PICKERINGTON LOCAL SCHOOLS

Mealtime Messenger

2014 - 2015 SCHOOL YEAR

ALL THE INFORMATION YOU WILL EVER NEED TO KNOW ABOUT BUYING MEALS AT SCHOOL.

Judy Riley - Food Service Director
Ginny Duemmel - Assistant Food Service Director
Debbie Reisiger - Food Service Secretary

Offering
* Easy Pre-Payment Options (Cash, Check, Debit or Credit Card)
* Detailed History of Student Purchases
* Questions and Answers

Featuring
* Cycle Menu for All K thru 6 Schools
* Nutritional Information for Menu Items
* Daily Offering of Fruits and Vegetables
* Whole Grains offered daily

Encouraging
* Good Nutrition
* Good Food Choices
* Good Assortment of Variety
Providing Meals in a Safe, Sanitary and Cost Effective Manner

About Our Food Services

* Each kitchen manager, along with second in command has received the Serve Safe Certification which is accredited by the American National Standards Institute - Conference for Food Protection.

* Each Food Service employee is properly trained in basic food sanitation. Yearly training with our school nurse is also held and topics such as: food allergies, basic first aid training, carbohydrate counts relating to diabetic students, as well as other necessary information is shared.

* Implement safety and sanitation standards that are in compliance with the Fairfield and Franklin County Health Department and the Ohio Department of Health.

* Distribute lunch and breakfast menus to students that meet the nutritional requirements of the Federal Guidelines of the National School Lunch Program.

* Manage the annual food service budget and maintain the fiscal responsibility.

* Cater special events, including extra curricular activities to students, staff and provide parent luncheons.

* Serve breakfast at the following schools: Diley, Harmon, Tollgate Middle, Tusking, Fairfield, Heritage, Pickerington, Ridgeview and Central

* Healthy nutritious choices at all buildings served daily; whole grains, fresh fruits and vegetables, fresh made salads and wraps, as well as other healthy choice options.

* Additional choice entrees are available at the elementary and middle school level.

* Continue to have available the nutritional information for school menus. Ingredient information can be available upon request.

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Pickerington Local Schools Strives to provide safe, nutritious food. However, we cannot guarantee trace amounts of potential allergens not listed on food labels for sensitive individuals. Special Dietary & Allergy Needs please fill out the Eating & Feeding Evaluation: Children with Special Needs Form that is available on the Food Service Web site found at www.pickerington.k12.oh.us or call our office at 614-833-3645
The Pickerington Local School District has a computerized point-of-sale (POS) system that makes paying for meals **SO MUCH EASIER!**

<table>
<thead>
<tr>
<th>Benefits of Using the Point-of-Sale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff and students receive faster service in check out lines.</td>
</tr>
<tr>
<td>Send lunch money by the week or month.</td>
</tr>
<tr>
<td>Full-pay, Reduced, and Free Meal accounts are all handled in the same manner.</td>
</tr>
</tbody>
</table>

Detailed information and lunch account reports are available to families at [www.MyPaymentsPlus.com](http://www.MyPaymentsPlus.com) or calling 1-866-711-7341.

**What if someone accidentally enters a wrong number?**

Every time an account is accessed, the student name and photo (if taken) will appear on the screen. The cashier will say, "Thank you, (name)." If needed, a correction is immediately made. If a number is used more than once, a special message alerts the cashier.

**Why should I be interested in this system? My child never eats in the cafeteria OR I prefer to send cash like I have in the past.**

It is there if or when you need it.

**How can I pre-pay money on my student’s account?**

There are three convenient ways to do this. You can send money to school, or you can add money to the lunch account through [www.MyPaymentsPlus.com](http://www.MyPaymentsPlus.com), or you can call 1-866-711-7341. Please note that there is a $2.00 fee to make a financial transaction. All other features are free.

**May I send money for more than one child if they are in different school buildings?**

No, if your children attend different schools you must send a separate check to each school. The only way to add money to all of your children’s accounts at one time is through the Mealpayplus system. Checks sent to school should be payable to Pickerington School Food Service. Be sure their name and pin number are written in the memo section of the check. **NO STARTER CHECKS!!!**

**May my child continue to pay cash for meals?**

Yes. We **cannot be responsible for lost cash. Also, we cannot accept foreign coins due to the fact that our bank does not accept them.**

**May anyone use my child’s lunch account such as a brother or sister?**

No. Only the person to whom the account has been assigned may use the account.

**What if my child still has money in their account at the end of the school year?**

We will carry your child’s balance to the next school year. Should a student move out of the school district or graduate, any amount over $5.00 will be refunded in the form of a check if so requested.
How can I find out if the lunch account is getting low on funds or has a negative balance?

You can log into www.MyPaymentsPlus.com or call 1-866-711-7341 and use your student’s pin number to get a balance. Letters are sent home with elementary students when they have a negative balance.

What happens when the account has a negative balance?

Negative balance notices are sent home with elementary children weekly. Balances may also be checked at any time at www.MyPaymentsPlus.com or by calling 1-866-711-7341. You will need your student’s pin number to check balances. While high school, junior high and middle school students are not permitted to charge, children in grades 1 thru 4 may charge up to $7.05 which is equal to 3 lunches. No extra items may be charged and no breakfast may be charged. When the student has reached the charge limit of $7.05, meals may be denied.

PLEASE SEE NOTICE ON BACK PAGE REGARDING CHARGING LUNCHES DURING THE LAST TWO WEEKS OF SCHOOL.

Can I send one check for lunch and any other fees or activities?

No. It is necessary that lunch money be kept separate from other school funds. We cannot separate other types of fees i.e. bookfair, school fees, athletic fees, etc. from the lunchroom account. Also, we cannot give change from checks made out to Food Service for such fees.

Can my child get cash back?

Change will not be given back to students in elementary and middle schools. Any cash back will accumulate in the lunch account for later use. No change will ever be given back from a check, nor will we cash a check for other use. We will not take money from an account for other purposes.

How can I make sure my child is eating only a lunch each day and not buying extras?

Our point of sale system has two types of accounts. The meal account allows a child to buy only one student lunch each day. Any extras would have to be paid for in cash from the student. The general account allows the student to buy lunches and extra items. You may request to have all money put into one of the accounts or you may divide it between the two accounts to allow your student to purchase extras. Money cannot be switched from one type of account to another unless the parent contacts the Food Service Office at 614-833-3645.

What if my child’s account shows a meal was eaten when I know that I packed a lunch?

There have been some instances of hungry, growing kids who have eaten their home-packed lunch on the bus or on the way to school. If the school is offering a popular menu for lunch, the child may be tempted to have lunch at school instead of eating a packed lunch. Personnel in the Food Service Office will gladly research any purchases you question.

What if I have a question regarding my child’s account or account balance?

You may call the Food Service Office at 614-833-3645. We will make every effort to answer your question at that time. If we need to do further research we will return your call in a timely manner. For account balances please call 1-866-711-7341. You will need your student’s pin number.

When may I start putting money into my child’s account?

Prepayments with checks, credit cards and debit cards may be placed on a student’s lunch account beginning Friday August 1, 2014. Simply log onto www.MyPaymentsPlus.com or call 1-866-711-7341.

Do I have to make a payment in order to use MyPaymentsPlus?

No. Besides making payments, MyPaymentsPlus may also be used to track your child’s spending, get account balances, and set up low balance email notifications. It is suggested that you set this threshold at $10.00.

What happens if I have a check returned by my bank to Food Service?

If a check you write for your child’s lunch account is returned by the bank for any reason, the amount of the check plus a $10.00 returned check fee will be deducted from your child’s lunch account. The returned check will be sent back to the household. Note: this could possibly put the student’s lunch account into a negative balance and affect their ability to receive a lunch.

I have concerns about my child’s food allergies. Is there a way to be sure my child does not eat something that may be harmful?

Yes. Our POS system allows for message alerts to notify cashiers of special or specific circumstances involving students. Please fill out the Eating and Feeding Evaluation Children With Special Needs form and return it to the Food Service Department. Form located in this book and on the District website: www.pickerington.k12.oh.us under forms.
**FIGURE 1. EATING AND FEEDING EVALUATION: CHILDREN WITH SPECIAL NEEDS**

<table>
<thead>
<tr>
<th>PART A</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student’s Name</strong></td>
<td></td>
<td><strong>Age</strong></td>
</tr>
<tr>
<td><strong>Name of School</strong></td>
<td><strong>Grade Level</strong></td>
<td><strong>Classroom</strong></td>
</tr>
<tr>
<td>Does the child have a disability? If Yes, describe the major life activities affected by the disability.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Does the child have special nutritional or feeding needs? If Yes, complete Part B of this form and have it signed by a licensed physician.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>If the child is not disabled, does the child have special nutritional or feeding needs? If Yes, complete Part B of this form and have it signed by a recognized medical authority.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>If the child does not require special meals, the parent can sign at the bottom and return the form to the school food service.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PART B**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>List any dietary restrictions or special diet.</td>
<td></td>
</tr>
<tr>
<td>List any allergies or food intolerances to avoid.</td>
<td></td>
</tr>
<tr>
<td>List foods to be substituted.</td>
<td></td>
</tr>
<tr>
<td>List foods that need the following change in texture. If all foods need to be prepared in this manner, indicate “All.”</td>
<td></td>
</tr>
<tr>
<td>Cut up or chopped into bite size pieces:</td>
<td></td>
</tr>
<tr>
<td>Finely ground:</td>
<td></td>
</tr>
<tr>
<td>Pureed:</td>
<td></td>
</tr>
<tr>
<td>List any special equipment or utensils that are needed.</td>
<td></td>
</tr>
<tr>
<td>Indicate any other comments about the child’s eating or feeding patterns.</td>
<td></td>
</tr>
</tbody>
</table>

| **Parent’s Signature** |  | **Date:** |
| **Physician or Medical Authority’s Signature** |  | **Date:** |
## FIGURE 2. INFORMATION CARD

<table>
<thead>
<tr>
<th>Student’s Name</th>
<th>Teacher’s Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Special Diet or Dietary Restrictions**

**Food Allergies or Intolerances**

**Food Substitutions**

**Foods Requiring Texture Modifications:**

Chopped:

Finely Ground:

Pureed or Blended:

**Other Diet Modifications:**

**Feeding Techniques**

**Supplemental Feedings**

**Physician or Medical Authority:**

Name

Telephone

Fax

**Additional Contact:**

Name

Telephone

Fax

**School Food Service Representative/Person Completing Form:**

Title

Signature

Date:
ATTENTION !!!

ELEMENTARY SCHOOL STUDENTS
May charge up to $7.05 or the equivalent of three student lunches. After charging $7.05, students will be denied a student lunch.

MIDDLE, JUNIOR, AND HIGH SCHOOL STUDENTS
Absolutely no charging of lunches is allowed. You must have money to receive a meal.

IMPORTANT
During the last two weeks of school, no charging of any meals will be allowed. If your student has a negative balance, or a balance not high enough to cover the cost of a lunch, the balance will need to be paid or increased prior to the student receiving lunch.

Use www.MyPaymentsPlus.com or call 1-866-711-7341 if you need to know the balance in your student's lunch account. You may also check the status of your Free/Reduced Lunch application by calling 1-866-711-7341.
MyPaymentsPlus &
Pickerington School
Food Service
Making Life a Whole Lot Easier

With MyPaymentsPlus.com, you can:
- View your child’s account balance online, anytime
- Quickly make payments toward your student’s meals (auto-pay also available)
- See what your child is purchasing in the cafeteria
- Set up low balance email reminders

MyPaymentsPlus has many other benefits:
- Speeds up serving lines in the cafeteria, providing more time for students to eat their meals
- Eliminates the worry of lost or forgotten lunch money
- Ensures that your student will receive a nutritious meal

Parents are encouraged to create a FREE account at: www.MyPaymentsPlus.com

Signing up is FREE and easy!
- Visit www.MyPaymentsPlus.com or call: (866) 711-7341
- Click “Register a FREE account” and follow the simple onscreen instructions
- Add your student by using their Student ID number

With the MyPaymentsPlus mobile app, you can make payments and check balances on-the-go!
# PLAN AHEAD CHART

## 2014-2015 SCHOOL YEAR

**Information to Assist Parents in Calculating Pre-Payments for Students’ Meal Accounts**

<table>
<thead>
<tr>
<th>Month</th>
<th>Number of Days</th>
<th>Elem Lunch</th>
<th>Elem Breakfast</th>
<th>Middle Lunch</th>
<th>Middle Breakfast</th>
<th>Junior High Lunch</th>
<th>Junior High Breakfast</th>
<th>High Lunch</th>
<th>High Breakfast</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug/Sept</td>
<td>33</td>
<td>$77.55</td>
<td>$49.50</td>
<td>$87.45</td>
<td>$49.50</td>
<td>$87.45</td>
<td>$49.50</td>
<td>$87.45</td>
<td>$49.50</td>
</tr>
<tr>
<td>October</td>
<td>22</td>
<td>$51.70</td>
<td>$33.00</td>
<td>$58.30</td>
<td>$33.00</td>
<td>$58.30</td>
<td>$33.00</td>
<td>$58.30</td>
<td>$33.00</td>
</tr>
<tr>
<td>November</td>
<td>17</td>
<td>$39.95</td>
<td>$25.50</td>
<td>$45.05</td>
<td>$25.50</td>
<td>$45.05</td>
<td>$25.50</td>
<td>$45.05</td>
<td>$25.50</td>
</tr>
<tr>
<td>December</td>
<td>14</td>
<td>$32.90</td>
<td>$21.00</td>
<td>$37.10</td>
<td>$21.00</td>
<td>$37.10</td>
<td>$21.00</td>
<td>$37.10</td>
<td>$21.00</td>
</tr>
<tr>
<td>January</td>
<td>18</td>
<td>$42.30</td>
<td>$27.00</td>
<td>$47.70</td>
<td>$27.00</td>
<td>$47.70</td>
<td>$27.00</td>
<td>$47.70</td>
<td>$27.00</td>
</tr>
<tr>
<td>February</td>
<td>19</td>
<td>$44.65</td>
<td>$28.50</td>
<td>$50.35</td>
<td>$28.50</td>
<td>$50.35</td>
<td>$28.50</td>
<td>$50.35</td>
<td>$28.50</td>
</tr>
<tr>
<td>March</td>
<td>20</td>
<td>$47.00</td>
<td>$30.00</td>
<td>$53.00</td>
<td>$30.00</td>
<td>$53.00</td>
<td>$30.00</td>
<td>$53.00</td>
<td>$30.00</td>
</tr>
<tr>
<td>April</td>
<td>18</td>
<td>$42.30</td>
<td>$27.00</td>
<td>$47.70</td>
<td>$27.00</td>
<td>$47.70</td>
<td>$27.00</td>
<td>$47.70</td>
<td>$27.00</td>
</tr>
<tr>
<td>May</td>
<td>16</td>
<td>$37.60</td>
<td>$24.00</td>
<td>$42.40</td>
<td>$24.00</td>
<td>$42.40</td>
<td>$24.00</td>
<td>$42.40</td>
<td>$24.00</td>
</tr>
<tr>
<td><strong>Total for Year</strong></td>
<td><strong>177</strong></td>
<td><strong>$415.95</strong></td>
<td><strong>$265.50</strong></td>
<td><strong>$469.05</strong></td>
<td><strong>$265.50</strong></td>
<td><strong>$469.05</strong></td>
<td><strong>$265.50</strong></td>
<td><strong>$469.05</strong></td>
<td><strong>$265.50</strong></td>
</tr>
</tbody>
</table>

### Full Pay Lunch Prices
- Elementary: $2.35
- Middle: $2.65
- Junior High: $2.65 and up
- High: $2.65 and up

### Reduced Lunch Prices
- All Schools: $0.40

### Full Pay Breakfast Price
- Applicable Schools: $1.50

### Reduced Breakfast Price
- Applicable Schools: $0.30

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### DIFFERENCE BETWEEN MEAL ACCOUNT AND GENERAL ACCOUNT

If money is placed in your student's MEAL account, then your student may only receive 1 lunch and 1 breakfast (where applicable) per day.

If money is placed in your student's GENERAL account, then your student may purchase any food items that are available.

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### Additional Pricing for Extra Menu Items Purchased

<table>
<thead>
<tr>
<th>Item</th>
<th>Extra Entrée</th>
<th>Extra Milk</th>
<th>Extra Side Dish</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price</td>
<td>$1.60</td>
<td>$0.50</td>
<td>$0.75</td>
</tr>
<tr>
<td></td>
<td>$1.25</td>
<td>$0.50</td>
<td>$0.75</td>
</tr>
<tr>
<td></td>
<td>$1.85</td>
<td>$0.50</td>
<td>$0.75</td>
</tr>
<tr>
<td></td>
<td>$1.25</td>
<td>$0.50</td>
<td>$0.75</td>
</tr>
<tr>
<td></td>
<td>$2.00</td>
<td>$0.50</td>
<td>$0.75</td>
</tr>
<tr>
<td></td>
<td>$1.50</td>
<td>$0.50</td>
<td>$0.75</td>
</tr>
<tr>
<td></td>
<td>$2.00</td>
<td>$0.50</td>
<td>$0.75</td>
</tr>
</tbody>
</table>

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Due to the wide variety of meal and a la carte options it is suggested that parents review the choices with their students and discuss a daily spending limit for breakfast and lunch. The spending limit times the number of days per month can serve as the guideline for weekly or monthly pre-payments.

**PLEASE REMEMBER NO CHARGING OF MEALS IS ALLOWED FOR MIDDLE, JUNIOR HIGH AND HIGH SCHOOL STUDENTS.**
Congress passed the Healthy Hunger Free Kids Act last year. As a result, USDA has released new nutritional meal requirements that all districts must follow. These new federal rules are mandated for the 2014-2015 school year. PLSD Food Service has been proactive by gradually making many of these changes to offer healthier lunches to our students. A meal consists of a meat or meat alternate, bread, fruit, vegetable, and milk. A student may select all 5 items, however, they may choose at least 3 of the 5 items one of which must be a vegetable or fruit.

An elementary, middle, or junior high student may purchase a la carte items for an additional charge only if he/she has purchased a student lunch first. Also, no extra items can be charged. A student must have money in their account or cash for a la carte items.

NEW REQUIREMENTS FOR SCHOOL BREAKFAST

**Breakfast Meal Pattern**

<table>
<thead>
<tr>
<th>Food Item</th>
<th>K-5</th>
<th>6-8</th>
<th>9-12</th>
<th>K-12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fruit</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Juice or Vegetable, cup</td>
<td>5 (1)</td>
<td>5 (1)</td>
<td>5 (1)</td>
<td>5 (1)</td>
</tr>
<tr>
<td>Grain, oz, eq. *</td>
<td>7 (1)</td>
<td>8 (1)</td>
<td>9 (1)</td>
<td>9 (1)</td>
</tr>
<tr>
<td>Milk, cup</td>
<td>5 (1)</td>
<td>5 (1)</td>
<td>5 (1)</td>
<td>5 (1)</td>
</tr>
<tr>
<td>M/MA, oz. ** (optional)</td>
<td>Count as second grain component after 1 oz. grain offered or EXTRA</td>
<td>Count as second grain component after 1 oz. grain offered or EXTRA</td>
<td>Count as second grain component after 1 oz. grain offered or EXTRA</td>
<td>Count as second grain component after 1 oz. grain offered or EXTRA</td>
</tr>
<tr>
<td>Calories</td>
<td>350-500</td>
<td>400-550</td>
<td>450-600</td>
<td>450-500</td>
</tr>
<tr>
<td>Sodium (mg)</td>
<td>≤ 540</td>
<td>≤ 600</td>
<td>≤ 640</td>
<td>≤ 540</td>
</tr>
</tbody>
</table>

* All grains must be whole grain-rich
* Grain daily and weekly minimums must be met
** Cannot serve only 2 M/MA; at least one Grain must be offered

Breakfast can be purchased for $1.50 at the following buildings: Diley, Harmon, Tollgate Middle, Fairfield, Heritage, Pickerington, Tussing, Lakeview, Ridgeview, and Central High School.
ATTENTION

During the last two weeks of school, our charge procedures change in order for us to close out for the year. Please be aware that if your elementary student has a negative balance, or less than $2.35 they will only receive a cheese sandwich and juice. No student will be allowed to receive a full student lunch if they do not have enough money, either in their account or cash or money order to pay for the meal. We will not accept personal checks during the last 2 weeks of school. Please take time to check on your child’s account balance through www.MyPaymentsPlus.com or by calling 1-866-711-7341 to insure that your child received their lunch. Grade cards may be held for any students with negative balances.
EASY WAYS TO PAY FOR MEALS!

MyPaymentsPlus.com
Making LIFE a whole lot EASIER

Download our free mobile app on your smart phone today!
* Available now for Android and iPhone/iPad!

Give cash or check payable to Pickerington School Food Service. Put student pin in

FREE & REDUCED PRICE LUNCH APPLICATION
IS AVAILABLE AT EACH SCHOOL. APPLICATIONS MAY ALSO BE FILLED OUT AND SUBMITTED ONLINE AT https://onlineapps.pickerington.k12.oh.us
ONLY ONE APPLICATION IS NEEDED PER FAMILY - NEW APPLICATION MUST BE SUBMITTED EACH YEAR FOSTER STUDENTS NEED THEIR OWN SEPARATE APPLICATION CALL 1-866-711-7341 TO CHECK STATUS OF APPLICATION

LUNCH INFORMATION

Pickerington Local Schools
Food Service Department
300 Opportunity Way
Pickerington, OH 43147

FOR THE NEW SCHOOL YEAR!