



# HERMITAGE

SCHOOL DISTRICT

**Cafeteria Office**  
Hickory High School  
640 North Hermitage Road  
Hermitage, PA 16148-3318  
Telephone: 724.981.8750 ext. 1800  
Website: [www.hermitage.k12.pa.us](http://www.hermitage.k12.pa.us)

## Hermitage School District

### Cafeteria Services

Welcome to the Hermitage School District!! The following is a guideline of our District's cafeteria program. If you ever have questions regarding the cafeteria services please contact the District's Food Service Director, Adam Reagle at 724-981-8750 ext 1800 or by email at [adam\\_reagle@hermitage.k12.pa.us](mailto:adam_reagle@hermitage.k12.pa.us).

#### Student ID:

Once a student is registered they will receive a student ID. This ID will stay the same throughout their time here at Hermitage School District. Our cafeterias' use a point of sales (POS) system to track purchased meals, as well as, student balances. When purchasing breakfasts, lunches, milk and/or ala carte items, students in grades 4 through 12 input their ID's into the keypads at the registers to charge directly to their account. Obviously, these ID numbers should be kept private and not given out to anyone.

In grades K-3, we do not expect students to remember their ID's; therefore, we use name and picture matching. The students in these grades enter the cafeteria food line by classrooms and the students give their name to the cashier. The cashier utilizes a class roster to match the name with student's picture in the point of sales system to charge purchases to their accounts.

#### [www.myschoolbucks.com](http://www.myschoolbucks.com)

Parents may utilize this site for online account management and to make deposits. Signing up for this site is free and the following services are provided at no charge. The ability to:

- Check your child's balance at anytime.
- Look back at 30 days of transactions to see your child's purchases.
- Set up an email notification to alert you when your child's account reaches a specific dollar amount.

You may also choose to utilize this site to make deposits directly into your child's account. Please note that there is a \$1.95 convenience fee **charged by this site** per transaction. The District does not profit from this fee.

### **Other Account Payment Options:**

Grades K-7 - place a check or cash into an envelope with your child's first and last name and student ID written on it. Have your child either give the envelope to their teacher or drop it off in the office of their building. Envelopes are picked up once a day around 10:00 a.m. and funds are entered into student's account that day. Envelopes dropped off after 10:00 a.m. will not be picked up nor credited to the student's account until the next day. Cash sales are not permitted at the registers.

Grades 8-12 - deposits may be made at the register during the student's lunch period. Cash sales are permitted at the High School level.

### **Free/Reduced Priced Meals:**

You may apply for Free/ Reduced priced meals in the following ways.

1) Applications can now be filled out online at [www.paschoolmeals.com](http://www.paschoolmeals.com). You are required to create an account by entering an email address and creating a password. From there follow the instructions.

2) Paper applications are available as well at every office within the district from the beginning of July for the upcoming school year. They are also available under the Food Service section of the District's website. There will also be an application within the information that comes home the first day of school. Please follow the instructions given with the application and be sure to fill it out correctly. Applications not filled out completely and correctly cannot be processed; therefore, you will be responsible for your child's account. Once your application is processed you will receive a letter stating the results of your application.

3) You may also visit [www.compass.state.pa.us](http://www.compass.state.pa.us) to fill out the application electronically. Completed applications are emailed to the Food Service Director for processing. Once your application is processed you will receive a letter stating the results of your application.

4) Direct Certification. If your family receives any type of assistance from the government you may qualify for Direct Certification. Types of assistance include SNAP (Supplemental Nutrition Assistance Program), TANF (Temporary Assistance to Needy Families) or Medical Assistance. Families who qualify for Direct Certification also qualify to receive free meals. The district is required to upload our enrollment to the state, who returns a list of students that qualify. This upload is done multiple times throughout the school year. If your family does qualify a letter will be sent home stating that you have been approved for free meals and a paper application will not be required. You may opt to be taken off Direct Certification by contacting the food service director; your student would then be charged the full price for breakfast and lunch.

Approval for Free/Reduced priced meals is good for the entire school year and 30 operating days into the following school year. This 30 day grace period provides the opportunity for you to complete and submit a new application and for the District to process your application. Free/Reduced eligibilities do not carry over from school year to school year; new applications must be completed and submitted each year. Applications may be turned in at anytime during the school year. If you apply at the beginning of the school year and do not qualify, you may reapply if your income changes.

### **Account Balances:**

Because we feel that it is very important for each student to have the nutrition they need to perform in the classroom, the Hermitage School District will not deny any child a meal. With that being said, we ask that you keep your child's account from becoming negative. Students with negative balances may not purchase any ala carte items. Alternate meals are provided to High School students (grades 8-12) who have charged in excess of 3 meals. An alternate meal includes a cheese sandwich on wheat bread, fruit and/or vegetable, and milk. This meal is still charged to the student's account at the regular full meal price. Student's balances, either positive or negative carry over from year to year. Weekly automated calls are made to parents of students with balances of negative \$5.00 or more. Letters are also sent out periodically to notify parents of negative balances. The potential for legal action exists if a student's cafeteria balance is \$100.00 or more in the negative. If you ever have any questions or concerns regarding your student's balance or account please call the District's Food Service Director.

**Pricing & Meal Requirements:** These prices are subject to change annually.

#### Breakfast

- Full Paid Students (K-12)- \$0.75, Reduced & Free Students (K-12)- Free Breakfast

#### Lunch

- Artman Elementary - \$1.95
- Ionta Elementary & Delahunty Middle - \$2.05
- Hickory High School - \$2.25
- Reduced Students (K-12)- \$0.40

Due to the Healthy, Hunger Free Kids Act of 2010, the District must meet certain requirements set by the USDA. Meals are broken down into five components: Meat/Meat alternative, Whole Grains, Fruit, Vegetables, and Milk. Our district utilizes the Offer vs. Serve system. This means the students are given choices instead of having all five components put on a plate and given to them. However, under this system, students are required to take at least 3 of the 5 components, with one of those components being a fruit or vegetable. If students decide to not take these required components, we are required to charge the ala carte prices, which may become expensive. The USDA has also broken requirements down by grade groups. Within these grade groups there are requirements for calorie intake, sodium intake, ounce minimums on grains & meats, cup minimums for fruit & vegetables, and five different vegetable groups that need to be served weekly.