

## Immanuel Lutheran School Food Services

Immanuel Lutheran School will provide cafeteria facilities for Kindergarten through eighth grade as space allows on a scheduled basis. Preschool students will have lunch in their classrooms.

In the 2023-2024 school year a free cold breakfast will be bagged and served to all Immanuel students in the cafeteria who desire it at 7–7:25 a.m. (with parent supervision) and at 7:25–7:45a.m.(students can come on their own). All meals will be provided in accordance with procedures established by the Michigan Department of Education (MDE).

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.

All Immanuel food service staff that interact with food program participants will receive the required training set forth by the Michigan Department of Education - Office of Nutrition Programs and the National School Nutrition Program.

Immanuel Lutheran School participates in the not-for-profit National School Lunch Program (NSLP). The “offer versus serve” method that we use allows students to refuse or take smaller portions of one or two of the five meal components of a daily menu. Full portions must be taken of three out of five of the following; meat or meat alternate, vegetable and/or fruit (two servings), bread or bread alternate, and milk.

The cost of a student lunch is presently \$2.85, food seconds \$1.00, milk seconds \$.50; cost is determined by using the Paid Lunch Equity (PLE) from Michigan Department of Education-School Nutrition Program (MDE-SNP). The PLE will be used annually. The cost of Adult/Staff Lunch is \$5.15. The SFA at Immanuel will ensure that adult meals are priced at or above the cost of producing those meals. No adult meals will be charged.

Immanuel Lutheran School has a no charge policy. Parent accounts are expected to maintain a positive balance as their children go to and receive meal service. Parents with a negative account balance will be notified and asked by the Administrative Assistant to add funds a minimum of 2x/month through email. Students with known negative balances will be allowed to receive a reimbursable meal (charged), but will not be allowed to charge anything extra. Parents who continue to hold a negative balance for more than four weeks will be asked to come to Immanuel and discuss circumstances for repayment with the Principal. If Immanuel cannot collect for delinquent meal charges, it will have to absorb the cost which directly affects the balance of the not-for-profit program. There will be no transfer of records from Immanuel for any student whose parents hold a negative balance. Unpaid meal charges will be carried

over at the end of the school year to the next school year and will be subject to this charge policy the following year.

Bad debt incurred through the inability to collect lunch payments from students is not an allowable cost chargeable to any federal program. Any related collection cost, including legal cost, arising from such bad debt after they have been determined to be uncollectible are also unallowable.

At the present time accounts can be paid via cash, check, or money order and unpaid/negative balances can be paid via credit card through MySchoolWorx.

Parents are welcome to call or email the school Administrative Assistant for any questions regarding their accounts.

PH# 989-354-4805

Email [school@immanuelalpena.org](mailto:school@immanuelalpena.org)

#### Free and Reduced Lunch Applications –

1. Each year, in the week before school starts at Immanuel's Parent/Student Orientation, families will receive a Free and Reduced Price School Meals Application. Applicants will be asked to complete and turn in the application to the school by the second week of the new school year. Each household's eligibility from the previous school year will carry over into the new school year for up to 30 operating days or until a new eligibility determination is made, either approved or denied. If extra assistance is needed for applying for free and reduced priced meals, please contact the Administrative Assistant for the school @ 989-354-4805
2. Immanuel will review each application and determine eligibility based on Income Eligibility Guidelines set by the federal Child Nutrition Program. Within 10 days of receipt of the applications, letters of approval or denial will be mailed to the applicants.
3. Immanuel will receive a Direct Certification Report from the State. Students on the Direct Certification Report are automatically certified as eligible for free or reduced-price school meals.  
If a student is determined eligible, All students in the same household are eligible for free school meals and no further application is necessary. Households directly certified for reduced-price meals may qualify for free meals based on household size and income and will be provided with the application materials. If the household wants to decline the free or reduced-price school meals benefit, they must notify the school.

Verification is confirmation of eligibility for free and reduced price meals under the National School Lunch Program. Verification is not required for students who are on the Direct Certification list.

Each year a verification sample will be selected from households that have submitted an approved family/household application based on the number of approved applications on file as of October 1. Households that are part of this sample will be notified and will be asked to submit proof of income. A follow up letter will be sent to households after verification to let them know if they still qualify. Verification must be completed by November 15 of each year.