



Northwood School

Dear Parent or Guardian:

The 2016-2017 school year is upon us and Fresh Picks Café is pleased to be managing your school's Food Service Program. Fresh Picks Café (a division of Café Services) is a locally owned and operated company dedicated to serving delicious, wholesome, quality meals that meet the latest nutritional guidelines. Here are some of the features your children will enjoy through your district's partnership with Fresh Picks Café:

1.) Menus:

Northwood School offers a wide selection of choices each day that include items such as **Market Fresh Salads & Yogurt Parfaits**, the **Signature Café Entrée** of the day and a **Downtown Deli Sandwich** option.

Additionally, the cafeteria will be open prior to school each day to provide a complete nutritious breakfast featuring a wide range of hot and cold breakfast meal options. All breakfasts are accompanied by a variety of fruit selections to enable students choose a full, healthy meal to start their day.

To help students understand what constitutes a full meal, our innovative **Strive for Five** program features signage and color coded items in the cafeteria to help students make choices that are nutritious, balanced and stay within USDA standards for a full meal.

Fresh Picks Café is proud to present our **Smart Snacks** line of healthier packaged snack, beverage, and homemade snack options. We have also expanded our popular **Action Station** concepts to include your school. Visit the Fresh Picks Café website and watch for details and news flashes on these exciting new programs.

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. 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.

Students on Meal Assistance Programs are entitled to a full meal from any of our stations at breakfast and at lunch. Snack items such as snack milk or snacks are available to all students for an additional charge.

For residents of areas serviced by Comcast – Comcast now offers high speed internet for 9.95 per month, low cost computers and computer training to families who qualify for USDA meal assistance. Please visit www.internetessentials.com for details.

3.) Automated Point of Sale System: The Northwood School District features the automated point of sale system. 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. 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. Notification of "go live" date for online payments will be sent home in a separate communication, and all instructions for setting up your online account will be available in print and posted on the Fresh Picks Café website.

Option 2. You may send a check with your child made payable to the **Northwood 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: Please refer to the school district's charge 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. Please contact your Food Service Director with details.

6.) Menu Distribution: Please follow the link on your school district's website to visit the Fresh Picks Café website. There you will find menus, newsletters, and a host of other information about your new food service provider. Schools may also choose to send printed menus home directly.

7.) Local Purchasing & Green Initiatives: Fresh Picks Café has a robust local purchasing policy, and buys from local farms and food producers as much as possible. We are a strong supporter of the Farm to School initiative. We are also active in recycling and composting efforts. We are always looking to build new relationships with local farmers and environmentally conscious groups – please feel free to contact your food service director.

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.

Name School District Food Service Director:

Viola Cannella FSD Phone:773-1625 FSD e-mail: northwood@cafeservices.com

Pricing	Lunch			Breakfast		
	Full Price	Reduced	Adult	Full Price	Reduced	Adult
Elementary/MS	\$2.30	\$.40	\$3.25	\$1.25	\$.30	\$1.60

A la carte Milk \$.50

This institution is an equal opportunity provider.

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, audiotope, 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:

http://www.ascr.usda.gov/complaint_filing_cust.html, 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.