

WILSON SCHOOL DISTRICT
2601 Grandview Boulevard
West Lawn, PA 19609
610-670-0180
www.WilsonSD.org



Richard Faidley, Ed.D.
Superintendent
Ext. 1115

Matthew Flannery, Ed.D.
Assistant Superintendent
Ext. 1613

Amy Flannery, Ed.D.
Director of Curriculum
Ext. 1143

Drew Kaufmann
Director of Athletics
Ext. 1142

Lori Lillis
Director of Human Resources
Ext. 1167

Kate Long, Ed.D.
Director of Pupil Services
Ext. 1124

Christine Schlosman, CPA
Chief Financial Officer
Ext. 1151

Karen Troutman
Director of Public Information
Ext. 1111

Kyle Zeiber
Director of Plant Management
Ext. 1240

Wilson's Mission:
*Empowering Our Students to
Create their Own Future.*

April 12, 2018

Dear Parent/Guardian,

The Wilson School District Food Service Department enjoys providing your student(s) with a nourishing breakfast and lunch each school day. We are implementing new policy guidelines from the PA Department of Education. The Food Service Department is required to provide a breakfast and/or lunch even if students do not have cash or funds in their personal meal payment account. We are also required to discuss financial matters only with the parent/guardian, rather than directly with the student.

Here is what we will do:

- When a student does not have money to pay for their school breakfast or lunch we will:
 1. Provide your student(s) with one of our menu meals.
 2. Discuss meal account balances only with the parent/guardian.
 3. **Contact you about the balance due.** You are financially responsible to pay for the meal your student takes.
 - a) You will receive a Balance Due letter indicating the amount of money owed.
 - b) If (5) or more meals, breakfast and/or lunch, have been charged we will contact you by phone about the balance due.
 - c) If the balance remains unpaid after (a) and (b) we will send a second Balance Due letter. We will also include information on how to apply for Free and Reduced Price meals.
 - d) If we do not hear from you within 10-days from the second letter we may send your debt balance to a collection agency.
- A la carte foods can only be purchased with cash unless there is money in the student's meal account. If your student(s) has a Balance Due, they cannot charge a la Carte food items.

Here is what we ask you to do:

1. Sign up for e-mail notifications, in *Skyward Family Access* at www.wilsonsdist.org to alert you to balances below \$5.00.
2. At least weekly, check the balance of your student(s) meal account.
 - a) Deposit money in e-Funds Online Payments or send cash or a check made payable to Wilson SD Food Service.
 - b) Promptly pay any charges the student has accumulated.
3. If you do not want your student to receive a meal without money you must, send a signed letter with your student(s) name, grade and building to the Food Service Office or the school.

We have a new online process to apply for Free and Reduced meals. When you access your student(s) account in *Skyward Family Access*, www.wilsonsdist.org you can now apply for meal benefits. We also have a Chromebook in the District Office for your convenience. If you need assistance or if you have any questions, please feel free to call the Food Service Office, 610-670-0180, extension 1147.

Sincerely,

Carol H. Gilbert, SNS
Interim Food Service Director

Christine Schlosman, CPA
Chief Financial Officer

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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 responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or 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 discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all 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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