



Rutland City Public Schools

Dear Parent or Guardian:

The 2020-21 school year is upon us and Fresh Picks Café is pleased to once again manage your school's Food Service Program. Fresh Picks Café (a Cafe Services company) is a locally owned and operated company dedicated to serving delicious, wholesome, quality meals that meet the latest nutritional guidelines.

1.) COVID-19 Response: Throughout the COVID-19 crisis, Fresh Picks Café has been proud to support the communities we serve. We have safely served millions of meals to K-12 students engaged in remote learning since the beginning of the crisis and are prepared to continue to combat food insecurity and provide students with good nutrition in the new school year.

All of our onsite staff undergo a thorough screening process and temperature check each day and have access to an enhanced leave policy to ensure they are protected if they need to be excluded from work. All employees have been provided with the PPE they need to perform their jobs safely, food production areas have been reconfigured to allow for greater social distancing and stringent sanitizing procedures are in place. Training has been provided so all employees understand the steps they need to take to keep themselves and our customers healthy & safe.

On our service lines, the self-service stations (salad bars; pizzerias; condiments; etc.) and complex service stations (made to order deli; ramen bars; etc.) have been suspended to allow for greater social distancing. To keep in line with our food philosophy, kiosks have been created at building entrances to provide a freshly made breakfast option. Signage to promote social distancing has been added and points of customer contact on the service line have been modified to either allow for proper social distancing or installation of protective barriers. We have implemented a robust schedule of sanitizing all customer contact surfaces.

2.) Menus & Style of Service: Menus can be found online through the school district website. These menus have been created to support the type of learning environments adopted by each school:

Primary Schools – Breakfast will be available at all building entrances for students. Lunch meals will be ordered daily at the start of the school day within each classroom. Prepared meals will be dropped off to each classroom and teachers will distribute meals to students. Each meal will be unitized and include all components of a full meal, consistent with USDA guidelines.

Intermediate/Middle School – Breakfast will be available at all building entrances for students. Lunch meals will be ordered daily at the start of the school day within each classroom. Prepared meals will be dropped off to each classroom and teachers will distribute meals to students. Each meal will be unitized and include all components of a full meal, consistent with USDA guidelines.

High School/Stafford Technical Center – Breakfast will be available at all building entrances for students. Students will utilize a Google form to submit their lunch order. Each student's lunch order will be dropped off to their individual classroom. Each meal will be unitized and include all components of a full meal, consistent with USDA guidelines.

2.) Meal Assistance Program: The meal assistance program is a federally funded program that provides reduced and free meals to families that meet USDA income guidelines. Students in preschool through middle school will continue to receive meals at no charge through the Community Eligibility Provision. A household application will be sent home for completion to help determine eligibility for other benefits for families. The High School will continue to have a pricing program that charges students for school meals if they are not free or reduced price eligible. Free & Reduced-price applications will be sent home to all high school students. If you do not receive one, please contact your school administrative office or the food service director to obtain an application. Complete the application (only one application per household is required) and return it to your child's school. You will then be notified of the benefit level for which you qualify. You can apply or reapply at any time during the school year should your financial situation change. The program is operated in strict confidence and all students go through the same checkout process in the cafeteria eliminating any distinction between students that are participating in the meal assistance program and those who are not.

If your family has experienced any changes to your employment status due to the COVID-19 crisis, we strongly urge you to complete the form to receive meal benefit assistance. Even if your need is only temporary, the meal benefit program is available to you and has always been intended to assist families through difficult situations such as this.

Students on Meal Assistance Programs are entitled to a full meal from any of our stations at **breakfast** and at **lunch**.

3.) Automated Point of Sale System: The Rutland City Public Schools have an automated point of sale system from Nutrikids. Parents will have 2 methods to fund their student’s account.

Option 1. Online Payments - You may set-up an online account using a Credit/Debit card to make deposits into your child’s account. Please use your child’s Student ID number to create the account. The website is www.myschoolbucks.com

In addition to providing you with a secure online payment option, the system will allow you instant access to details on what your child is purchasing in the cafeteria, as well as other convenience features such as automatic low balance alerts. This automated system will help increase the speed of service and allow students additional time for a more relaxing dining experience. Instructions for setting up your online account are available in print from your Food Service Director and posted on the district website.

Option 2. You may send a check with your child made payable to the **Rutland School Lunch Program**. Please make sure to include the child’s name in the memo line. We encourage parents to either utilize the online payment method or to send in a check – cash can also be accepted, but is discouraged at the elementary school level.

Prepaid monies deposited by either method can be used for any purchases in the cafeteria, but at any time parents may contact the school food service supervisor and request that prepaid monies be used only for full meal purchases.

4.) Credit Procedure: Fresh Picks Cafe never denies any student a full, nutritious meal. We do follow your school board approved meal charging policy and school administration approved procedures. Every student will always be provided with a full meal, but snack and a la carte items are only available when a student’s food service account has a positive balance or when the student has cash in hand. We will work with your school administration to ensure that communication of student account balance information is timely, compassionate and respectful your family’s privacy. Methods of communication for meal program accounts with negative balances could include regular notifications by e-mail, mail and/or telephone. Please refer to the school district’s charge policy and procedures for further information.

5.) Student Allergy / Special Needs Identification: If your student has a medically documented food allergy or special need when it comes to food, your food service director will work closely with the school nurse and other personnel to ensure that your child’s specific needs are met. We are able to accommodate special diets no matter what style of service has been implemented for your school. Please contact your Food Service Director with details.

More can be learned about Fresh Picks Café by visiting our website <http://www.freshpickscafe.com> , on our Facebook page <http://www.facebook.com/FreshPicksCafe> or by following us on Twitter @FreshPicksCafe.

Rutland School District Food Service Director:
Sean Miller 802-770-1077 rutland@freshpickscafe.com

Pricing	Lunch			Breakfast		
	Full Price	Reduced	Adult	Full Price	Reduced	Adult
High School	\$2.75	.00	\$4.00	\$2.25	.00	\$3.00

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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