



- **What is this? School lunch program information and the annual free and reduced price program application with instructions. For translation assistance, contact the Food and Nutrition Services Office 206-393-4209. (English)**
- የትምህርት ቤት የምሳገሮች ስም መረጃ የሰጠው የገንዘብ ወይንም የቅርንጫፍ ማመልከቻ አስከሬና መመሪያዎች ። ለበለጠ መረጃ የቅንቅ ትርጓሜ ካስፈለገ አባዛዎትን የምግብ እና የተመጣጠነ ምግብ አገልግሎት ቢሮ በ (206) 393 4209 (the Food and Nutrition Services Office) ይደውሉ። (Amharic)
- 这是什么？是有关学校午餐的信息、年度免费和减价午餐项目申请及说明。若需翻译，请联系食物和营养服务办公室，电话号码206-393-4209。(Chinese)
- 이것이 무엇입니까? 학교 급식 프로그램 정보와 연간 무료 급식 및 급식비 인하 프로그램 신청 안내서. 번역이 필요하시면 식품 영양 서비스 사무실 206-393-4209로 연락하십시오. (Korean)
- Que es esto? Información sobre el programa de almuerzos y la aplicación e instrucciones para el programa anual de comidas gratuitas y a bajo precio. Si requiere servicios de traducción comuníquese con la oficina de Servicios de Comidas y Alimentación al 206-393-4209. (Spanish)
- Đây là cái gì? Thông tin chương trình ăn trưa trường học và hàng năm miễn phí và giảm giá chương trình ứng dụng với các hướng dẫn. Để được hỗ trợ dịch thuật, liên hệ với các Thực Phẩm và Dinh Dưỡng Dịch Vụ Văn Phòng 206-393-4209. (Vietnamese)

Welcome Letter to Parents/Guardians from the Food and Nutrition Services Director Shoreline Public Schools Food and Nutrition Services Department

August 2020

Greetings,

I would like to extend a warm welcome to the Shoreline/Lake Forest Park community from your school Food and Nutrition Services Department! The Food and Nutrition Services Department operates 14 full service student cafeterias, meal service for the Edwin Pratt Early Learning Center (EPELC), and the Central Kitchen in Hamlin Park.

Services include:

- Daily breakfast at all schools, beginning 15-30 minutes before the first bell. Breakfast after the bell (BAB) is served at Shorecrest and Shorewood High School in the cafeteria to help promote student achievement and academic success.
- Daily lunch at each school served in the cafeteria
- Daily breakfast, lunch and snack served family style in the classroom at the EPELC
- Free summer meals program
- Altered meal service to provide safe meals during the COVID-19 pandemic*

*Meal service during the 2020-2021 school year will look different than it has in the past in order to comply with Public Health, CDC, and USDA guidance; our goal is to provide a safe and nutritious breakfast and lunch to students who wish to eat with us. How meals are packaged, how or where meals are served, and the number of entrée choices may vary as we strive to comply with recommendations and mandates to keep students and staff safe.

A lunch is made up of five basic food components: milk, meat or meat alternate, vegetable, fruit, and grain. Students must select at least three of these components for a complete meal (one of which must be a vegetable or fruit). Individual meal components such as milk, apple juice, a la carte items, and second entrees are considered a la carte purchases and must be paid for at the time of service; individual meal components are not covered by meal benefits, only complete meals.

The Food and Nutrition Services Program operates as an enterprise program by balancing the budget through meal sales, a la carte sales, and State/Federal reimbursements; the program's financial goal is not to rely on the General Fund for support. Our mission is to alleviate childhood hunger within the community and increase student success by providing and promoting a nutritionally balanced diet in a warm and friendly environment.

Each school kitchen has a team of highly trained staff, with food safety and customer service as the highest priority. The Food and Nutrition Services team work together to develop healthy and appetizing meals for the students. Many of the foods are made from scratch using the best ingredients including low-fat proteins, whole grain pastas, fresh fruits and vegetables, locally sourced bread, and hormone-free milk. The menus are analyzed and recipes adjusted to ensure they meet USDA nutrition guidelines for each age group for calories, sodium, and saturated fat.

Choice and variety are important to students, so our menu is planned to provide options including a daily vegetarian entrée. We are sensitive to the various nutritional needs of our students. If your child has an allergy to any food, please contact your school nurse.

Purchasing a meal is very easy. Every student is assigned a student ID that is tied to his or her meal account; students use a barcode card to pay at the register. The meal account is similar to a checking account, where purchases are deducted from funds applied to the account. Funds can be applied by cash or check paid to the kitchen cashier or the school office. Balances carry-over year to year while the student is attending any of the schools in the Shoreline School District. (Note: There is a \$20 returned check fee.)

Online credit and debit card payments are available by following the payment links on the District website: <https://wa-shoreline.intouchrecepting.com/>. Your student's account balance and purchase statement can be viewed by logging into your Family Access page. If a student's account goes into the negative, an automated e-mail and/or phone call will be sent to the parent/guardian. These notices take place twice a week as a service to the family to ensure that negative charges do not accrue drastically before a parent/guardian is made aware. To help avoid accounts from becoming overdrawn, each Monday, an automated "low balance" email notification is sent if your student's account is below \$10.50.

The District maintains the negative balance procedure 8200P. The procedure is currently being revised due to a new state law and will be updated soon.

The Food and Nutrition Services Program participates in the National School Lunch Program, which is a federally funded program that assists in providing nutritionally balanced, low-cost or free complete meals to students each school day. Attached to this letter is an application; it is also available at your student's school and electronically on the food services page on the District website. Paperless online applications are also available by accessing the Food Services tab in your Family Access account. **One form per family must be fully completed each school year** (be sure to include everyone in your household and all income) and returned to the Food Services office by fax, mail, e-mail, or dropped off at your student's school. The online application will automatically be sent to us when it is submitted. **Households must** have their applications approved before the subsidy will apply; until that time, full charges will accrue. Parents/guardians are highly encouraged to submit the application as soon as possible to avoid these charges because it will be their responsibility to pay back any fee accrual. Once the application is processed, an electronic benefit notification will be sent to families with a valid e-mail address on file. Without a valid e-mail address, the notification letter will be sent by mail.

For menus and other information, please visit the Food Service page on the District website: <https://www.shorelineschools.org/Page/106>. If you have any questions about the Food and Nutrition Services Department, please do not hesitate to contact me.

Sincerely,



Jessica Finger, RDN, CD, SNS
Director of Food & Nutrition Services & District Warehouse

“This institution is an equal opportunity provider and employer”

Food and Nutrition Services Office Location: 2003 NE 160th St. (Hamlin Park), Mailing Address: 18560 1st Ave NE, Shoreline, WA 98155-2148, Office (206) 393-4209, Fax (206) 393-4104, Office Hours M-F 7:30AM-3:30PM, webpage <https://www.shorelineschools.org/Page/106>, e-mail nutrition.services@shorelineschools.org