



School District of Sevastopol

4550 Highway 57 • Sturgeon Bay, WI 54235 • 920-743-6282 • Fax: 920-743-4009
www.sevastopol.k12.wi.us

July 13, 2023

This letter is meant to inform the school community that on 08/17/2017 the Sevastopol School Board adopted policy regarding unpaid lunch account balances. Policy 8500 states students will not be permitted to purchase a meal from the Food Service Department when their account balance reaches **-\$50.00**. The student will instead be provided an alternative meal until the school collects delinquent lunch accounts.

The district will alert account holders when the account balance approaches **-\$25.00**. Any student whose account balance is greater than **-\$50.00**, is subject to action according to the above stated policy. An alternative meal will be respectfully provided to this student and all a la carte sales will be denied until the account is brought into good standing. These meals are not free of charge and the student's account will continue to be charged for each meal. The alternative meals consist of the following items:

Breakfast:

1. 1-33g bowl of whole grain cereal
2. 1-cup fruit
3. 1- ½ pint carton of fat free white milk

Lunch:

1. 1-sandwich (2oz of sliced cheese with 2 slices of whole grain bread)
2. ½ cup fruit (elementary) or 1 Cup fruit (middle and high school)
3. ¾ cup vegetable (elementary) or 1 cup vegetable (middle and high school)
4. 1- ½ pint carton of fat free white milk

We offer a convenient online payment option that can be accessed through the school website: www.sevastopol.k12.wi.us. If you are experiencing financial hardship, please fill out and return an application for free or reduced meals. If you would like assistance completing an application, or would like to make payment arrangements, please contact Tiffany Kelsey, Food Service Director, 920-743-6282 x1117, tkelsey@sevastopol.k12.wi.us with any questions or for more information.

Our priority is ensuring every child has consistent access to healthy, delicious, and satisfying meals. We thank you for your continued support of Sevastopol Food Service as we strive to improve every day.

Sincerely,

Tiffany Kelsey, Food Services Director

Kyle Luedtke, District Administrator

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

This institution is an equal opportunity provider.