LANCASTER COUNTY CAREER & TECHNOLOGY CENTER

INFORMATION SPECIFIC TO THE LANCASTER COUNTY CTC LUNCH PROGRAM
2025-2026 School Year

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

The Lancaster County CTC Food Service Department serves lunch for our full day and afternoon Intro programs. Students attending the morning Intro programs will eat at their sending school. We do not offer breakfast at the CTC. Your child should eat breakfast at their sending school prior to arriving at LCCTC.

APPLICATIONS

The LCCTC free/reduced 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. Free/reduced meal applications aren't shared between schools. If a student's sending school is a school that has CEP status (in which all students automatically receive free lunch), that designation stays at the sending school and the free meal status doesn't follow wherever the student goes (In this case CTC).

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

Prepayments for meals can be paid at the CTC cafeteria with cash or checks. In addition, payments can be made into your student's lunch account using http://www.schoolcafe.com/LancasterCountyCTC. Money may not be removed from the account after it is deposited. Any remaining cash balance will be refunded at the end of the school year. An app is available for download on your phone. Payments can be made from the app or from the website.

Each time a deposit is made, a convenience fee of $1.95 will be added to the total transaction. **If your child's sending school uses SchoolCafé, you will need to create a separate login for your student's LCCTC lunch account.** In order to create a new account, you will have to register using a separate email address. Keep in mind if you have money on your child's lunch account at their sending school, these funds will not be transferred to the CTC.

LUNCH CHARGES

School policy states that no student will be denied a meal. Students are only permitted to charge one (1) 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 via mailed notices as well as email notices. 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.

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.

ADMINISTRATIVE OFFICES
1730 Hans Herr Drive, Willow Street, PA 17584 • office: 717.464.7050

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PAYMENT OPTIONS, continued

- **PAYMENTS WITH CASH OR CHECK**
    - o 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**
    - o 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.

FREE AND REDUCED APPLICATION PROCESS

You will need to submit a new Free & Reduced Application each year.

Because your child is enrolled at the CTC, *you must submit TWO applications – one with the CTC and one with the sending school*.

The LCCTC application will be available online at http://www.schoolcafe.com/LancasterCountyCTC after August 1. Your student will have a 30-day grace period at the beginning of the school year, based on the free/reduced application received the previous school year from the sending school.

SPECIAL DIETARY NEEDS

LCCTC will be able to provide dietary substitutions for disabling conditions only with a signed "Medical Plan of Care" form. These forms are available online at http://www.lancasterctc.edu, under Current Services → Food Services → Bottom of the page→ Under Helpful Links. They must be signed by a recognized medical authority. Any non-disabling dietary needs will be reviewed and substituted at the discretion of LCCTC. If you have any questions, please reach out to Brice Remp, Food Service Director, bremp@lancasterctc.edu, 717.575.0118

Sincerely,

Brice Remp
Food Service Director,
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Bremp@lancasterctc.edu