

Stephen F. Dockray
Superintendent-Director

Michael J. Procaccini
Principal

John M. Roy
School Business
Administrator



TRI • COUNTY
REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL
147 POND STREET • FRANKLIN • MASSACHUSETTS 02038
Administration Fax No. 508-528-6074
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DIAL DIRECT FROM:
508-528-5400
Franklin, Norfolk, Medfield,
Millis, Medway, Walpole,
Wrentham
508-376-2295
Millis, Medfield, Medway,
Sherborn
508-226-2830
North Attleboro, Plainville,
Seekonk

August 2018

Dear Parent/Guardian:

The purpose of this letter is to review the procedures for establishing a Pre-paid lunch account and the procedures for applying for free and reduced breakfast and lunch. Both programs use the student ID number located on the student's ID card. For Pre-paid accounts, the student ID number identifies the Pre-paid account to be charged. For students receiving free and reduced breakfast and lunch, the use of the student ID number maintains the student's confidentiality by maintaining anonymity. The current price for lunch is \$3.00, and the price for breakfast is \$1.25.

Procedures for Setting Up a Pre-paid Lunch Account

There are two methods available to setup a Pre-paid account. The first method is using the District's **online payment system**, which is a secure online prepayment service that allows money to be deposited into your child's school meal account at any time. To use the online payment system, you need to establish an online account. To establish your account, go to the District's website, from the main web page select **Cafeteria** under the Important Links section and then select **Online Payment Login: mySchoolBucks** and follow the instructions.

The second method for setting up a Pre-paid account is to send or drop off funds to be deposited into your Pre-paid account to the Cafeteria. Payments may be made in cash or by check and are to be sent to Angela Gregoire, Cafeteria Director. Payment may also be dropped in the "Drop Box" right outside of the Cafeteria. Checks are to be made payable to the Tri- County RVTSD and should include your child's name on the check. The funds deposited in a Pre-paid account can only be used by the student for breakfast or lunch.

Questions regarding setting up a Pre-paid lunch account should be directed to Angela Gregoire, Cafeteria Director. She may be reached at 508-528-5400, x161, once school begins.

Free and Reduced Breakfast and Lunch Application

The forms for free and reduced breakfast and lunch are enclosed with this letter. You may also download the application by visiting the District's website. If you have received a NOTICE OF DIRECT CERTIFICATION from the school district for free meals, **do not complete this application**. But do let the school know if any children in the household are not listed on the Notice of Direct Certification letter you received. To download the application, go to the District's website and then select Cafeteria under the Important Links section and then select Free and Reduced Lunch Application.

If you qualify for the free and reduced breakfast and lunch program and have not received a NOTICE OF DIRECT CERTIFICATION, I strongly urge you to fill out the application and return it to me by September 15. With our ID system, anonymity is guaranteed. By filling out the enclosed application, if you qualify, your son/daughter will be assured of a nutritious breakfast and lunch while at school. If in doubt about whether your son/daughter qualifies, please complete and return the application anyway so that we can determine whether or not you qualify. The school receives additional state aid for every student who qualifies for free and reduced lunch and these funds are used to support the breakfast and lunch program.

If you currently do not qualify but your financial situation changes during the school-year, please contact me as you may then qualify for free or reduced lunch.

Sincerely,

Scott O'Brien

Head of Guidance

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](tel:8008778339). 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](tel:8666329992). 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](tel:2026907442); or (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.