

Dear Parent / Guardian,

**In this packet you will find:**

Directions on how to fill out the Free and Reduced Application form

Free and Reduced Application FACT Sheet

Free and Reduced Application

Ala Carte Parental Control Form

When these forms are completed they may be returned to your student's School Main Office or mailed to Stephanie Lyon-Lawrence, 105 Troy Street, Seneca Falls, NY 13148.

When I receive the forms I will process them as quickly as possible. **If you have applied for free/reduced meals and have not received notification within 10 days, please contact me.** Sometimes with all the paperwork that is floating around for all the departments the application may not have made it to me. **If your child was Free or Reduced LAST year their Reduced Meal Price is ONLY effective until October 16, 2018. On October 17, 2018 they will go to FULL PAY. You will be responsible for any charges that occur until you submit a Reduced Meal application and are approved.**

**Please make sure that your email address is current with the school.** We use your email address to notify you when your student has meal charges. If you do not have email then please look in your student's back pack for a letter from the cafeteria. We ONLY send home email charges once a month. Please keep on top of your student's meal accounts so you don't get a "surprise" large amount owed on your student's account. Meal Prices are \$1.75 for breakfast, \$2.50 for lunch. If your child will be eating lunch every day and they will need at least \$12.50 on their account each week (more if they are allowed to buy snacks). If they will be eating breakfast then you can add on \$8.75 more. **You are responsible to keep your student's meal account up to date and paid off.**

We have an online payment system that you can set-up to track your student's account. **I encourage ALL parents to set-up an account for your student** that way you will get faster notification when your student may owe money. The system will also show you all purchases made with their account. If you choose, you can also make payments to their account (there is a service fee to do so). We encourage any money sent in to be put on their account be in the form of a check. Sometimes when cash is sent in it gets misplaced or lost. When a student brings in cash they sometimes tell the cashier that they want the change back instead of being applied to their meal account like you wanted it to be. The meal account online service can be reached at [myschoolbucks.com](http://myschoolbucks.com). Just input the Student ID number, which can be found on report cards. If you cannot find it you can call your student's school or contact me for it.

On the District Website under Departments you will find the Food Service Page. The menu along with any forms connected with the cafeteria can be found there. Occasionally, I also post some articles on health and wellness that you may find useful.

Enjoy the rest of your summer and remember to eat healthy.

Best Regards,

Stephanie Lyon-Lawrence FSD  
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