

## **SPECIAL NOTICES – IMPORTANT – PLEASE READ**

We have an Alternate Meal procedure in place at all of our school buildings for students who do not have any money to purchase lunch. Our Point of Sale system allows up to a \$10 credit to be accrued. (This \$10 credit can only be applied toward a meal. It cannot be used for snacks or ala carte items.) See below for the guidelines regarding the Alternate Meal procedure.

The school system does not desire to give any student an Alternate Meal. We strongly encourage parents/guardians to monitor accounts to prevent their child(ren) from receiving an alternate meal, which consists of a cheese sandwich, string cheese, a vegetable, fruit, and milk. It is the parent's/guardian's responsibility to provide the means for their child to be properly fed and ready to learn. To do this, they should:

- Provide the money for their child to purchase a school meal and keep a positive balance in their meal account.
- Complete the free/reduced meal application to determine free or reduced meal eligibility.
- Send a meal from home with your child.

We strongly suggest completing the 2022-2023 application online at <https://www.payschoolscentral.com/>, which is currently available on the district's website. Completing the application online will give you an immediate response. If you want a paper application, it can be printed from Princeton City Schools website under the Food Service link. All paper Free and Reduced Meal Applications are processed in the order they are received in the Food Service Office. It may take up to ten working days for your family's application to be processed (especially during the beginning of the school year). Parents/Guardians are responsible for payment of all school meals and any accumulated charges until their application is approved.

Prepayment into your child(ren) meal accounts is strongly encouraged. You can send cash, check, or money order to school with your child(ren). Please ensure that whatever you send is marked for your child's student ID number. If you wish to use a credit card to make payments, you may use <https://www.payschoolscentral.com/>. You can easily schedule payments into your child's meal account and receive notices from Payschools of your child's meal account balance. For your convenience, log on to our district website for the link to Payschools.

If you have a child that is "Directly Certified" by the state (this means your child is receiving some type of assistance from the state of Ohio), you will receive a notice from us before starting school. When you receive this notification, please verify all children in your household are listed on this letter. If they are **not listed on the letter, you must contact the Food Service Office as soon as possible, so all children in your household are changed over to free status.** Directly certified students

automatically receive free meals, and this applies to all school-age siblings in their household.

As the new school year begins, we want to remind you again that applications processed last school year will be in effect until September 22, 2022, which is the expiration date for last school year’s applications. It is essential that a new application is completed for this school year and turned in as soon as possible to your child(ren)’s school. Only one application per family needs to be completed.

New kindergarten students are eligible to be considered under their family’s Free and Reduced Application or Direct Certification from last year (2021/2022), until September 22, 2022, when all of the 2021/2022 Applications and Direct Certifications expire. Our problem is we do not know if these new students are eligible unless the family or school contacts us to update our POS system. Please contact us in the Food Service Office at 513-864-1022 or 513-864-1023 if you have new kindergarten students that would already be eligible for free/reduced meals until September 22, 2022.

For more information and current updates, please check out our Food Service Department website at the Princeton District Home Page – [www.princetonschools.net](http://www.princetonschools.net).



**Privacy Act Statement: This explains how we will use the information you give us.**

The Richard B. Russell National School Lunch Act requires the information on this application. You are not required to provide information, but if information is not provided, the state agency cannot approve your child for free or reduced-price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Ohio Works First (OWF) case number or other identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced-price meals, and for administration and enforcement of the lunch and breakfast programs. We may share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

**USDA Nondiscrimination Statement**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

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, audiotape, 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

**email:** [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.