



PENN CAMBRIA SCHOOL DISTRICT

Excellence in Public Education

Food Service Department – School Meals Program

2022-2023 School Year

Administration Office
201 6th Street
Cresson, PA 16630
(814) 886-8121
(814) 886-4809 (Fax)

High School
401 Linden Avenue
Cresson, PA 16630
(814) 886-8188
(814) 884-3977 (Fax)

Middle School
401 Division Street
Gallitzin, PA 16641
(814) 886-4181
(814) 886-9308 (Fax)

Intermediate School
376 Wood Street
Lilly, PA 15938
(814) 886-8532
(814) 886-5389 (Fax)

Primary School
400 Main Street
Lilly, PA 15938
(814) 886-2151
(814) 886-5419 (Fax)

Pre-Primary School
205 6th Street
Cresson, PA 16630
(814) 886-8166
(814) 886-4809 (Fax)

Dear Families,

A packet is attached which includes general information regarding our Food Service Program and the *Free and Reduced Price School Meals* application process.

This Packet Includes:

Food Service Solutions – Information regarding the food service software system and breakfast and lunch meal prices.

Myschoolaccount – A quick and easy way to add money to your child's meal account through ACH payments.

Online Application for Free and Reduced-Price Meals – Instructions for completing your online application.

Letter to Households/Frequently Asked Questions and Answers – A summary of the eligibility and application process for *Free and Reduced Price School Meals*.

2022-2023 Income Eligibility Guidelines for Free and Reduced Price School Meals Application – Income Eligibility Guidelines are presented two ways - as Gross Annual Income on Page 1 and the Gross Annual, Monthly, Semi-Monthly, Bi-Weekly, and Weekly on Page 2.

If you have any questions or concerns, please call (814) 886-8121 x1103.

Jill M. Francisco, CPA, PCSBA
Business Administrator

Penn Cambria School District

FOOD SERVICE SOLUTIONS

Dear Parents,

Food Service Solutions is a software program that will allow you to place money into an account that can only be accessed by your child for his/her meals. The system takes into account free and reduced meals, keeps track of qualified children confidentially, and reports to the National School Lunch Program the number of meals served in each school on a monthly basis. We urge you to take full advantage of this system by placing money into your child's account on a weekly, bi-weekly, or monthly basis. Furthermore, you can log onto www.myschoolaccount.com to track what your child is eating, how much money is in the account, and to make electronic check payments. Directions for creating a parent account are enclosed.

Parents who prefer to send cash payments may place money into their child's account using food service envelopes available at each school. For cash payments:

- Include your child's name, school, and the amount of money you want for meals or A la Carte (additional food) items.
 - Lunch money is the money for a type "A" school lunch. Costs are:
 - \$2.10 for a full price Secondary Lunch (grades 5-12)
 - \$2.00 for a full price Elementary Lunch (grades PreK-4)
 - \$0.40 for a reduced lunch
 - Breakfast money should be included with the lunch money. Breakfast costs are:
 - \$1.30 for a full price breakfast
 - \$0.30 for a reduced breakfast
- Plan the number of meals your child will eat in a week and multiply this by either the full or reduced rates and place the total in the Meal Plan area of the envelope.
- Milk money for packed lunches is considered an A la Carte item and should be placed in the A la Carte area of the envelope.
 - The complete A la Carte price listing can be found on the Penn Cambria School District website under Food Services.
- The total of the Meal Plan area plus the A la Carte area is the amount of money you place in the envelope and send to school with your child.
- Your child should give this envelope to the cafeteria staff in the morning, or place in the lockbox located at the main office, so the money can be credited to his/her account.

No child will be refused a meal due to a low account balance. Your child's account balance will be reduced daily by the amount he/she spends for meals and A la Carte items. If your child has a negative balance, you will receive a weekly automated phone message notifying you that you must send sufficient funds to pay off the debt and fund future meal purchases. In addition, for any balance less than negative \$5.00, a detailed statement will be sent via mail to the Parent/Guardian on a monthly basis.

The A la Carte account is optional and is used to purchase milk on days students do not buy a school lunch, or to purchase extra food items or milk in addition to the regular school meal. All children have access to purchasing A la Carte items the first day of school. No A la Carte items can be purchased by any student when there is a negative balance in their account or if there are insufficient funds to cover the items being purchased. However, not all parents want their children to continue to have this option throughout the school year. Therefore, you will find an A la Carte denial form located on the Food Services page of the District website. If you do not want your child to have the option to purchase A la Carte, please complete and return this form with your child on the first day of school or send it in the mail.

Parents/guardians of students leaving the District (transferring out or graduating) shall notify the Food Service Office by calling 814-886-8121 ext.1103 in order to review the lunch account balance for any outstanding positive or negative balances.

Positive Balances:

1. Positive balances will be treated as follows at the direction of the parent/guardian:
 - a. Transferred to a sibling's account
 - b. Refunded
 - c. Donated to other students in need (those with negative balances)
 - d. If positive balance is under \$1.00, it will be considered a donation if there is not an active sibling account in which to transfer the funds.

Negative Balances:

1. At the end of each school year, a customer report will be generated for all delinquent account balances remaining that are greater than \$25.00. Final written notice letters will be mailed out to parents/guardians to inform them that they have 30 days from the date of the letter to pay the negative balance (in accordance with 808.1AP).
2. After 30 days have lapsed, any delinquent account with a balance greater than \$25.00 will be turned over to the Board designated collection agency (J.P. Harris Associates, LLC). Parents and guardians will be responsible for all costs and fees associated with the collection of the account as well as any magistrate or legal fees incurred.

Should you have any questions or concerns, please contact the Food Service Director at (814) 886-8121 ext. 2152.

Also reference Board Policy 808 which can be accessed at:
<http://www.boarddocs.com/pa/pcam/Board.nsf/Public#>.

Penn Cambria School District



Dear Parents,

Our school district offers an online service that will allow you to monitor your children's food purchases, track what your children have been eating for the past 30 days, make deposits directly into their meal accounts, and have an email reminder sent to you when an account balance gets low. Student debit account deposits can be made through ACH payments. Each child's account will be updated nightly so that account balance information and payments will be current as of the following day.

In order to take advantage of this convenient service, you will need to create a parent account. This requires you to:

1. Go to **www.myschoolaccount.com**.
2. Click "Create Account" on the top menu bar.
3. Fill in the required information on the "Parent Account Sign-Up page."
4. Choose Penn Cambria School District from the "School District" drop down menu.
5. Create a User ID and Password.
6. Click the "Accept" box, and then click "Signup." An email will be sent to your email address that will contain a "verification code."

After you receive the "verification code" you may begin to add your children's information. To do this, you will need to:

1. Go to **www.myschoolaccount.com** and login using your previously created user ID and password.
2. Enter the "verification code" to verify your account and email address.
3. Begin adding your children's information according to the guidelines provided. You will need each of your children's student ID numbers and date of birth to add each student. If you do not remember your children's ID numbers, they can be obtained by contacting the Food Service Office at 814-886-8121 ext. 1103.
4. After the students are added you will be able to view their food service account activity and make payments to the student food service account.

Note: A parent account can be linked to many children, but a child can only be linked to one parent.

We urge you to take full advantage of this system by making deposits into your children's accounts on a weekly, bi-weekly, monthly, or annual basis. You are free to choose the amount of each deposit. There is a \$1.95 fee per transaction for the ACH payment service. Any money that is not spent by the end of the school year will be available the following school year. If you have already created a parent account at **www.myschoolaccount.com**, you do not have to create another account. These services are already available to you. If you have any questions about this, please contact the Penn Cambria Food Service Office at 814-886-8121 ext. 1103.

Learn more about FSS®, the provider of **www.myschoolaccount.com**, by visiting **www.foodserve.com**.

Online Application For Free and Reduced Price Meals

Families can apply for free or reduced-price school meals through the National School Lunch Program in one of the following ways:

1. Go to <http://www.schoolcafe.com> (preferred).
2. Go to <https://www.compass.state.pa.us>. COMPASS (Commonwealth of Pennsylvania Access to Social Services) allows Pennsylvanian's to apply for social service programs, such as Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), Energy Assistance, Children's Health Insurance Program (CHIP), etc., online. Families can use COMPASS to apply for free or reduced price school meals only, or they can apply for other services at the same time (SNAP, TANF, etc.).

Once you access COMPASS, select Apply for Benefits. Parents will select the programs they wish to apply for and be directed through a series of questions regarding those programs. Please enter Cambria, the county of the school when you apply. This may not necessarily be your home county. Select Penn Cambria as the school your child attends.

Once the questions have been completed, the COMPASS system will direct your information to each appropriate program office and the school you selected will receive the Free and Reduced Price School Meals Family Application. The school will notify you if you are eligible for free or reduced price meals.

3. You can continue to use the paper "Household Application for Free and Reduced Price Meals" if you prefer. This can be obtained by calling the Penn Cambria School District at 814-886-8121 ext. 1103 or emailing dorschcs@pcam.org.

If you apply for free or reduced price school meals through schoolcafe or COMPASS, you do NOT need to submit a paper application.



Penn Cambria School District

FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE MEALS or THE SPECIAL MILK PROGRAM (SMP)

Apply online at <https://www.schoolcafe.com>

Dear Parent/Guardian:

Children need healthy meals to learn. **Penn Cambria School District** offers healthy meals every school day. Breakfast costs **\$1.30**; lunch costs **\$2.10** for secondary (grades 5-12) and **\$2.00** for elementary (grades PreK-4) level. Your child(ren) may qualify for free meals or for reduced price meals. Reduced price is **\$0.30** for breakfast and **\$0.40** for lunch. Below are some common questions and answers to help you with the application process.



If you have received a **Notice of Direct Certification** for free meals, **do not** complete the application. But **do** let the school know if any children in your household are not listed on the **Notice of Direct Certification** letter you received.

1. Who can get free or reduced-price meals?

- All children in households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP) (formerly the Food Stamp Program) or Temporary Assistance for Needy Families (TANF) (cash assistance) are eligible for free meals.
- Foster children under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children participating in their school's Head Start program are eligible for free meals.
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- Children may receive free or reduced-price meals if your household's income is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced-price meals if your household income falls at or below the limits on the following chart.

Income Eligibility Reduced-Price Guidelines July 1, 2022–June 30, 2023					
Family Size	Annually	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	\$25,142	2,096	1,048	967	484
2	33,874	2,823	1,412	1,303	652
3	42,606	3,551	1,776	1,639	820
4	51,338	4,279	2,140	1,975	988
5	60,070	5,006	2,503	2,311	1,156
6	68,802	5,734	2,867	2,647	1,324
7	77,534	6,462	3,231	2,983	1,492
8	86,266	7,189	3,595	3,318	1,659
<i>For each additional family member add:</i>					
	8,732	728	364	336	168

- How do I know if my child(ren) qualify as homeless, migrant, or runaway?** Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and have not been told your children will get free meals, please call or e-mail **Ms. Courtney Kuncelman at 814-886-4785 or email KuncelCA@pcam.org**.
- Do I need to fill out an application for each child?** No. Use one Household Application for Free and Reduced Price Meals for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information.
- Should I fill out an application if I received a letter this school year saying my children are already approved for free meals?** No, but please read the letter you received carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact **Penn Cambria Food Service Department, 201 6th Street, Cresson, PA 16630 at 814-886-8121 x1103** immediately.
- Can I apply online?** Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. Visit <https://www.schoolcafe.com> to begin or to learn more about the online application process. Contact **Penn Cambria Food Service Department, 201 6th Street, Cresson, PA 16630 at 814-886-8121 x1103** if you have any questions about the online application.

6. **My child's application was approved last year. Do I need to fill out a new application?** Yes. Your child's application is only good for last school year and for the first 30 operating days of this school year, through **October 6, 2022**. You must complete a new application unless the school told you that your child is eligible for free or reduced-price meals for the new school year. If you do not complete a new application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.
7. **I get Women, Infants, and Children (WIC). Can my children get free meals?** Children in households participating in WIC may be eligible for free or reduced-price meals. Please complete an application.
8. **Will the information I give be checked?** Yes. We may also ask you to send written proof of the household income you report.
9. **If I do not qualify now, may I apply later?** Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free or reduced-price meals if the household income drops below the income limit.
10. **What if I disagree with the school's decision about my application?** You should talk to school officials. You also may ask for a hearing by calling or writing to: **Mr. William Marshall, Superintendent, 201 6th Street, Cresson, PA 16630; 814-886-8121**.
11. **May I apply if someone in my household is not a U.S. citizen?** Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced-price meals.
12. **What if my income is not always the same?** List the amount that you normally receive. For example, if you normally make \$1,000 each month, but you missed some work last month and only made \$900, put down that you made \$1,000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
13. **What if some household members have no income to report?** Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.
14. **We are in the military. Do we report our income differently?** Your basic pay, cash bonuses, allowances for off-base housing, food, and clothing, must be reported as income. Exclude combat pay, Family Subsistence Supplemental Allowance, and privatized housing allowances.
15. **My family needs more help. Are there other programs we might apply for?** To find out how to apply for SNAP or other assistance benefits, visit <http://www.compass.state.pa.us>, contact your local county assistance office, or call the Department of Human Services at **1-800-692-7462**.

If you have other questions or need help, call **814-886-8121 x1103**.

Sincerely,

Jill M. Francisco, CPA, PCSBA
Business Administrator
Penn Cambria School District

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.

INCOME ELIGIBILITY GUIDELINES

Effective July 1, 2022 – June 30, 2023

Annual Income

<u>Family Size</u>	<u>Free Meals or Milk</u> (130% of Poverty Guidelines)	<u>Reduced Price Meals</u> (185% of Poverty Guidelines)	Not Eligible for Free or <u>Reduced Price Meals or Milk</u>
One	\$0 to \$17,667	\$17,668 to \$25,142	\$25,143 and up
Two	\$0 to \$23,803	\$23,804 to \$33,874	\$33,875 and up
Three	\$0 to \$29,939	\$29,940 to \$42,606	\$42,607 and up
Four	\$0 to \$36,075	\$36,076 to \$51,338	\$51,339 and up
Five	\$0 to \$42,211	\$42,212 to \$60,070	\$60,071 and up
Six	\$0 to \$48,347	\$48,348 to \$68,802	\$68,803 and up
Seven	\$0 to \$54,483	\$54,484 to \$77,534	\$77,535 and up
Eight	\$0 to \$60,619	\$60,620 to \$86,266	\$86,267 and up
For Each Additional Family Member Add:	+\$6,136	+\$8,732	+\$8,733

(Annual, Monthly and Weekly Guidelines are on opposite side)

INCOME ELIGIBILITY GUIDELINES

Effective July 1, 2022 – June 30, 2023

For Free Meals or Free Milk

Family Size	Annual	Once a Month	Twice a Month) (24) pay periods/yr	Every Two Weeks (26) pay periods/yr	Every Week
One	\$17,667	\$1,473	\$ 737	\$ 680	\$ 340
Two	\$23,803	\$1,984	\$ 992	\$ 916	\$ 458
Three	\$29,939	\$2,495	\$1,248	\$1,152	\$ 576
Four	\$36,075	\$3,007	\$1,504	\$1,388	\$ 694
Five	\$42,211	\$3,518	\$1,759	\$1,624	\$ 812
Six	\$48,347	\$4,029	\$2,015	\$1,860	\$ 930
Seven	\$54,483	\$4,541	\$2,271	\$2,096	\$1,048
Eight	\$60,619	\$5,052	\$2,526	\$2,332	\$1,166
For Each Additional Family Member Add:	+\$6,136	+\$512	+\$256	+\$236	+\$118

For Reduced Price Meals

Family Size	Annual	Once a Month	Twice a Month (24) pay periods/yr	Every Two Weeks (26) pay periods/yr	Every Week
One	\$25,142	\$2,096	\$1,048	\$ 967	\$ 484
Two	\$33,874	\$2,823	\$1,412	\$1,303	\$ 652
Three	\$42,606	\$3,551	\$1,776	\$1,639	\$ 820
Four	\$51,338	\$4,279	\$2,140	\$1,975	\$ 988
Five	\$60,070	\$5,006	\$2,503	\$2,311	\$1,156
Six	\$68,802	\$5,734	\$2,867	\$2,647	\$1,324
Seven	\$77,534	\$6,462	\$3,231	\$2,983	\$1,492
Eight	\$86,266	\$7,189	\$3,595	\$3,318	\$1,659
For Each Additional Family Member Add:	+\$8,732	+\$ 728	+\$ 364	+\$ 336	+\$ 168

Conversion is required if there are multiple income sources with more than one frequency. The Local Educational Agency must annualize all income by multiplying:

- weekly income by 52
- bi-weekly income (received every two weeks) by 26
- semi-monthly income (received twice a month) by 24
- monthly income by 12

(Annual Guidelines are on the opposite side)