

## Wilkes-Barre Area Career and Technical Center Cafeteria Policy – 2024-2025 School Year

The Wilkes-Barre Area Career and Technical Center, (WBACTC), will continue to participate in the “Community Eligibility Program” or “CEP” for the 2024-2025 School Year. This program has allowed the school to provide a “**FREE**” breakfast and/or lunch to **ALL** students regardless of the family income.

According to the USDA Food and Nutrition Service, the requirements for a reimbursable meal in Offer vs. Serve are as follows. “At lunch, schools must offer students all five required food components in at least the minimum required amounts. The components at lunch are: meats/meat alternates; grains; fruit; vegetables; and fluid milk. Under OVS, a student must take at least three components in the required serving sizes. One selection must be at least ½ cup from either the fruit or vegetable component.”

“At breakfast, schools must offer students all three required food components in at least the minimum required amounts. The components at breakfast are: grains (with optional meats/meat alternates allowed); juice/fruit/vegetable; and milk. Under OVS, a student must be offered at least four food items and must select at least three food items, one of which must be ½ cup of fruit or vegetables for OVS.”

The student will be charged as ala carte and must pay cash if the breakfast and/or lunch meal does not consist of at least 3 components.

Parents may still place money on the student’s cafeteria account to pay for extra food or ala carte items. If there is no money in the account, the student must pay cash for any additional items. **There will be no charges allowed to any accounts.**

Paper applications **will not** be processed at the (WBACTC) – **all students are “FREE”**. PLEASE NOTE: The home school may still require an application to be submitted for the student.

Please contact Joy Tetlak-Adelstein at (570) 208-0364 if you have any questions regarding this program.

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, audiotape, 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](mailto:Program.Intake@usda.gov)