



# Summer Newsletter

NJS's Parent Guide to School Lunch



## Breakfast

Breakfast is available before school at the High School, Shattuck, and Horace Mann, as well as Coolidge, Hoover, Spring Road, Taft and Wilson Elementary Schools. The High School serves breakfast until 10 a.m. Breakfast carts will also be available at secondary schools for a second chance breakfast. Each student may purchase one complete breakfast per day. Additional items will be charged as a la carte.

### Pricing

Elementary:	\$2.00
Secondary:	\$2.45
Adult:	\$3.00

## Lunch

A complete lunch at any grade level must include a minimum of ½ cup fruit or vegetable as well as two other meal components. Lunch choices include a variety of entrée options as well as at least two varieties of milk, fruits and vegetables daily. Students may choose one main entrée, one milk, and one of each fruit and vegetable offered. Any additional choices will be charged a la carte pricing.

### Pricing

Elementary:	\$3.00
Secondary:	\$3.90
Adult:	\$5.00

In compliance with USDA regulations regarding the administration of our breakfast and lunch programs, all menu and a la carte items are monitored for calories, sodium, sugar and fat content with an emphasis on whole grains and fresh fruits and vegetables.

### Get in Touch!

Should you have any questions, please don't hesitate to reach out to us!

Jennifer Oliver: Director of Food & Nutrition	(920)751-6800 x10150
Actively Interviewing: Assistant Director	(920)751-6800 x10151
Kelly Race: Administrative Assistant	(920)751-6800 x10152

## In this issue:

Breakfast and Lunch

A la carte

Food Allergies

Student Meal Accounts

Free and Reduced-price Meals 2023/24



# School Lunch Basics

## Food Allergies

If your student suffers from food allergies, we will provide modifications when requests are supported by a written statement from a state licensed medical practitioner. These forms and additional information can be found on the food service page of the NJSD website, or by contacting Kelly Race at (920)751-6800 x10152.

## Student Meal Accounts

It is the responsibility of all parents/guardians to pay their student meal account balances and/or have a qualifying meal benefit application on file. NJSD suggests that parents pay in advance for school meals and a la carte items. Deposits can be made in the following ways:

1. Send cash or check in an envelope marked with your student's name(s) and PIN number(s) and drop in the deposit box at your school. For household sending money for more than one student, please indicate the amount you would like added to each account.
2. Credit card payments can be made at the front desk in each school office for a \$2.00 convenience fee.
3. Online payments can be made via the Parent Portal using credit card (for a \$2.00 convenience fee) or electronic check.
4. Mail cash or check to: NJSD Dining Services  
410 S Commercial St  
Neenah, WI 54956

A la carte items including milk purchased to go with a lunch from home are not included in the free/reduced meal program. Money can be deposited on a student's account for this purpose. Cash purchases can also be made at our secondary schools. Please note that no cash will be returned, and change will be deposited into your student's lunch account. Please use the smallest bill possible.

Studies have shown that students focus better in class and exhibit better behavior when they are not hungry. For this reason, no student will be denied a full meal due to lack of funds in their meal account. A la Carte purchases, however, will be restricted.

Meal account balances and purchase information can be viewed through the Parent Portal. If you do not have an active portal account, please contact [Campus@neenah.k12.wi.us](mailto:Campus@neenah.k12.wi.us) for assistance.



## A la carte Basics

Options available include individual entrees, sides, fresh fruits and vegetables, healthy snacks and beverages. Each item available for purchase is evaluated to meet USDA snack requirements. Pricing will vary by item. See list below for general information.

### Elementary Schools:

Milk	\$0.40
Extra Entrée	\$2.65

### Secondary Schools:

Milk	\$0.40
Extra Entrée	\$4.00
Snacks	\$0.75-\$3.00
Beverages	\$1.75-\$3.50
Juice Box	\$0.75

Please note that with the exception of milk at the elementary level, students will not be allowed to charge a la carte into the negative.

# News Corner

## Free & Reduced-Price Meal Applications – 2023-24 School Year

School meals continue to be some of the healthiest meal options for students and are an important part of the learning day. In June of 2022, all pandemic feeding waivers expired and we once again began charging for breakfast and lunch. Free and reduced-priced meals are still available to students who qualify for those benefits.

Our goal is to continue to support all students and families by ensuring those who need free meals at school continue to receive them. In this packet, you will find instructions on how to apply for free or reduced-price meals for the 2023/24 school year. It is critical that families complete the enclosed confidential application and turn it in prior to the start of the school year to ensure there are no gaps in meal benefits.

- For families with multiple students in the district, only one household application is needed, and benefits will apply for the entire school year.
- Should your household financial circumstances change at any time, applications can also be submitted throughout the year.
- Applications are active starting the day they are processed and cannot be backdated to cover past charges. Applications must be processed within 10 business days of receipt. Most applications are processed within a day or two of being received in the food service office.
- For families receiving other benefits, such as SNAP or TANF, you may receive notification that your student(s) is(are) automatically eligible for free meals and need not submit an application.
- A permission to share document is also included in the packet. If you would like your free/reduced status shared with anyone outside the food service office, we need your permission to do so. This information is only shared to assist with the reduction of school related fees or to participate in the distribution of school supplies from the Neenah/Menasha Emergency Society.
- **Applications can be completed using the forms in this packet or online through the Parent Portal.**

**If you have questions or need more information, please visit [www.Neenah.k12.wi.us](http://www.Neenah.k12.wi.us) or contact Jennifer Oliver, Assistant Director of Food and Nutrition at (920)751-6800 x 10151.**



**Check out Nutrislice to see what's on the menu, check nutritional info and identify possible allergens! PDF menus also available on our website for elementary locations.**



# Closing Thoughts



As we prepare for the start of the 2023/24 school year, we are incredibly excited for the possibilities that lie ahead. Years of planning for the moves ahead are finally becoming reality, and we cannot wait to share all the exciting new features that come with it.

The cafeteria at the new high school will allow us more flexibility with our menu than we have ever had before. We will be introducing a new menu line called Global Eats which will provide students the opportunity to build their own entrees with several different choices each week. These will include options such as an omelet bar, stir-fry bar, pasta bar and more. We will also be operating two smaller kitchens in the academic wings to help provide more dining options to our students.

The middle school cafeteria will also see some improvements in their new facility. We are dedicated to creating a welcoming environment with more options and fast service to help our students get the most out of their lunch hour.

Those at the elementary level will also see some improvements. Watch your menus for new items, taste test opportunities and events such as lucky tray day and treats each month.

We will share more in our monthly newsletters posted to the food service page of the NJSD website. These contain info on upcoming events as well as pics of events we host each month.

We hope you all enjoy the rest of your summer break and look forward to welcoming you back on September 5<sup>th</sup>!

## USDA Non-Discrimination Statement

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:

mail:

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

fax:

(833) 256-1665 or (202) 690-7442; or

Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

chartwells   
serving up happy & healthy

