



Vermillion

SCHOOL DISTRICT NO. 13-1

"Together We Connect, Inspire and Achieve"

Administrative Services

17 Prospect Street
Vermillion, SD 57069
Phone: 605-677-7000
Fax: 605-677-7002

FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED-PRICE SCHOOL MEALS

Dear Parent/Guardian:

Children need healthy meals to learn. The **Vermillion School District #13-1** offers healthy meals to all enrolled children at no additional cost. USDA provides reimbursements for healthy meals and snacks served to children enrolled in the school/center. Please help us comply with the requirements of the Program by completing the attached Application for Free/Reduced-price Meals. By filling out this form, we will be able to determine if we can claim meals served to your child (ren) at the free or reduced-price rate. This packet includes an application for free or reduced-price meal benefits, and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

1. WHO CAN GET FREE OR REDUCED-PRICE MEALS?

- All children in households receiving benefits from SNAP, the Food Distribution Program on Indian Reservations (FDPIR) or **TANF** are eligible for free meals.
- **Foster children that are 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 this chart.

FEDERAL ELIGIBILITY INCOME CHART For School Year 2021-2022			
Household size	Yearly	Monthly	Weekly
1	\$23,828	\$1,986	\$459
2	\$32,227	\$2,686	\$620
3	\$40,626	\$3,386	\$782
4	\$49,025	\$4,086	\$943
5	\$57,424	\$4,786	\$1,105
6	\$65,823	\$5,486	\$1,266
7	\$74,222	\$6,186	\$1,428
8	\$82,621	\$6,886	\$1,589
Each additional person:	\$8,399	\$700	\$162

2. HOW DO I KNOW IF MY CHILDREN 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 haven't been told your children will get free meals, please call or e-mail Vermillion School District Business Office at 605-677-7000.
3. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. *Use one Free and Reduced-Price School Meals Application for all students in your household.* We cannot approve an application that is not complete, so be

sure to fill out all required information. Return the completed application to: Kevin Kocer, Business Office at 605-677-7000.

4. 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 got carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact Kevin Kocer, Business Office, 1001 E. Main Street, Vermillion, SD 57069, 605-677-7000 right away so those children get benefits, too.
5. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child's application is only good for that school year and for the first few days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year.
6. I GET WIC OR MEDICAID. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC or Medicaid may be eligible for free or reduced-price meals. Please send in an application.
7. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.
8. IF I DON'T 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 and reduced-price meals if the household income drops below the income limit.
9. 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.
10. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 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.
11. 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.
12. WHAT IF MY INCOME CHANGES DURING THE YEAR OR MY SNAP, TANF, OR FDPIR BENEFITS CHANGE? If your application for free or reduced-price benefits was properly approved, you will remain eligible for those benefits for an allotted time period. You may visit with a school/center official to get the exact date the meal benefits will expire.
13. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Family Subsistence Supplemental Allowance (FSSA) payments and any additional combat pay resulting from deployment are also excluded from income.

IS COMBAT PAY COUNTED AS INCOME? No, if the combat pay is received in addition to the basic pay because of deployment and it was not received before deployment, combat pay is not counted as income. Contact your school for more information.
14. WILL YOU TELL ANYONE ELSE ABOUT THE INFORMATION ON MY FORM? We will use the information on your form to decide if your children should get free or reduced-price meals. We may inform officials associated with other child nutrition, health, and education programs of the information on your form to determine benefits for those programs or for funding and/or evaluation purposes
15. WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a separate piece of paper and attach it to your application.
16. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? Contact your local Department of Social Services assistance office to find out how to apply for SNAP or TANF.

17. WHAT IF MY CHILD NEEDS SPECIAL FOODS? The school/center will make substitutions to the regular school meal for children whose disability restricts their diet when a physician certifies that disability. If the parent requests, the staff may choose to make substitutions for individual children who do not have a disability, but who cannot drink regular milk due to medical or other special dietary needs that are supported by a certified medical authority. These requests will be handled on a case-by-case basis. Please call the school/center food service department for further information to request the special meals or milk.

If you have other questions or need help, call **605-677-7000**.

Sincerely,



Kevin Kocer
Business Manager
Vermillion School District
605-677-7000

INSTRUCTIONS: Sources of Income

Sources of Income for Children

Example(s)

Sources of Child Income

- Earnings from work
 - A child has a regular full or part-time job where they earn a salary or wages
- Social Security
 - Disability Payments
 - Survivor's Benefits
- Income from person outside the household
 - A Parent is disabled, retired, or deceased, and their child receives Social Security benefits
 - A friend or extended family member regularly gives a child spending money
- Income from any other source
 - A child receives regular income from a private pension fund, annuity, or trust

Sources of Income for Adults

Public Assistance / Alimony / Child Support

Earnings from Work

- Salary, wages, cash bonuses
 - Net income from self-employment (farm or business) if you are in the U.S. Military:
 - Basic pay and cash bonuses (do NOT include combat pay, F SSA or privatized housing allowances)
 - Allowances for off-base housing, food and clothing
 - Unemployment benefits
 - Worker's compensation
 - Supplemental Security Income (SSI)
 - Cash assistance from State or local government
 - Alimony payments
 - Child support payments
 - Veteran's benefits
 - Strike benefits
- Pensions / Retirement / All Other Income**
- Social Security (including railroad retirement and black lung benefits)
 - Private pensions or disability benefits
 - Regular income from trusts or estates
 - Annuities
 - Investment income
 - Earned interest
 - Rental income
 - Regular cash payments from outside household

OPTIONAL: Children's Racial and Ethnic

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced-price meals.

Ethnicity (check one): ☐ Hispanic or Latino ☐ Not Hispanic or Latino

Race (check one or more): ☐ American Indian or Alaskan Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander ☐ White

Civil Rights: Information if you have a complaint

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced-price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Do Not Fill Out: FOR SCHOOL / CENTER USE ONLY

Do not convert if only one income frequency reported. Annual Income Conversion: Weekly x 52, Bi - Weekly x 26, Twice a Month x 24, Monthly x 12.

Total income:

How Often?

Weekly	Bi-Weekly	2x/Month	Monthly	Annual

Household Size:

Categorical Free Eligibility: (Select 1)

Foster	Homeless	Runaway	Migrant	SNAP/TANF /FDPIR
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Income Eligibility: (Select 1)

Free	Reduced	Denied
<input type="text"/>	<input type="text"/>	<input type="text"/>

Determining Official's Signature

Confirming Official's Signature

Date

Verifying Official's Signature

Date

HOW TO APPLY FOR FREE AND REDUCED-PRICE SCHOOL MEALS

Please use these instructions to help you fill out the application for free or reduced-price school meals. You only need to submit one application per household, even if your children attend more than one school in Vermillion School District. The application must be filled out completely to certify your children for free or reduced-price school meals. Please follow these instructions in order! Each step of the instructions is the same as the steps on your application. If at any time you are not sure what to do next, please contact Kevin Kocer, Vermillion School District Business Office, 1001 E. Main Street, Vermillion, SD 57069, Phone Number: 605-677-7000.

PLEASE USE A PEN (NOT A PENCIL) WHEN FILLING OUT THE APPLICATION AND DO YOUR BEST TO PRINT CLEARLY.

STEP 1: LIST ALL HOUSEHOLD MEMBERS WHO ARE INFANTS, CHILDREN, AND STUDENTS UP TO AND INCLUDING GRADE 12

Tell us how many infants, children, and school students live in your household. They do NOT have to be related to you to be a part of your household.

Who should I list here? When filling out this section, please include **ALL** members in your household who are:

- Children age 18 or under **AND** are supported with the household's income;
- In your care under a foster arrangement, or qualify as homeless, migrant, or runaway youth;
- Students attending **Vermillion School District**, regardless of age. Include college students.

- A) **List each child's name.** For each child, print their first name, middle initial and last name. Use one line of the application for each child. If there are more children present than lines on the application, attach a second piece of paper with all required information for the additional children.
- B) **How old is the child? Is the child a student? What school/center does the child attend?** Fill in the information for the center or school to use. Include college students.
- C) **Do you have any foster children?** If any children listed are foster children, mark the "Foster Child" box next to the child's name. **Foster children who live with you may count as members of your household and should be listed on your application.** If you are *only* applying for foster children, after completing STEP 1, skip to STEP 4 of the application and these instructions. If you are applying for both foster and non-foster children, go to step 3.
- D) **Are any children homeless, migrant, or runaway?** If you believe any child listed in this section may meet this description, please mark the "Homeless, Migrant, and Runaway" box next to the child's name and **complete all steps of the application.**

STEP 2: DO ANY HOUSEHOLD MEMBERS (INCLUDING YOU) CURRENTLY PARTICIPATE IN SNAP, TANF, OR FDPIR?

If anyone in your household participates in the assistance programs listed below, your children are eligible for free school meals:

- The Supplemental Nutrition Assistance Program (SNAP)
- Temporary Assistance for Needy Families (TANF)
- The Food Distribution Program on Indian Reservations (FDPIR)

- A) **IF NO ONE IN YOUR HOUSEHOLD PARTICIPATES IN ANY OF THE ABOVE LISTED PROGRAMS:**
- Leave **STEP 2** blank and go to **STEP 3**.
- B) **IF ANYONE IN YOUR HOUSEHOLD PARTICIPATES IN ANY OF THE ABOVE LISTED PROGRAMS:**
- Write a case number for SNAP, TANF, or FDPIR. You only need to write one case number. If you participate in one of these programs and do not know your case number, contact your local assistance office. **You must provide a case number on your application.**
 - Go to **STEP 4**.

STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

- A) Use the charts titled "**Sources of Income for Adults**" and "**Sources of Income for Children**," printed on the back side of the application form to determine if your household has income to report.

REPORT INCOME EARNED BY CHILDREN

- **Report all income earned or received by children.** Report the combined gross income for ALL children listed in STEP 1 in your household in the box marked "Child Income." Only count foster children's income if you are applying for them together with the rest of your household.
- **What is Child Income?** Child income is money received from outside your household that is paid DIRECTLY to your children. Many households do not have any child income.

REPORT INCOME EARNED BY ADULTS**Who should I list here?**

- When filling out this section, please include ALL adult members in your household who are living with you and share income and expenses, even if they are not related and even if they do not receive income of their own.
- **Do NOT include:**
 - People who live with you but are not supported by your household's income AND do not contribute income to your household.
 - Infants, Children and students already listed in STEP 1.

a) List adult household members' names. Print the name of each household member in the boxes marked "Names of Adult Household Members (First and Last)." <u>Do not list any household members you listed in STEP 1.</u> If a child listed in STEP 1 has income, follow the instructions in STEP 3, part A.	b) Report earnings from work. Report all income from work in the "Earnings from Work" field on the application. This is usually the money received from working at jobs. If you are a self-employed business or farm owner, you will report your net income. What if I am self-employed? Report income from that work as a net amount. This is calculated by subtracting the total operating expenses of your business from its gross receipts or revenue.	c) Report income from public assistance/child support/alimony. Report all income that applies in the "Public Assistance/Child Support/Alimony" field on the application. <u>Do not report the cash value of any public assistance benefits NOT listed on the chart.</u> If income is received from child support or alimony, only report court-ordered payments. Informal but regular payments should be reported as "other" income in the next part.
d) Report income from pensions/retirement/all other income. Report all income that applies in the "Pensions/Retirement/ All Other Income" field on the application.	e) Report total household size. Enter the total number of household members in the field "Total Household Members (Children and Adults)." This number MUST be equal to the number of household members listed in STEP 1 and STEP 3. If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list all household members, as the size of your household affects your eligibility for free and reduced-price meals.	f) Provide the last four digits of your Social Security Number. An adult household member must enter the last four digits of their Social Security Number in the space provided. You are eligible to apply for benefits even if you do not have a Social Security Number. If no adult household members have a Social Security Number, leave this space blank and mark the box to the right labeled "Check if no SSN."

- B) Report all amounts in GROSS INCOME ONLY.** Report all income in whole dollars. Do not include cents.
- Gross income is the total income received before taxes
 - Many people think of income as the amount they "take home" and not the total, "gross" amount. Make sure that the income you report on this application has NOT been reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.
- C) Write a "0" in any fields where there is no income to report.** Any income fields left empty or blank will also be counted as a zero. If you write "0" or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials suspect that your household income was reported incorrectly, your application will be investigated.
- D) Mark how often each type of income is received using the check boxes to the right of each field.**

What if I am self-employed?

If you are self-employed, report income from that work as a **net** amount. This is calculated by subtracting the total operating expenses of your business from its gross receipts or revenue.

- E) To figure monthly income for self-employment/farming:** The information to figure income from private business operation is to be taken from your U.S. Individual Income Tax Return – Schedule 1. Write the numbers from the corresponding tax form lines in the box below. Write it on the free/reduced-price meal application in the earnings column as annually. If it is a negative number, write it as zero on the application. All other income from the tax form must be listed separately for the person who earned it. Net loss carryover cannot be used to decrease the household income.

Line 1 of the IRS Form 1040 cannot be used to report income. Income from wages or salaries must be reported on the free/reduced price meal application for the most recent month by family member and frequency.

Line 7b (total income) and Line 8b (adjusted gross income) of the IRS Form 1040 cannot be used for the purpose of applying for free and reduced-price meals.

The line items below are used to determine allowable self-employment income. Refer to the US Individual Income Tax Return Form 1040 – Schedule 1 under Part I, Additional Income section.

Line 3, Business Income (or loss)	\$	NOTE: If any members of the household have income from wages or salary, the gross income from last month must be reported on the application form. This attachment is used only to report income from self-employment and/or farming.
Line 4, Other Gains (or losses)	\$	
Line 5, Rental Real Estate, etc.	\$	
Line 6, Farm Income (or loss)	\$	
Line 8, Other Income	\$	
TOTAL OF ABOVE LINES:	\$	
Equals annual self-employment income**		

If the TOTAL OF THE ABOVE LINES is a negative number, it must be changed to zero before it is transferred to the free/reduced price meal application

**Report this amount on the free and reduced-price meal application in the category labeled "Farming/Pensions/Retirement/Other Income."

- F) **Report total household size.** Enter the total number of household members in the field "Total Household Members (Children and Adults)." This number **MUST** be equal to the number of household members listed in STEP 1 and STEP 3. If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list all household members, as the size of your household determines your income cutoff for free and reduced-price meals.
- G) **Provide the last four digits of your Social Security Number.** The household's primary wage earner or another adult household member must enter the last four digits of their Social Security Number in the space provided. You are eligible to apply for benefits even if you do not have a Social Security Number. If no adult household members have a Social Security Number mark the box to the right labeled "Check if no SSN."

STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE

All applications must be signed by an adult member of the household. By signing the application, that household member is promising that all information has been truthfully and completely reported. Before completing this section, please also make sure you have read the privacy and civil rights statements on the back of the application.

- A) **Provide your contact information.** Write your current address in the fields provided if this information is available. If you have no permanent address, this does not make your children ineligible for free or reduced-price school meals. Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.
- B) **Sign and print your name.** Print your name in the box "Printed name of adult completing the form." Sign your name in the box "Signature of adult completing the form."
- C) **Write Today's Date.** In the space provided, write today's date in the box.
- D) **Share children's Racial and Ethnic Identities (optional).** On the back of the application, we ask you to share information about your children's race and ethnicity. This field is optional and does not affect your children's eligibility for free or reduced-price school meals; however, if you do not select a race/ethnicity, one will be selected for you based on visual observation.

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INFORMATION
PAYMENTS
MEAL PRICES
MENUS
LOCATIONS
CONTACTS

LSI Lunchtime
Solutions, Inc.



We look forward to the coming school year at the Vermillion School District as Lunchtime Solutions continues to provide the food service program in our schools. The purpose of this communication is to provide you with some an overview of our food service program. If you have any questions or comments about our program, please feel free to contact Rachelle Loutsch, Food Service Director at 605-677-7032 or r.loutsch@lunchtimesolutions.com. For your convenience, our menus are posted monthly on our website. Student lunch and breakfast are free for all students this year! Extra entrée and extra milk prices are listed below.

School Breakfast

Breakfast is served in the dining areas before school starts. Please encourage your student to participate in school breakfast. Research studies show that eating breakfast can help students perform better in the classroom.

School Lunch

School lunch offers a wide variety of choices for students. Elementary students have two entrée choices daily, while Middle/High School students are offered five entrée choices daily. All meals include an entrée choice, a hot vegetable plus the unlimited Fruit & Veggie Bar, and milk choices.

Additional entrées or extra milk may be purchased, at an extra cost and charged to the student's account. Parents are encouraged to put money on their student's accounts for these purchases.

Snack items will be available for Middle and High School students during the lunch period. Snack items will only be sold to students who first consume a school lunch.

Join Your Child - Please feel free to join your child for breakfast or lunch any day. The cost for an adult breakfast is \$2.35 and the cost for an adult lunch is \$4.05. This amount can be deducted from your student's lunch account or please bring exact change. Please notify the school office by 8:45 a.m. on the morning you wish to join us for lunch. We hope to see you there!



	Paid	Reduced	Free
Lunch Prices			
K-5 Lunch	\$0.00	\$0.00	\$0.00
6-8 Lunch	\$0.00	\$0.00	\$0.00
9-12 Lunch	\$0.00	\$0.00	\$0.00
Extra Lunch Entrée K-5	\$2.00	\$2.00	\$2.00
Extra Lunch Entrée 6-12	\$2.00	\$2.00	\$2.00
Extra Dominos Pizza	\$2.25	\$2.25	\$2.25
Extra Milk	\$0.55	\$0.55	\$0.55
Breakfast Prices			
All Student Breakfast	\$0.00	\$0.00	\$0.00
ALL CHECKS SHOULD BE MADE OUT TO "Vermillion School District"			

INFORMATION ONLINE:

Monthly menus
Health and wellness articles
Fun recipes
Locally grown selections



Connect through the Lunch Menu link on your school district's website



Diet Modifications

Families are responsible for notifying the School Food Service if their child requires a diet modification because of a life threatening disability. A licensed physician must provide specific written medical documentation. Please contact the School Food Service office at 677-7032 for more information.

Outside Food and Beverage

The District does not allow the delivery of food or beverages from outside vendors or fast food establishments for a student or an adult's breakfast or lunch meal. All meals are to be provided by the District's School Food Service or a prepared meal from home may be sent with your student. No soda pop is allowed during the breakfast and lunch serving times.

School Lunch Account

The District does not allow students to charge against the account. When an account balance is low, students receive a minimum of three reminders to bring money. Please refer to the District's Lunch Account Policy for further details.

A Point of Sale (POS) software system is used for the school lunch program. Please note the following important information:

- Each student will have his/her own individual Student Account.
- Check and cash deposits will only be received at the individual student's school and must be turned in by 9:00 a.m.
- To insure credit to the proper account, the student's full name and lunch account number should accompany the check.
- If sending cash with a student, place in a sealed envelope, along with the student's name and lunch account number. *We are not responsible for lost, unidentified, or stolen cash.*
- The District offers Infinite Campus to assist parents with monitoring their student's meal account activity. Infinite Campus allows families to make secure online payments into their student's meal account, view all transactions, and the account balance. For more information about Infinite Campus, contact the School Food Service Office at 677-7032.
- Students must have money deposited in their lunch account in order to purchase extra entrees or extra milk.
- We cannot make change for cash at Austin and Jolley; please use the lunch account for all purchases.

Initial lunch account deposits must be made before school starts. Because we receive an overwhelming amount of deposits the morning of the first day of school, we can not guarantee that we will be able to input all deposits into accounts before the lunch period begins. To insure that your deposit is credited to your student's lunch account on the first day of school, please plan to make a deposit during the registration dates in mid-August or send your first deposit, for each student in your family to: Vermillion School Lunch, 422 Princeton, Vermillion, SD, 57069. Be sure to include your name, your student's name, and your student's lunch account number.

Free & Reduced Meal Applications must be submitted to the District Business Office located at 17 Prospect AND approved by that office. Applications can be picked-up at the District Business Office.

Leaving the School District?

If for some reason your student will be leaving the School District and has a lunch account balance remaining in his or her account, please contact the School Food Service office to complete a request for refund form. This will be forwarded to the District Business Office as a refund request to be approved during the next School Board Meeting. If no forwarding information is provided to the School Food Service Office, the account will be closed at the beginning of the following school year.



Contact: Rachelle Loutsch, Food Service Director
At 303-519-9208 or
R.loutsch@lunchtimesolutions.com
www.lunchtimesolutions.com

This institution is an equal opportunity provider and employer.

**UNLIMITED
SERVINGS
OF
FRUITS &
VEGGIES**

VERMILLION SCHOOL DISTRICT LUNCH ACCOUNT POLICY

The Vermillion School Board's policy regarding lunch accounts effective for the **2021-2022** school year is as follows:

- Lunch Accounts are set-up as Student Accounts only.
 - Each Student has an individual account number that they should memorize.
 - Lunch money must be received and deposited at each individual student's school or via the Infinite Campus online.
 - Lunch money must be turned in by 9:00 a.m. at the student's school.
 - Separate checks must be written for each student in the family (unless students attend the same school and the amount to be designated into each individual account is clearly written on the check).
 - To insure proper credit to the account, the student's lunch account number should accompany payments.
- The policy will be enforced at the **High School and Middle School** as follows:
 - The lunch room computer will give the cashier a "low balance" warning whenever a student's individual account is \$15.00 or below.
 - Day 1: Students are told the account balance is low and they need to bring money.
 - Day 2: Students are told the account balance is low and they need to bring money. Students are offered a written reminder to take home.
 - Day 3: If the student does not bring money and the cashier still gets the "low balance" message; a verbal/written reminder will be given to the student. They will not be able to purchase a meal or a la carte items on their account if the balance is too low. **Balances cannot go below \$0.**
 - Day 4: Students with an account that is too low to make a purchase will be given a written/verbal reminder to bring lunch money and their account will be closed. They will be offered an "alternative meal" (see below).
 - Statements will not be sent home with Middle and High School students. It is expected that High School and Middle School students be responsible for their own lunch account balance.
 - Parents and/or students can check their account balance by calling the Food Service Bookkeeper at 677-7032.
- The policy will be enforced at **Jolley and Austin Schools** as follows:
 - The lunchroom computer will give the cashier a "low balance" warning whenever a student's individual account is at \$15.00 or below.
 - Day 1: Students are told the account balance is low and they need to bring money. Students will be offered a written reminder to take home.
 - Day 2: If the student does not bring money and the cashier still gets the "low balance" message; students are told the account balance is low and they need to bring money. The cashier will offer a written reminder to the student to take home to the parents.
 - Day 3: If the student does not bring money and the cashier still gets the "low balance" message; the students are told the account balance is low and they need to bring money. The cashier will offer a written reminder to the student.
 - Day 4: If the account balance is too low, the students will not be able to purchase a meal. **Balances cannot go below \$0.** Students are offered an "alternative meal" (see below). A written reminder to bring lunch money will be given to the student to take home.
 - Statements for elementary students with a low or zero balance will be sent home twice weekly. Parents should check student's backpacks for lunch account statements.
 - Parents and/or students can check their account balance by calling the Food Service Bookkeeper at 677-7032.
- **When the account is closed, students will be offered an alternative meal of a cheese sandwich, unless the child has allergy documentation on file that meets the requirements for a substitution option, and milk at no charge. Students with a balance that is too low to purchase a regular meal cannot eat the regular meal until money is put into their lunch account. Students can receive the alternative meal a maximum of five (5) times during the school year. When a student has used all alternative meals, he/she will have the opportunity to call home during the lunch period; however, the student will not be provided food by the school district.**
- After two insufficient fund checks have been written from the same checking account, only cash or a cashier's check will be accepted for future lunch account deposits.
- After thirty (30) days of any negative balance, collection procedures will be initiated on all negative balance accounts, starting with a letter to the responsible party. If there is no response, a second letter will be sent. After it is judged that the usual methods to collect the money owed the district have failed, then action will be taken to collect in small claims court.
- The District does not allow the delivery of food or beverages from outside vendors or fast food establishments for a student or an adult's breakfast or lunch meal. All meals are to be provided by the District's School Food Service or a prepared meal from home may be sent with your student. No soda pop is allowed during the breakfast and lunch serving times.

NOTICE
2021-2022
Vermillion School District
OPTIONAL BUS SERVICE

The Vermillion School District provides optional bus service for public and private school students in grades kindergarten through twelfth grade. This optional bus service will be provided for students who reside within a five-mile radius of a student's principal school which includes in-town service. The fee for this service will be \$75 per child per semester. A family with more than two children being transported will not be charged more than \$150 per semester. If the bus pass fee is paid by an established due date, the early payment amount will be \$50 per child per semester with a maximum per family of \$100 per semester.

Parents interested in the optional bus service need to complete a registration form and pay the fee prior to using the service. A bus pass will be issued upon completion of the registration form and payment of the fee. **Students who have been approved under The National School Lunch Program may receive a free bus pass upon completion of the registration form.** The bus pass must be available to show the driver each time the student boards the bus.

**Registration for optional bus service can be done at the
Vermillion School District Administrative Building
located at 1001 E Main Street beginning August 5th through
August 18th, from 8:30 a.m. to 12:30 p.m. and 1:00 p.m. to
4:30 p.m. The fee for the first semester bus service is due before
August 19, 2021. The fee for the second semester bus service is
due before January 6, 2022.**

Bus service for students who reside beyond the five-mile radius of their attended school, will be provided at no charge. If there are any questions, please contact Shayne Ludwig at the Bus Barn 605-624-8888.