for credits.
- Credits are given for absences and snow day.
- Credits should be taken off next month's order.
- Always check field trips and school functions for days that students are not taking hot lunch.
- Last minute field trips or classroom treats are also credited.
- Absent list is provided daily, lunches are subtracted daily for absent students. No lunch is prepared for absent student. Tardy students must check in office so lunch is prepared if needed.
- Students leaving during the day can also take lunch credit as long as lunch card was not turned in or lunch was not taken.
- To take a credit, you must list date student was absent or mark snow day. (Please make sure you were buying that day)

Note: Some parents do not take all credits, they keep a credit available in case a lunch is needed in an emergency. Option is available. Credits are used up first when a student come through the line without a lunch card, since it is easier than collecting for daily orders.

### Cafeteria Volunteers:

- Every day 2 volunteers are needed to help during the lunch groups. The time is from 10 am to 1 pm.
- Volunteers are asked to help students opening up items, sell extra ala carte items and wash and sanitize table before and after each lunch group.
- List of additional duties is provided first week of school.
- All volunteers must be Virtus trained and must have BCI fingerprints on file.

