



## BURRELL SCHOOL DISTRICT

1021 PUCKETY CHURCH ROAD, LOWER BURRELL, PA 15068

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Dear Parent/Guardian:

On behalf of the entire food service department, I would like to extend an invitation to take advantage of our daily offerings for lunch as well as breakfast. Although the USDA program providing free meals to everyone has ended, I encourage everyone to continue participating in our program. **Purchasing school meals ensures the sustainability of our program and is the reason we are able to set our meal prices at the same amount they were 7 years ago.** If you have not purchased a meal from us lately, we welcome the opportunity to impress you with our chef inspired recipes for new items as well as updates on the classics. For those of you who are loyal patrons, we thank you for your continued support.

While every meal does adhere to the stringent USDA regulations, we do not allow that to sacrifice taste. Our kitchens set themselves apart by taking extra steps to ensure quality. Each school kitchen has a highly trained staff focused on quality, customer service, and food safety. We pride ourselves on preparing approximately 95% of our food in the building it is served in, made fresh for each lunch period. Considering the assortment of fresh fruits and vegetables offered with our meals each day, I am confident of the value in the meals offered. Allowing students to choose their own options from the main entrée to sides ensures they are receiving what they want and reducing waste. Additionally, the time saved by not having to prepare meals at home helps to make everyone's day a little less hectic.

Please familiarize yourself with the following Burrell Food Service Program information for the 2022-23 school year:

### MEAL PRICES

Please find our low cost meal options below. Additional a la carte items are available for purchase including entrees, chips, cookies, and beverages. Be sure to monitor and replenish your student's food service account to ensure funds are available for purchases. Reminders, spending limits, and auto replenishment options are all available through Skyward.

**Free Students: entitled to both one Free Breakfast and one Free Lunch**

**Reduced Students:** \$.30 Breakfast \$.40 Lunch

**Paid Students:** Breakfast: \$1.35 all schools

Lunch: Elementary \$2.35 Middle School \$2.60 High School \$2.70

### Free-Reduced Price Meal Applications:

If you received a Direct Certification letter, you do not need to fill out an application. All children in your household are automatically qualified for free meals. If your status was Free or Reduced in the previous school year, you have until October 14, 2022 to re-apply, otherwise your child's status will become full price. Also, any purchases made prior to being approved for Free or Reduced price meal status are your responsibility and must be paid at full price, so it is important that you **submit an application as soon as possible!**

### Skyward Family Access System

The District uses **Skyward** as the system for you to access your child's school Food Service information including purchases, payments, and account balances. Once logged into **Skyward**, click the "Food Service" tab on the left side.

More detailed information is available on the reverse side of this letter and on the Burrell School District website under Food Service. For questions, call 724-334-1412 or email [andrew.klipple@burrell.k12.pa.us](mailto:andrew.klipple@burrell.k12.pa.us). We look forward to working with you to keep your child properly nourished so they can focus, learn, and grow!

Sincerely,

Andrew Klipple  
Food Service Director

## FOOD SERVICE 2022-2023

The mission and goal of the **Burrell School District** Food Service Department is to encourage healthy eating for students by providing affordable and appealing meals of high nutrition and quality in an atmosphere of cleanliness, cheerfulness and personal caring. Please review the following information regarding Food Service.

- BSD Food Service serves breakfast, lunch, and a la carte items in each building cafeteria. Breakfast is not served when school is on 2-hour delay. A la carte items are items that are sold separately and not designated as part of the school lunch or breakfast meal.
- A computerized Point of Service (POS) Debit System is in place. Every student is assigned a unique 5-digit PIN number upon enrollment. This system allows for no status identification. Students enter their own PIN number when they reach the cashier. At that time, money is deducted from the account for cafeteria purchases. Money on account may be used for breakfast, lunch and any a la carte items. **A la carte items including milk can only be purchased when there is money in the student's account or cash on hand to cover the full cost.**
- Students may pay cash daily, but it is recommended that an account balance be kept. Any amount of money can be sent in for your child's debit account, either cash or check. A check is preferred and should be made out to BSD Cafeteria. Include the child's name and PIN number in the memo. Money can be sent in with your child, dropped off at the cafeteria, or mailed. Payment can also be made online by credit card or electronic check by using the electronic payment system. This gives parents the ability to make payments, view current account balances, set up reminders for low balance notifications, and view your child's purchases and activity. More information about the electronic payment system and accessing your child's account information is posted on the district website under Food Service.
- The district participates in the National School Lunch Program which allows for free and/or reduced price meals to qualifying students. Applications for free and reduced status must be done **annually**. Only one application per family is required. You can apply on line at: [www.compass.state.pa.us](http://www.compass.state.pa.us). Applications are also sent home with each child at the beginning of the school year. If you receive a "Direct Certification" letter, no application is required because it automatically qualifies all students within the household for free meals. Students who are eligible for free or reduced price meals may also keep money in their debit account for a la carte items. All purchases, including meals, made prior to being approved for free or reduced status are still your responsibility and must be paid according to full price. **Free and/or reduced pricing refers to a full reimbursable breakfast and lunch and does not include a la carte items selected separately such as milk.**
- *The POS system is a debit system - not a charge account.* Parents/guardians are responsible for maintaining funds in the account to use the debit system. If your child does not have cash on hand or money in their account, the following **SCHOOL MEAL ACCOUNT PROCEDURES** are in place to provide meals to students and to collect payment. *Note: All meals provided will be charged at full price to the student's debit account. Parents/guardians are responsible for full payment of all charges incurred as a result.*

SCHOOL MEAL CHARGES AND ACCOUNTS - The District permits students to incur reasonable charges for school meals. In an effort to ensure the effective operation of the District's food service program, the District establishes the following procedures for student payment of school meals.

- Students may only incur charges for reimbursable school breakfast and/or lunch meals.
- Students who owe funds will be limited to one reimbursable breakfast and lunch per day.
- A la carte items including milk shall not be provided to students without sufficient account balance and/or cash on hand.
- Current student account balances are available at all times through Skyward and/or by calling the Food Service Director.
- Parents/Guardians are responsible for payment of student meal accounts.

### COLLECTION OF UNPAID MEAL CHARGES

- The District shall make reasonable efforts to collect outstanding balances from parents/guardians.
- The District shall use the following methods to notify parents of outstanding balances and to collect money owed: Skyward notifications, automated phone calls, personal phone calls, emails, notices distributed to students, notices mailed to parent/guardian, letters mailed to parent/guardian, submission to Magistrate for collection (when other methods have been unsuccessful.)
- At the end of each school year, any funds remaining in your child's account will carry over to the following year. Seniors must pay any outstanding balance prior to graduation. Funds remaining in a senior account will be transferred to a sibling or a refund will be processed upon request.
- Please visit the district website Food Service Department page for more information.