

INFORMATION SPECIFIC TO THE LANCASTER COUNTY CTC LUNCH PROGRAM

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

Student lunches at Lancaster County CTC (LCCTC) cost \$3.25. Reduced price is \$0.40 for lunch. We do not offer breakfast at the CTC. Your child should consider eating breakfast at their sending school prior to arriving at LCCTC.

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. 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**. The LCCTC student ID number is needed to register on SchoolCafe.

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 \$3.00 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. The LCCTC student ID number is needed to register on SchoolCafe.

LUNCH CHARGES

School policy states that no student will be denied a meal. Students are only permitted to charge a complete school meal. Students may not charge a la carte items. The meal will be charged to the student's lunch account with the expectation that the meal(s) will be paid for the following day or at a later time. If an LCCTC student owes money for charged lunches, he/she will not be permitted to purchase a la carte or extra items until the lunch charge is paid in full. Parents will be contacted when their student's lunch account becomes negative. LCCTC will communicate discreetly with students and their families to insure a student's lunch account remains in a positive balance and all students are given every opportunity to enjoy a healthy lunch each day they attend school.

WHAT IS A MEAL?

A complete school meal provides your child with foods meeting the Dietary Guidelines and Healthy, Hungry Free Kids Act of 2010. Students are offered the following food components: Meat/Meat Alternate, Grains, Vegetables, Fruit, and Milk. Meals are priced as a unit. Students may elect as few as three components, one of which **MUST** be a ½ cup serving of vegetable or fruit.

PAYMENT OPTIONS

LCCTC will accept payments to your child's lunch account via cash, check, or an online payment system.

- **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 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**

- For any checks that are returned by the bank, your child's account will be debited for the amount of the original check. The person who signed the check will be notified of the NSF issue with a letter.

Restrictions & Allergies

Purchase restrictions and food allergies can be communicated to the food service department.

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



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

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

Dear Parent/Guardian:

Children need healthy meals to learn. **Lancaster County CTC (LCCTC)** offers healthy meals every school day. Lunch costs **\$3.25**. **Your child(ren) may qualify for free meals or for reduced price meals.** Reduced price is **\$.40** for lunch. This packet includes an application for free and reduced price meal benefits, and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

If you have received a **NOTICE OF DIRECT CERTIFICATION** letter 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 OR SPECIAL MILK?

- All children in households receiving Supplemental Nutrition Assistance Program (SNAP) (formerly the Food Stamp Program) or Temporary Assistance for Needy Families (TANF) benefits are eligible for free meals.
- Foster children who 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.

INCOME ELIGIBILITY REDUCED PRICE GUIDELINES JULY 1, 2023-JUNE 30, 2024					
Family Size	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	\$26,973	\$2,248	\$1,124	\$1,038	\$519
2	\$36,482	\$3,041	\$1,521	\$1,404	\$702
3	\$45,991	\$3,833	\$1,917	\$1,769	\$885
4	\$55,500	\$4,625	\$2,313	\$2,135	\$1,068
5	\$65,009	\$5,418	\$2,709	\$2,501	\$1,251
6	\$74,518	\$6,210	\$3,105	\$2,867	\$1,434
7	\$84,027	\$7,003	\$3,502	\$3,232	\$1,616
8	\$93,536	\$7,795	\$3,898	\$3,598	\$1,799
Each additional family member add:	+\$9,509	+\$793	+\$397	+\$366	+\$183

- 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, call or email **[school, homeless liaison, or migrant coordinator]**.
- 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. You may request a paper application from the school at any time. Return the completed application to: **Maddy Klufkee, 1730 Hans Herr Drive, Willow Street, PA 17584, 717-464-7050 ext. 7154, mklufkee@lancasterctc.edu**.
- 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 read the letter you received carefully and follow the instructions. If any children in your household were missing from your eligibility notification letter, contact **Maddy Klufkee, 1730 Hans Herr Drive, Willow Street, PA 17584, 717-464-7050 ext. 7154, mklufkee@lancasterctc.edu** 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/LancasterCountyCTC>** or visit the PA Department of Human Services website at **www.compass.state.pa.us**.
- 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 30 operating school 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.
- I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Send in 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 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/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: **Alexis Hohl, 1730 Hans Herr Drive, Willow Street, PA 17584, 717-464-7050 ext.7084, hohl@lanasterctc.edu**.
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 \$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.
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, write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. 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 and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, or receive Family Subsistence Supplemental Allowance payments, 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. Any additional combat pay resulting from deployment is also excluded from income.
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. Contact **Maddy Klufkee, 1730 Hans Herr Drive, Willow Street, PA 17584, 717-464-7050 ext. 7154, mklufkee@lanasterctc.edu** to receive a second application.
16. 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 www.compass.state.pa.us, contact your local county assistance office, or call 1-800-692-7462.

If you have other questions or need help, call **717-464-7040**.

Sincerely,

Alexis Hohl
Food Service Director

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/ad-3027.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.

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.