



LANCASTER COUNTY CTC LUNCH PROGRAM

August 2, 2021

Dear Parent or Guardian:

We are pleased to inform you that Lancaster County Career & Technology Center will be participating in the Seamless Summer Option (SSO) in the 2021-2022 school year. This program is available to schools and districts as part of the waivers issued by USDA on April 20, 2021.

All enrolled students of Lancaster County Career & Technology Center are eligible to receive a nutritional lunch each school day at no charge to your household.

No further action is required of you. Your child(ren) will be able to participate in these meal programs without paying a fee or submitting an application.

If we can be of any further assistance, please contact us at Alexis Hohl, hohl@lancasterctc.edu, (717) 464-7050.

Sincerely,
Alexis Hohl

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. 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.

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.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint> and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

ADMINISTRATIVE OFFICES

1730 Hans Herr Drive, P.O. Box 527, Willow Street, PA 17584 • office: 717.464.7050 • fax: 717.464.9518

1. Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
2. Fax: (202) 690-7442; or
3. E-mail: program.intake@usda.gov.

This institution is an equal opportunity provider.

ATTENTION: If you speak Spanish, language assistance services, free of charge, are available to you. Contact your child's school.

ATENCIÓN: Si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Comuníquese con la escuela de su niño.

LANCASTER COUNTY CTC LUNCH PROGRAM INFORMATION

**** The information contained below is specific to Lancaster County CTC. Please read as this letter highlights differences from your child's sending school. ****

Students attending CTC for full day and afternoon classes will eat at the CTC. Those students who are at the CTC for the morning session will eat at their sending school upon their return to school.

The LCCTC will be providing one free lunch per student, per day during the 2021-2022 school year. Students will continue to obtain their lunch in the cafeteria at their assigned times. Students will be charged for extra meals, ala carte items, drinks, and snacks. We do not offer breakfast at the CTC. Your child should consider eating breakfast at their sending school prior to arriving at LCCTC. If you would like to apply for free or reduced meals, you may apply online or ask for a paper copy of the application.

APPLICATIONS

The LCCTC application is available online at <https://www.schoolcafe.com/LancasterCountyCTC>. This application should be completed prior to the first day of school.

If you are applying for free or reduced meals, **YOU MUST SUBMIT TWO APPLICATIONS** – one to LCCTC and one to your child's sending school. **There is potential for changes in scheduling at the CTC and at your child's sending school due to the COVID pandemic so it is especially important that you fill out both applications. Doing so will ensure that your child will receive free or reduced meals regardless of their location.** If your child's sending school uses the same online application process, you will have to create a separate login for LCCTC with a different email address.

When creating an account on SchoolCafé, make sure to register using **"LANCASTER COUNTY CTC"** as the school district, **NOT YOUR CHILD'S SENDING SCHOOL.**

PAYMENTS

A Point-Of-Sale system is used for meal sales. Students are required to use their student ID to access their account. Money may not be removed from the account after it is deposited. Any remaining cash balance above \$5.00 will be refunded at the end of the school year. LCCTC provides several options for

depositing money into the student lunch account. Please see the Payment Options section for additional details.

If your child's sending school uses SchoolCafé for their cafeteria accounts, the money in your sending school account does not transfer over to LCCTC. You will need to deposit money into the new account that you created, listing Lancaster County CTC as the school district.

PAYMENT OPTIONS

LCCTC will accept payments to your child's lunch account via cash, check, or an online payment system. Due to social distancing guidelines, there are likely to be potential changes to how lunch is served and where students eat. Therefore, students are encouraged to pay online or bring their payments to the cafeteria in the morning. Limiting cash transactions during lunch will help speed up the lunch process as well as reduce exchanges between staff and students.

- **ONLINE PAYMENT**
 - You can deposit up to \$100 into your child's lunch account at <https://www.schoolcafe.com/LancasterCountyCTC>. This website is the same site used to complete a Free & Reduced Meal Application. Each time a deposit is made, a convenience fee of \$1.95 will be added to the total transaction. Even if you choose not to make payments online, you can still create a login to view your child's purchase history, check the balance on the account, and set reminder emails to notify you of a low balance.
- **PAYMENTS WITH CASH OR CHECK**
 - Prepayments for meals can be accepted in cash using the deposit envelopes available in the cafeteria. It is important to clearly write the student's name, student ID, and class on the envelope, along with the amount enclosed. If paying with checks, your check should be made payable to "Lancaster County CTC Cafeteria" with the student's first and last name on the memo line.
- **NON-SUFFICIENT FUNDS**
 - There is a \$15 charge for any checks that are returned by the bank. Your child's account will be debited for the bank fee plus the amount of the original check. The person who signed the check will be notified of the NSF issue with a letter.

Questions on Menus, Allergies, Operations, Applications, and Payments: Lexi Hohl, Food Service Director, Hohl@lancasterctc.edu, 717-575-0118