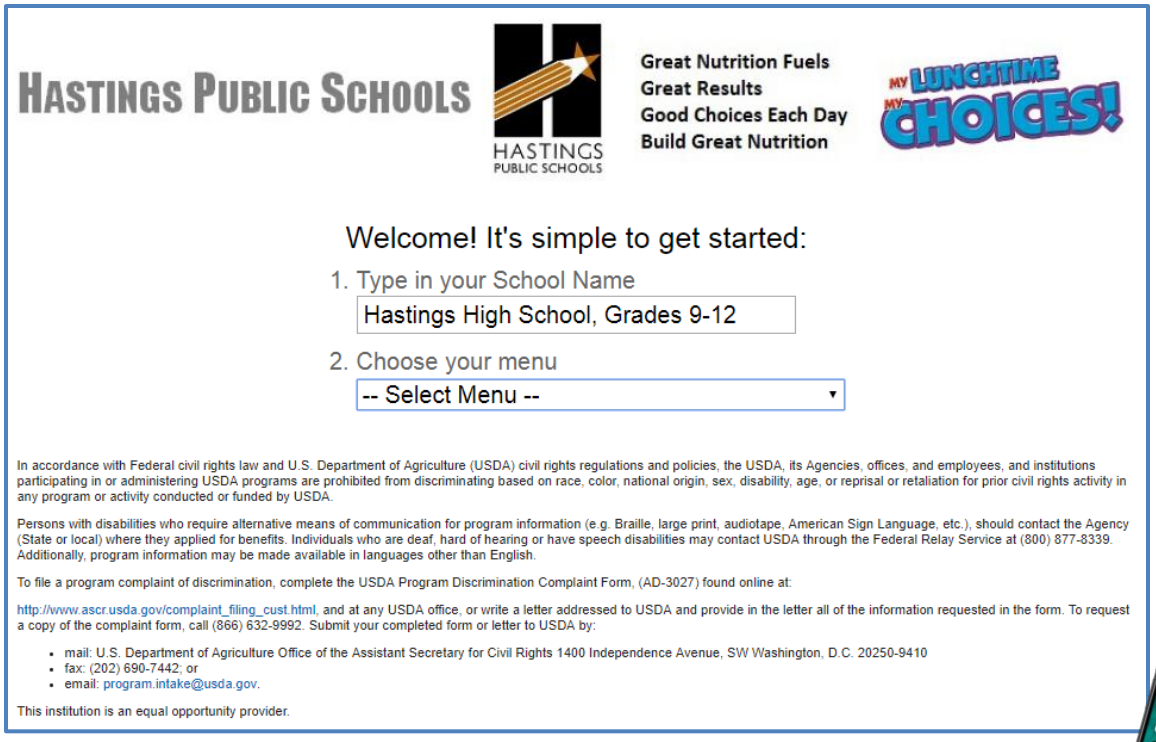
Lunchtime Solutions, Inc.

Digital Menus

Your school and Lunchtime Solutions are happy to announce that we have a new look and greatly increased functionality of our on-line monthly menus web page.

<u>To Access Your Specific Menu:</u>

Find the link to menus on your school district website, in the usual location as before. When students or parents link to see their menus through the district website, they will now **select their school name and menu from a drop-down box**. See the example below:



HASTINGS PUBLIC SCHOOLS

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Great Nutrition Fuels
Great Results
Good Choices Each Day
Build Great Nutrition

MY LUNCHTIME MY CHOICES!

Welcome! It's simple to get started:

1. Type in your School Name

Hastings High School, Grades 9-12

2. Choose your menu

-- Select Menu --

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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:

- mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410
- fax: (202) 690-7442; or
- email: program.intake@usda.gov.

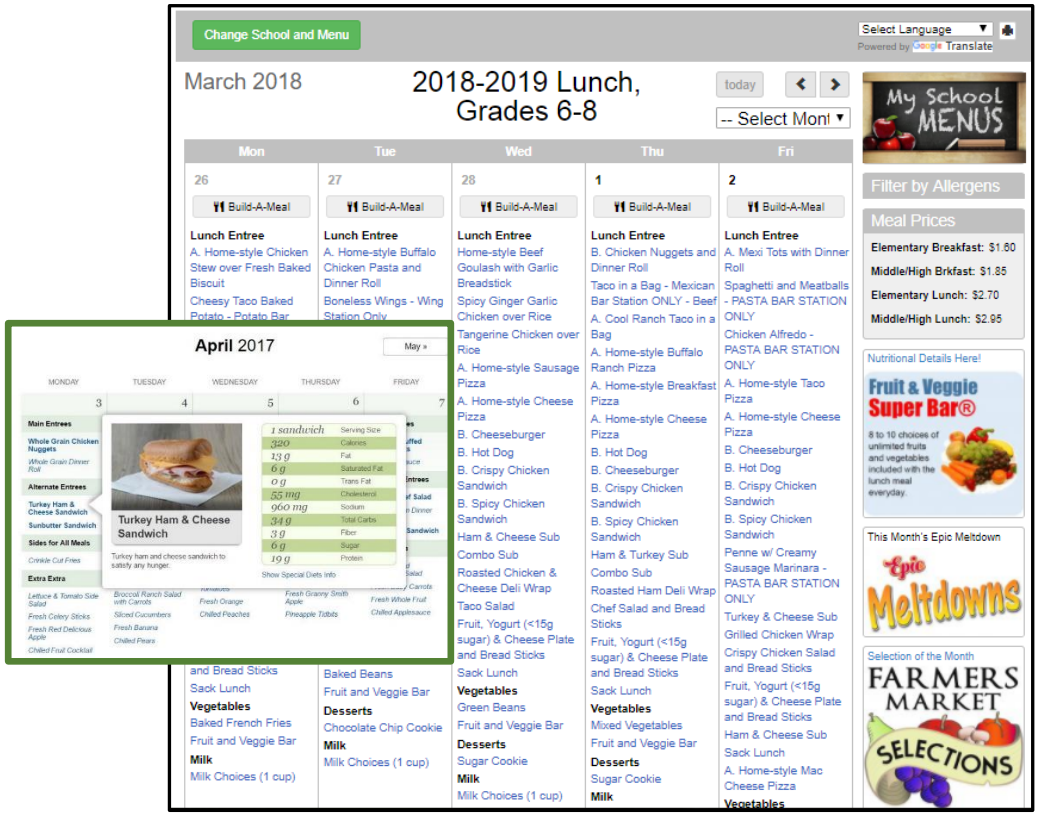
This institution is an equal opportunity provider.

You can also download **My School Menus Phone App** for quick and easy access to menus on-the-go.

Features of your new live, interactive menu:

- The monthly menu
- Program information and details
- Up to 180 languages translated by google translate
- Recipe details when you scroll the cursor over menu item such as
  - nutritional details
  - allergen information
  - Image or description of that recipe

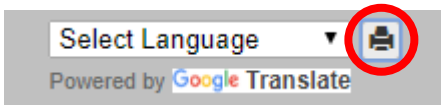
(Continued)



Roll over any menu item, and see the nutritional values pop up for your review!

To help with this transition, we have gathered some **frequently asked questions** to help with the new program:

- **Q. How do I access the new menus?**
  Answer: You can access the new menu platform through your district website or through My School Menus App.
- **Q. How do I download the My School Menus App?**
  Answer: Go to the iTunes App Store or Google Play. Download the App: "My School Menus". Select State, Districts, and School.
- **Q. Do I need to use a special web browser?**
  Answer: Google Chrome is recommended for this platform to avoid common issues. It can be downloaded at this website: https://www.google.com/chrome/browser/
- **Q. What if I type in a school name, and I don't see my specific elementary or other school listed?**
  Answer: Try refreshing your screen. If it still is not there, press your Backspace Button while your cursor is in the School Name Section. This will allow you to see all available schools. Then select your school from the drop down box.
- **Q. How can I print Menus?**
  Answer: Menus can be printed directly from Google Chrome. These can be printed by holding down the Ctrl Key then pressing the P key (Ctrl+P) while the menu is open on your screen. You can also print using the print icon. This function can print weekly menus or the entire month's entrees. We have a separate instruction guide available for the printing options.



- **Who do I contact with questions or concerns?**
  Answer: Your Foodservice Directors contact information is located to the right side of your menus. You can also call your local kitchen for contact information.