



Otto-Eldred School District

143 R.L. Sweitzer Drive, Duke Center, PA 16729
(814) 817-1380 opt. 3 Fax (814) 817-4050

Matthew D. Splain, Superintendent

Jodi L. Flexman, Business Manager

Lindsay A. Burns, Director Pupil Services & Spec. Ed.

Otto-Eldred Elementary School

5 N. Bennett St, Eldred, PA 16731

(814) 817-1380 opt. 1

Fax (814) 225-4917

Nichole M. Garthwaite, Principal

Kera D. Hendershot, School Counselor

Otto-Eldred Junior Senior High School

143 R.L. Sweitzer Dr, Duke Center, PA 16729

(814) 817-1380 opt. 2

Fax (814) 817-4050

Kaci L. Daniels, Principal

Erin M. Jackson, School Counselor

2023-2024 CAFETERIA INFORMATION AND POLICIES

The Otto-Eldred School District participates in the National School Lunch Program (NSLP) and federally funded After School Snack Program (CACFP) & Summer Lunch Program (SLP). This allows us to serve breakfast, lunch and snack at each school daily and food during the summer break. All meals will be FREE this school year due to the Community Eligibility Provisions program.

For additional information or information not included in this letter please go to www.ottoeldred.org/Food_Services to find monthly menus, the District Wellness Policy, Unpaid Debt Policies, Allergy Information and much more.

LUNCH ACCOUNT DEPOSITS

- Deposits may be made by sending cash or a check to school with your student. Students are asked to please make deposits in the morning before homeroom.
- The Otto-Eldred School District also offers a free, on-line payment system called Schoolcafe
- The on-line system, www.schoolcafe.com can be easily set up and used to receive low balance notices, monitor student spending and make deposits to their accounts. If you need your student's ID or further instruction, please contact the school.

CAFETERIA DEBT

- Per School Board Policy, a student account must have a positive balance to purchase any a la carte items such as an entrée, ice cream, extra milk, etc. Students are not permitted to pay cash for an item, if they have a negative balance.
- In the case a student reaches a negative balance a parent/guardian will be notified on a weekly basis. When a student account reaches -\$10.00 the parent will receive written notice and the building principal will be notified of the debt. For cases of extreme debt or continual delinquency a negative debt may be turned in for collections.

PRICING INFORMATION

- The Otto-Eldred School District is approved for the Community Eligibility Provision (CEP) for the Elementary School and the High School. Under CEP all breakfast and lunch meals are FREE to students.
- In order for a student's meal to be free they must take 2 components at breakfast and 3 components at lunch, one of which must be a fruit or vegetable. **Extra entrees, a la carte items, milk or ice cream do not qualify for free or reduced meals and the student's account will be charged.**

STUDENT ACCOUNTS

- The student's six-digit District ID is also used for their lunch ID for all cafeteria deposits and purchases.
- Parents may submit in writing, a request that their son/daughter is not permitted to purchase a la carte items or place limits in the SchoolCafe app. Please contact the Food Service Director with questions or concerns.
- In event of student withdrawal with funds in their lunch account, a written request with the student's name, parent name and mailing address must be submitted to the Food Service Director.
- Senior accounts with a positive balance will be transferred to a sibling's account or if requested, will be returned to the student at graduation practice the last day of school. Seniors with a negative balance will be referred to the building Principal for collection.

SPECIAL DIETARY NEEDS

- Schools participating in a federal Child Nutrition Program are required to make accommodations for children who are unable to eat school meals because of a disability* that restricts their diet. In order to make substitutions or modifications to the school meals, the school must have a written Medical Statement on file signed by a licensed physician.

Please contact Mrs. Krott, FSD or Mrs. Templin, School RN for the required forms.

*Only a physician can declare if a student has a disability and must list food or choice of food to be provided as a substitute.

- All special dietary considerations must be requested each year.

PRICING INFORMATION

SY 2023-2024 meal prices are as follows:

- Breakfast – FREE
- Lunch - FREE
- Snack – Free to all students daily at both schools. Served at the end of the school day.
- The daily breakfast serve consists of at least 3 to 4 components and a student must choose at least 3 components, one of which must be a fruit for it to be charged as a meal.
- The daily lunch serve consists of 5 components and a student must choose at least 3 components, one of which must be a fruit or a vegetable.
- The snack serve is a unitized serve and two components must be taken.

QUESTIONS

Please contact Chris Krott, Food Service Director at ckrott@ottoeldred.org or 814-817-1386

USEFUL LINKS

www.schoolcafe.com - Use this site to deposit money on student accounts, set low balance reminders and monitor purchases.

www.ottoeldred.org/Food_Services - Use this site for links to online payments, view menus, view Food Service District policies, a la carte pricing and much more.

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

This institution is an equal opportunity provider.

ATTENTION: If you speak Spanish, language assistance services, free of charge, are available to you. Contact your child's school.

ATENCIÓN: Si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Comuníquese con la escuela de su niño.