

USDA Non-Discrimination Statement

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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, audiotope, 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/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.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.

School District of West De Pere

School Nutrition Program

2023-2024

Please use this booklet to help you navigate the school nutrition program. See below for the topic you need to learn more about.



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Student Account System

The School District of West De Pere uses Meal Magic in all schools for students K-12, which is a **student** based account system.

Students will use their ID numbers to purchase meals at the schools. Kindergarten students will use a lunch card to purchase meals. Students in grades 1-4 will tell the cashier their name in order to purchase meals. Photos will display on the screen to verify that the correct student is being charged. Students in grades 5-12 may use their Student ID card or Student ID number to purchase a meal. Again, photos will display to verify that the student is using the correct card/ID number.

The student Power School ID number will be the student’s meal account number and will remain the same until the student has left the district.

How Can I Look Up a Balance?

Account balance information can be obtained online at **westdepere.familyportal.cloud**, by students as they pass through the lines for lunch, or by calling **920-337-1393 x8023 Monday – Friday from 7:45 am—3:30 pm**

Families may go online at **westdepere.familyportal.cloud** to set up low balance email reminders for their student’s accounts. Negative accounts without an email address will receive a nightly automated phone call until the balance is paid.

How Do I Make a Payment?

Deposits can be made to accounts by sending payments in any amount (**checks payable to *The School District of West De Pere*, and are preferable to cash for safety reasons**) in an envelope marked with the **Student Name and ID number** to the student’s school. Each school has a locked box in the office for students to deposit money. Our system withdraws money from the account on the same day it is received. **Payments can also be made online at westdepere.familyportal.cloud, mailed to, or dropped off at *The School District of West De Pere, 400 Reid Street, Suite W, De Pere, WI 54115.***

Breakfast

School Year 2023-2024

Grades K-4	\$2.00 daily/\$10.00 weekly
Grades 5-8	\$2.10 daily/10.50 weekly
Grades 9-12	\$2.20 daily/11.00 weekly
Reduced Meal	\$0.30 daily/\$1.50 weekly
½ Pint Milk	\$0.50 daily/2.50 weekly

Month	# of Days	K-4	5-8	9-12	Reduced
September	19	\$38.00	\$39.90	\$41.80	\$5.70
October	21	\$42.00	\$44.10	\$46.20	\$6.30
November	20	\$40.00	\$42.00	\$44.00	\$6.00
December	16	\$32.00	\$33.60	\$35.20	\$4.80
January	21	\$42.00	\$44.10	\$46.20	\$6.30
February	21	\$42.00	\$44.10	\$46.20	\$6.30
March	16	\$32.00	\$33.60	\$35.20	\$4.80
April	21	\$42.00	\$44.10	\$46.20	\$6.30
May	22	\$44.00	\$46.20	\$48.40	\$6.60
June	3	\$6.00	\$6.30	\$6.60	\$0.90

Yearly	180	\$360.00	\$378.00	\$396.00	\$54.00
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Payment Schedule

Lunch

Grades K-4	\$3.00 daily/\$15.00 weekly
Grades 5-6	\$3.50 daily/\$17.50 weekly
Grades 7-8	\$3.55 daily/\$17.75 weekly
Grades 9-12	\$3.70 daily/\$18.50 weekly
Reduced Meal	\$0.40 daily/\$2.00 weekly

Month	# of Days	K-4	5-6	7-8	9-12	Reduced
September	19	\$57.00	\$66.50	\$67.45	\$70.30	\$7.60
October	21	\$63.00	\$73.50	\$74.55	\$77.70	\$8.40
November	20	\$60.00	\$70.00	\$71.00	\$74.00	\$8.00
December	16	\$48.00	\$56.00	\$56.80	\$59.20	\$6.40
January	21	\$63.00	\$73.50	\$74.55	\$77.70	\$8.40
February	21	\$63.00	\$73.50	\$74.55	\$77.70	\$8.40
March	16	\$48.00	\$56.00	\$56.80	\$59.20	\$6.40
April	21	\$63.00	\$73.50	\$74.55	\$77.70	\$8.40
May	22	\$66.00	\$77.00	\$78.10	\$81.40	\$8.80
June	3	\$9.00	\$10.50	\$10.65	\$11.10	\$1.20

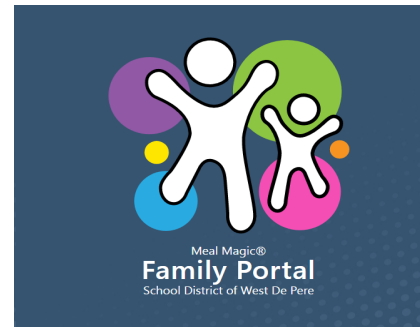
Yearly	180	\$540.00	\$630.00	\$639.00	\$666.00	\$72.00
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Negative Accounts

STUDENT ACCOUNTS ARE NOT CHARGE ACCOUNTS. Students will be expected to carry positive balances to participate in the School Nutrition Program. **STUDENTS WITH BALANCES LOWER THAN NEGATIVE \$25.00 CAN NO LONGER MAKE CHARGES TO THE ACCOUNT.** Negative Balance Policy can be found at https://www.wdpsd.com/cms_files/resources/POLICY3-Business%20and%20Non-Instructional%20Operations.pdf#page=74

While we will certainly work with families who ask for extra consideration, we cannot allow unlimited charges to these accounts.

Students who ended the past school year with a negative balance must obtain a positive balance before receiving meal service. If the account does not contain a positive balance, cold lunches must be provided from home or cash must be used for each day's purchase until the negative balance is paid in full.



How To Apply For Free/Reduced

Applying for free or reduced meals is easy! Simply print the form found at wdpsd.com>district>departments>school nutrition>free and reduced meals>free and reduced meal application and return the completed form to your child(ren)'s school or the district office. Don't have time? Fill out your application online at westdepere.familyportal.cloud.

Meal Programs

Breakfast

Breakfast is available at all schools in the district. Grades K-4 may participate in a served breakfast program in which a menu is written for each month. Grades 5-12 may participate in a served breakfast or will be allowed to create their own breakfast from items provided daily. Per USDA Regulations, all students must select a 1/2 cup fruit in order for the meal to be complete. Students in West Academy and Phantom Knight may also participate in continental breakfast. **Students who qualify for free or reduced lunch also qualify for free or reduced breakfast. Milk only purchases do not constitute a free or reduced meal and are billed to the student account.**

School Year 2023-2024 Prices:

K-4: \$2.00 5-8: \$2.10 9-12: \$2.20 Reduced: \$0.30

Lunch

Lunch is available to all schools in the district including Phantom Knight and West Academy. Students participating in the lunch program are offered a choice of whole grains, lean meats and proteins, skim or low-fat milk, and choices of fruits and vegetables. Per USDA Regulations, all students must select a 1/2 cup fruit or vegetable in order for the meal to be complete. **Students who qualify for free or reduced lunch also qualify for free or reduced breakfast. Milk only purchases do not constitute a free or reduced meal and are billed to the student account.**

School Year 2023-2024 Prices:

K-4: \$3.00 5-6: \$3.50 7-8: \$3.55 9-12: \$3.70 Reduced: \$0.40

A la Carte

A la carte is available in the Intermediate, Middle and High Schools. Permissions may be given to students to use meal accounts to purchase a la carte. Parents can adjust permissions on westdepere.familyportal.cloud or by contacting the food service office.

Please note: Milk only purchases are considered a la carte purchases. If your student attends an elementary school, please do not select “no a la carte,” or “cash for al a carte”. The system will not allow us to charge for a milk only purchase with these parental settings.

Kindergarten Snack Milk

Students attending Kindergarten have the opportunity to participate in Kindergarten snack milk . Any student who qualifies for free or reduced meals, also qualifies for free Kindergarten snack milk. If your student does not qualify for free or reduced meals, the cost of the milk will be \$0.50.

Please note: This program is voluntary and the students are not required to participate.

Contact Us:

Menus/Meal Programs

Dietary Needs/Staffing

Jennifer Tilot

Food Service Nutrition Coordinator

920-337-1393 x8045

jtilot@wdpsd.com

Student Accounts

Free & Reduced Applications

Food Service Secretary

920-337-1393 x8023