

**Meal Applications and Meal Prices**

**GOOD NEWS!**

Elementary, middle, 7th - 12th grade, and high schools will continue to provide **free** breakfast and lunch at no cost to the household under the Community Eligibility Program (CEP). Parents **DO** **NOT** have to complete the Free and Reduced Lunch Application to qualify for meals. Students in Grades 6th – 12th may purchase an additional lunch for $2.00. Students in Grades K – 5th may purchase an additional lunch for $1.50. A second Breakfast meal is $1.00 for all students.



**Back-To-School Night Activities**

The Child Nutrition Programs Department is delighted to offer our services in providing refreshments and nutrition information to parents, staff and students at the Back-to-School Night activities. We want everyone to know the integral part Child Nutrition Programs play in the education process. Contact the cafeteria manager to make arrangements.

**Attendance & Enrollment**

Child Nutrition Programs is required by state and federal guidelines to have attendance and enrollment provided daily for maintenance of required daily reports. Student absences, drops and adds are also needed for documentation with required daily reports. Please provide this information daily to CNP staff.

**Meal Payments**

Caddo Parish Public Schools participate in the CEP (Community Eligibility Provision) Program. Attendance Rosters will be used to identify students receiving a free breakfast and free lunch meal each day.

A prepayment system is in place in the cafeteria for those who wish to pay for a second meal or extras. The cafeteria accepts cash, money orders, or cashier's checks. No personal checks are accepted. Another prepayment option is **myschoolbucks.com**. It is an on-line prepayment service that can be accessed from the Caddo Parish Public Schools Website – Child Nutrition Programs Tab. Our mission is to provide a quality service enabling parents not only to prepay for their children’s meals but also to view their child’s purchase/spending history, to set daily /weekly spending limits and to receive low balance notifications. Refunds will be given for prepayments upon written request from the parent. If the student is transferring to another school within the parish, his/her account balance will be transferred. Please notify parents that students can prepay for second meals and extras.

**June 23, 2021**

**Review & Update**

**Volume 20 Fall 2021-2022**

**The primary goal is to make available to all students meals of maximum nutritive value at minimum cost in a safe and sanitary environment. In lieu of Covid-19, we intend to put forth every effort to ensure that each child receives breakfast and lunch. We will practice social distancing while utilizing required personal protective equipment. Our key focus continues to be increasing student participation in the school breakfast program and providing delicious and nutritious meals for lunch. Students perform better in class when they are well nourished.**





 **Kashundra Wilson- Lynch, MBA**

 **Child Nutrition Programs Director**

 **(318) 603-6331**

**OFFER VERSUS SERVE**

The 2021 – 2022 school year will allow students to be served every meal component without refusal.

**MEAL PATTERNS**

A school lunch consists of five different food items which are:

* 1 ½ - 3 oz. Meat/Meat Alternate
* 1 – 3 oz. Grains/Bread Alternate
* 2 Separate Vegetables, ½ c. ea. (1 c. leafy greens = ½ vegetable)
* ½ c.- 1 c. Fruit
* 1 c. (8 oz.) Low-Fat/Non-Fat Milk

All students are served the larger portions of the lunch pattern.

A school breakfast consists of four different food items which are:

* 2 oz. Grains/Bread Alternate or 1 oz. of Grains/Bread Alternate & 1 oz. Meat/Meat Alternate.
* ½ c. of Fruit/Vegetable or full-strength Fruit Juice/Vegetable Juice
* 1 c. (8 oz.) serving Low-Fat/Non-Fat Milk

**DENIAL OF MEALS**

**The U.S. Department of Agriculture prohibits the denial of Free, Reduced Price, or Paid Meals as a disciplinary action to all children in attendance at school.**

**Meals are free for all students this year as we continue to participate in the Community Eligibility Provision Program.**



**SACK LUNCHES**

Sack lunches require additional planning and should be requested **3 weeks in advance**. The manager must have a request in writing stating the **number** of sack lunches needed, the **date and time** needed and the **principal’s signature**. Coolers (ice chests) must be used to transport sack lunches. If coolers are not used, Child Nutrition Programs cannot provide lunches to be consumed off the premises.

**MODIFIED MENUS FOR STUDENTS**

Substitutions may be made for medical reasons in any one or more of the food components of meals served provided that such substitutions are authorized by a physician. Physician’s orders should be kept on file at the school with a copy sent to the Child Nutrition Programs Department at Central Office. Special Diets must be updated each year.

**NUTRITION EDUCATION**

The Child Nutrition Programs staff and cafeteria managers are available to assist teachers with nutrition education projects. All Caddo Parish schools are classified as USDA Team Nutrition Schools. The Team Nutrition Project makes available a variety of nutrition education materials through partnership with public and private organizations. You may call 603-6341 or contact your cafeteria manager for more information.



**Competitive Foods**

Competitive Foods Policy approved by BESE per

**LA POLICY MANUAL 1196, SECTION 741**

**Elementary Schools**- After the end of the last lunch period, the only items defined as healthy snacks maybe sold. Healthy snacks must be listed on the Pennington Biomedical Research Center approved snack list, and are defined as having the following:

* 150 calories or less per serving:
* 35 percent or less of their calories from fat; and
* 30 grams or less of sugar per serving, (except unsweetened or unsweetened seeds or nuts).

Reimbursement for lunch, special milk, and/or breakfast may be withheld from schools if concessions, canteens, snack bars, or vending machines do not meet the Healthy Snack Guidelines. The official school schedule shall indicate the time for each lunch period and allow sufficient time for each student to receive and consume a meal. Such services are operated for profit if the income is not deposited to the nonprofit school food service program, and expended only for Child Nutrition Programs purposes.

**Secondary Schools-** Beginning the last 30 minutes of each lunch period, schools may choose to offer food and beverages of their choosing to students, so long as at least 50 percent of such items are healthy snacks, as listed in the Pennington Biomedical Research Center approved snack list. Healthy snacks are defined as having the following:

* 150 calories or less per serving:
* 35 percent or less of their calories from fat; and
* 30 grams or less of sugar per serving, (except unsweetened or unsweetened seeds or nuts).

Act 306 of the 2009 Regular Louisiana Legislative Session states that beverages offered for sale to students in public high schools shall be comprised of the following:

* Bottled water;
* No-calorie or low calorie beverages that contain up to ten calories per eight ounces;
* Up to 12 ounce servings of beverages that contain 100 percent fruit juice with no added sweeteners and up to 120 calories per eight ounces;
* Up to 12-ounce servings of any other beverage that contains no more than 66 calories per 8 ounces;
* At least 50 percent of non-milk beverages shall be water and no-calorie or low-calorie options that contain up to ten calories per eight ounces;
* Low-fat milk, skim milk, and nondairy milk.

The approved list of snack items can be found on the Louisiana Department of Education (LDOE) website at <http://louisianafitkids.com/#smart-snacks> If an item is approved for inclusion on the list of allowable food items for sale on the school grounds per Act 331. **Under no circumstances can foods in competition be sold to children in food service areas during the lunch period(s).** The state’s competitive foods policy will be managed and monitored by both local and state personnel.

**Discrimination Act**

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, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.) Program information maybe made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, and 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.ocio.usda.gov/document/ad-3027>, 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;

Fax: (202) 690-7442 **o**r

Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

 Copies sent to:

Superintendent

Assistant Superintendents

Chief Academic Officer

Chief Internal Auditor

Executive Assistant to the Superintendent

Risk Management

Directors

Principals

**If you need assistance, please contact the Child Nutrition Programs Office.**

**Kashundra Wilson-Lynch, Director**

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Telephone: 603-6331