

Cupertino Union School District
COMPUTERIZED LUNCH PROCEDURES FOR MIDDLE SCHOOL STUDENTS
2009–2010

A wide variety of nutritional snack items is available for purchase daily at the cafeteria and from campus food carts. Traditional school lunches are available daily, which include a choice of hot entrees, fruits and vegetables from a self-serve salad bar, and milk. The school lunch menus meet federal and state requirements for a nutritionally adequate meal. School lunches are priced at \$2.75 for full paid and 40 cents for reduced price. Menus are posted at the schools and on-line and are subject to change.

The financial status of the Student Nutrition Services Program is influenced by funding and food subsidization at the federal and state levels along with other factors. The volume of meals and snacks served play an important part in maintaining stable prices. Snack food and school lunch prices are reviewed periodically to determine if price increases are warranted. We exercise every effort to maintain the lowest prices possible.

Applications for free and reduced price school meals are available at your school office, on our district [web site](http://cupertino.ca.campusgrid.net/home/Business+Services/Student+Nutrition+Services) at <http://cupertino.ca.campusgrid.net/home/Business+Services/Student+Nutrition+Services> or at the District Student Nutrition Services Office. If you feel your child(ren) is eligible for such meals, please submit a complete application to the school. Free and reduced price meals are available daily. Students with an approved application on file for the previous school year may receive lunches based on that application through September 30, 2009. A new application must be submitted and approved in order for students to receive free and reduced price lunches after that date.

In order for the program to operate effectively, it is imperative that the following procedures be followed.

- A. Students are issued confidential student personal identification numbers (PIN) by the school cafeteria supervisor and do not change unless a student moves to a new school or the parent requests a new PIN for security reasons. Student account balances of money will transfer with students to their new school within CUSD. The PIN number is used by the student every time he/she selects a school lunch or other food or beverage. Students punch their PIN's into a computerized keypad located at the cafeteria speed lines or salad bar area.
- B. The cafeteria speed lines and salad bar lunch areas are "cashless" requiring that students prepay by cash, check or credit card (online at www.PayPAMS.com or by phone at 1-888-994-5100. There is a \$1.95 charge per transaction.). Please allow three days for credit card transactions to take effect. One month of regular lunches is about \$65. Include additional money for your child to purchase morning brunch foods and beverages. Pre-pay monthly for meals or other purchases. **Checks payable to "CUSD Student Nutrition Services" should list the student's last name as registered in the school and PIN number** for proper credit. Returned checks from the bank have a service charge of \$12.50 per returned check. Snack foods and beverages may be purchased with cash daily from the campus food cart located near the cafeteria. However, the speed lines and salad bar areas are strictly "no cash" lines in order to expedite service. Checks or cash should be placed in blue pre-payment envelopes.
- C. Envelopes are available in the cafeteria and school office for parents to send pre-payment checks or cash for student lunches. Envelopes filled out with the student's first and last name, amount of money enclosed, and Personal Identification Number (PIN) must be returned to the school cafeteria. Parents are encouraged to pay for a month or several

months at a time to help speed up cafeteria lines. Prepaid lunches or money on a student's individual account cannot be used by more than one child in a family. Money on a student's account may be refunded or transferred to another student account by parent/guardian request only.

- D. The current full paid price for a complete lunch which includes milk is \$2.75 and reduced price is 40 cents. The prices for additional snack food items or beverages at brunch and lunch vary and are posted at the cafeterias.
- E. Students may charge for a regular lunch one time, but may not charge again until the previous charge is paid.
- F. Bag lunches are available for field trips by ordering through the cafeteria 7 days in advance of trip.

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Refer questions to: Tish Litchfield, Student Nutrition Services Manager, (408) 252-3000, Extension 302.