

**Burnsville-Eagan-Savage ISD #191**  
**2017-2018 Food Service Department Information**

## **Welcome... from the Food and Nutrition Services Department!**

Parents/Guardians are encouraged to review Food Service and Nutrition Services information on the district's website [www.isd191.org/foodservice](http://www.isd191.org/foodservice). Students have use of a meal account for food, beverage and meal purchases. A personal identification number (PIN) is assigned to each student, on or by their first day of school. The PIN remains the same from year to year.

### **Menus and Meal Times**

Food and Nutrition Services participates annually in United States Department of Agriculture (USDA) programs, such as the National School Breakfast and School Lunch Program. These programs make a nutritious breakfast and lunch meal available daily at a reasonable cost. One half-pint of milk is included with each meal. Menus are planned using USDA Menu Planning Guidelines. Menus are posted on the district website at [www.isd191.org/foodservice](http://www.isd191.org/foodservice) and at [www.isd191.nutrislice.com](http://www.isd191.nutrislice.com). If students bring food or beverages from home, we encourage them to be nutritious.

All schools offer a variety of breakfast and lunch entrées at each meal. All meals are priced the same, regardless of the entrée chosen. Breakfast and lunch meal times vary by school. The school schedule is available from the school's main office or on the individual school's website.

### **Offer vs. Serve**

Offer vs. Serve (OVS) federal regulations help minimize food waste. OVS requires that students be offered (rather than served) certain required food components and gives students a choice to take all or a minimum number of items. Lunch consists of 5 food components. Students may choose 3, 4, or 5 lunch food items based on their preferences instead of having to take some of each food. Students must take a minimum of a 1/2 cup of fruit or vegetable or 1/4 cup of each as part of their meal. Breakfast consists of 3 required food components, which may consist of 4 or 5 individual items. Students must choose at least 3 items and one must be a 1/2 cup of fruit or 4 oz. juice. Students are encouraged to take all food items offered as it provides a balanced meal for the best price.

### **Food Allergies and Special Dietary Needs**

Menus list common allergens in products we serve. Food and Nutrition Services may honor dietary restrictions due to allergies or intolerances with the proper documentation from a medical authority on file. A suitable alternative will be provided when possible. For students that are lactose intolerant, a lactose reduced milk product will be provided at no extra charge on the written request of the physician or parent. Special dietary needs forms are available at [www.isd191.org/foodservice](http://www.isd191.org/foodservice) or from a building nurse. Please contact a district nurse or the Assistant Director of Food and Nutrition Services if you have any questions. Special dietary needs are only considered with proper written documentation.

### **Application for Educational Benefits**

Students may qualify for educational benefits, including free or reduced price meals. All families are encouraged to submit an Application for Educational Benefits, found at [www.isd191.org](http://www.isd191.org) or at <http://www.schoollunchapp.com>. The online process is safe, secure, private and available anytime, anywhere. Select Minnesota as the state and Burnsville-Eagan-Savage as the school district. Follow the easy to use, step-by-step screens to enter student and household information. Printed applications are available online at [www.isd191.org](http://www.isd191.org) and at each school's main office, school kitchen and the district Welcome Center. New school year applications are available in early August, must be completed each school year, and are to be submitted to the district Food and Nutrition Services department for review and approval. Applications are reviewed on a timely basis, however, it may take 10 days for an

application to be processed and a response sent to the parent/guardian. Benefits from the previous school year will be carried over for the first 30 school days of the current year. Any family that has not reapplied by October 24, 2017 will be changed to full priced meals. However applications may be completed at any time throughout the year. Families receiving MN Family Investment Program (MFIP), Supplemental Nutrition Assistance Program (SNAP) or Food Distribution Program on Indian Reservations (FDPIR) and foster children may be directly certified by the State of Minnesota to receive free meals and may not need to complete an application.

Until an application is approved and written notice has been received, parents/guardians are responsible for providing meals from home or money for school meals. Benefit eligibility letters will be mailed. Some students may be directly certified by the state to receive benefits. If the letter you receive is missing one or more of the students in your household, contact the district Food and Nutrition Services to extend the benefits to the other students.

### **Meal Prices**

All food, beverage, and meal purchases are to be prepaid before service begins. Meal prices are shown in the following chart. The monthly cost is based on 20 days per month. Extra milk may be purchased for \$0.50 per half pint at any of the school sites. Prices are subject to change, per school board approval and state and federal regulations. Based on state legislation, students who qualify for reduced price meals will receive free breakfast and lunch; and all kindergarten students qualify for free breakfasts.

	Single Day			Monthly		
	Break fast	Lunch	Both	Breakfast	Lunch	Both
Kindergarten Student	Free	\$2.60	\$2.60	Free	\$52.00	\$80.00
Elementary Student	\$1.40	\$2.60	\$4.00	\$28.00	\$52.00	\$80.00
Secondary Student	\$1.40	\$2.70	\$4.10	\$28.00	\$54.00	\$82.00
Employee, Adult, Visitor and Student Second Meal	\$2.00	\$3.90	\$5.90	\$40.00	\$78.00	\$118.00

### **Employee, Adult, Visitor, and Student Second Meals**

Subject to school policy, parents, guardians and other family members and friends may eat with students during their meal time. Visitors are required to sign in at the school's main office. Employee, adult, visitor and second meals to students are priced higher because the Food and Nutrition Services department does not receive any federal or state reimbursement for those meals, as they do for a student's first meal. Exact change is required and appreciated.

### **A La Carte Purchases**

A la carte foods and beverages, which means a single food or beverage item, are available for purchase in all schools. Prices and selection of items vary throughout the year and are posted in school kitchens and on the website. Meal accounts must contain the amount needed to cover the cost of a la carte purchases. Parents must communicate to the school Food Service Manager if they wish to place a

dollar amount limit on a student's meal account for a la carte purchases. We encourage parents to discuss with students, what they are allowed or not allowed to purchase. However, limits are discouraged because they cause delays during serving times.

### **Payments and Account Balances**

Parents/Guardians are responsible to monitor their student's meal account balance and to deposit money as needed for purchases. FeePay™ is an online webstore where parents/guardians can make online payments with a credit/debit card or checking account, view meal account balances, monitor purchases, and set up email alerts when the balance reaches a specific amount. To set up a FeePay™ account, go to <https://isd191.feepay.com>. Payments may take 24-72 hours for funds to be routed to the student accounts at the individual schools. There is no fee for parents/guardians to use this service.

Depositing money into meal accounts is best accomplished online or by sending a check to the school the student attends. Checks may be sent to school with the student and should be written out to ISD #191 Food Service. Cash payments will be accepted in a sealed envelope. Include the student's first and last name and PIN on the memo line of the check or on the outside of the envelope.

All schools have payment collection boxes placed in the Food Service area for receipt of payments. Middle Schools and the Burnsville High School have kiosks installed on-site for cash deposits. Machines take cash only (no coins), do not provide change, and require the input of the student PIN and birthdate. Funds deposited are available immediately to make purchases. Cash or coins are not accepted on serving lines at secondary schools.

### **Negative Meal Account Balances and Unpaid Meal Charges**

A breakfast and/or lunch meal will be provided to students, regardless of their account balance. No student in the serving line will be denied a meal. Meal accounts with a negative balance are reviewed on a quarterly basis or more frequently as necessary and action will be taken based on the specific circumstances related to the account. Actions may include phone calls, text or email messages, letters and involvement of a third party collection agency.

### **Meal Account Refunds**

Balances remaining on meal accounts at the end of the school year will automatically be carried forward when school reopens. Meal purchases should be monitored, as refunds will not be issued on balances less than \$10.00, unless the family is moving out of the district. Money may be transferred to siblings or other students. Refund or transfer requests must be submitted in writing and received by the district Food and Nutrition Services department no more than 5 days after the last day of school. A check will be mailed for the amount remaining on the meal account. No cash refunds will be made.

### **Questions or Concerns**

Call the Food Service Manager at the school your student attends if you have questions or comments regarding your student's meals. Phone numbers are listed at [www.isd191.org/foodservice](http://www.isd191.org/foodservice). If possible, place calls before 10:30 am or after 1:30 pm. The district Food and Nutrition Services department may be reached at 952-707-2051.