

Scott Olinger, Superintendent  
Plainfield Community School Corporation  
985 Longfellow Lane  
Plainfield IN 46168



317.839-2578 (P) 317.838.3664 (F)  
URL: [www.painfield.k12.in.us](http://www.painfield.k12.in.us)  
FB: PCSCQuakers  
TW: PCSCQuakers

As we prepare for the 2023-24 school year, Food Services would like to highlight the many services available to school families.

**MEAL ASSISTANCE and TEXTBOOK RENTAL.** To receive Free or Reduced lunch benefits and Textbook Assistance, families must complete a Free/Reduced Application for the 23-24 School Year. Applications will be available after July 15, 2023. You can also visit the Plainfield website where you will find a link to fill out an electronic application, or you can go to the Meal Magic Family Portal at <https://plainfield.familyportal.cloud>. **You do not need to make an account to fill out an application. DO NOT FILL OUT ANY APPLICATIONS PRIOR TO JULY 15<sup>TH</sup>.**

2022-2023 Breakfast Prices: .30¢ Reduced, \$1.70 Paid  
2022-2023 Lunch Prices: .40¢ Reduced, \$2.70 – K-5, \$2.80 6-12 Paid.  
2023-2024 Breakfast & Lunch Prices to Be Determined

**ONLINE PAYMENTS FOR SCHOOL MEALS.** You can find a link to make online payments on the Plainfield Community Schools Website at [plainfield.k12.in.us](http://plainfield.k12.in.us) > Quick Links > Food Services. The link to pay for school meals will be available a week before the start of school.

Student account balances from last year automatically roll over to the new school year. To create a new account, you'll need your student's ID number. NOTE: Financial institutions charge a processing fee for every debit/credit card transaction.

**LOW BALANCE E-MAILS.** You can set up a low balance email on the family portal along with setting any limits you would like for your child to have.

**PROTECTING PRIVACY.** We protect the privacy of all students, including whether or not they receive free or reduced-price meals or no-cost textbooks. Classmates and most staff will not know who receives this support. If your family qualifies, these programs can save you hundreds of dollars each year, so please be sure to apply. Also note that students who receive free or reduced-price meals may still purchase a la carte items if you put money in their account.

**NO TIME FOR BREAKFAST?** All Plainfield schools serve a variety of breakfast options to students each morning. Breakfast serving times are 8:30-8:50 a.m. for elementary.

**OFFER VS. SERVE.** The Plainfield Food Service department participates in the National School Lunch Program, and we use an offer vs serve menu. Detailed information regarding what makes a complete meal can be found on our website, under Food Services or at this link: <https://www.painfield.k12.in.us/page/new-food-services>

**CASH-FREE CAFETERIA.** Our cafeterias are cash-free. Elementary students who pay by cash will place lunch money in an assigned envelope in their classroom, and the Kitchen Manager will have it deposited in their account in time for lunch that day. At PCMS and PHS, students will insert their money in an envelope that then goes into one of several secure drop boxes located throughout the schools. Funds deposited at PCMS by 8:50 a.m., and at PHS by 10:15 a.m. will be applied to student accounts in time for that day's lunch. No cash will be taken (including giving change) at the register.

**WELLNESS COMMITTEE:** Plainfield Schools has a wellness committee that meets one to two times a year, the committee also puts on a health fair yearly. If you would like more information regarding the committee please check out the Food Services page for information



PLAINFIELD COMMUNITY SCHOOL CORPORATION  
FOOD SERVICE DEPARTMENT  
STUDENT INFORMATION SHEET  
School Year 2023-2024



(FORM IS TO BE FILLED OUT BY PARENT)

Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_ (if Known)

Describe the student's food allergy or intolerance: \_\_\_\_\_

Is there a history of an anaphylactic reaction? \_\_\_\_\_ Yes \_\_\_\_\_ No

Please describe: \_\_\_\_\_

Reaction caused by: \_\_\_\_\_ Ingestion \_\_\_\_\_ Contact \_\_\_\_\_ Inhalation

When was your child last evaluated for the food allergy/intolerance? \_\_\_\_\_

Does your child recognize his/her allergic reaction? \_\_\_\_\_ Yes \_\_\_\_\_ No

Does your child know what to do if he/she is having an allergic reaction? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is your child able to visually recognize the allergen in all its different forms (ex: peanut: peanut butter, peanuts etc.) or part of another food (ex. peanut butter cookie)? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is your child able to read labels for the offending allergen? \_\_\_\_\_ Yes \_\_\_\_\_ No

Does your child know not to trade or take food from classmates and adults? \_\_\_\_\_ Yes \_\_\_\_\_ No

Does your child understand how safe food may become cross-contaminated with an allergen? \_\_\_\_\_ Yes \_\_\_\_\_ No

Will your child need to eat at an allergen free lunch table? \_\_\_\_\_ Yes \_\_\_\_\_ No

Please do not hesitate to reach out to the Food Service Director regarding any question or concerns you may have regarding your child's allergy:

Kelly Collins 317-839-2578 or email Kcollins@plainfield.k12.in.us

Will your child be eating a school breakfast, YES \_\_\_\_\_ NO \_\_\_\_\_ lunch YES \_\_\_\_\_ NO \_\_\_\_\_

Additional Information needed if your student has a milk or egg allergy or tree nut. (IMPORTANT)

\*If your student has an intolerance to milk, can milk be in the food? For instance, can your child have pizza or macaroni and cheese \_\_\_\_\_ Yes \_\_\_\_\_ No

\*If your student has an actual allergy to Milk and cannot have the Lactose Free, or Soy Milk, the Milk substitution form must be filled out and signed by a Medical Authority. Please make sure the Medical Authority lists the substitution they want us to use. Example, almond milk ect. (lactose free milk and the Kikkoman Soy milk is nutritionally equivalent to cow's milk, almond milk is not)

\*If your student has an intolerance or allergy to milk or egg, can the item be cooked in the food item? For instance, can your child have bread items if the bread has been made with egg? \_\_\_\_\_ Yes \_\_\_\_\_ No

\*Although we recognize that, a tree nut allergy is not the same as a peanut allergy. If your child has only a tree nut allergy and not peanut allergy, should we allow your child to pick up a PBJ sandwich if he/she chooses \_\_\_\_\_ yes \_\_\_\_\_ No I prefer not.

\*If your child has a nut allergy, can the items we offer your child be processed on a line or in a plant with nuts? \_\_\_\_\_ yes \_\_\_\_\_ no

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

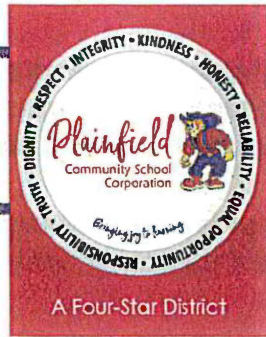
\_\_\_\_\_  
Telephone #

\*Be sure to read the school handbook for the policy and procedures regarding medication.

This institution is an equal opportunity provider



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## Lunch Charging Procedures

Meal accounts for students should be consistently funded throughout the school year to avoid students needing to charge for a meal. However, the Board recognizes that an occasional emergency may make it necessary to charge for a meal. Families needing assistance to apply for free or reduced lunch should contact the Plainfield Community School Corporations Director of Food Service.

The Board's policy F176 and Superintendent's procedure related to meal charges shall be distributed in writing to all households at the start of each school year and to households transferring to the school or Corporation during the school year. Additionally, the Board's policy and Superintendent's procedure related to meal charges shall be distributed to all Corporation staff responsible for policy enforcement, including Corporation food service employees, accounting staff, and all other staff involved in enforcing any aspect of the meal charge policy. This information can also be found about this procedure can also be found on <https://www.painfield.k12.in.us/page/new-food-services>.

The Corporation's meal charging procedure is as follows:

- Significant negative lunch account balances shall not be permitted. A significant negative lunch account balance is any balance owed in excess of \$10.00;
- If a student has a significant negative lunch account balance, s/he shall be provided an alternate meal at a reduced price recommended by the Superintendent, the cost of which shall continue to accrue to his/her negative lunch account balance;
- No student shall be permitted to charge any à la carte food or beverage items;
- Parents/guardians will be notified via the Corporation's point of sale software and/or Parent Square once a student reaches a negative balance;

Plainfield School Website – [www.plainfield.k12.in.us](http://www.plainfield.k12.in.us)

## Click on “Quick Links”



## Click on “Food Services”

[A Community of Values](#)  
[Calendar](#)  
[Communications](#)  
[Delays and Closures \(2021\)](#)  
[Documents](#)  
[e Funds \(only for book rental\)](#)  
[ESSEF Funding Updates](#)  
[Food Services](#)  
[Madness/Mental Health/Educational](#)  
[Parental Rights](#)

## Scroll down to “Meal Magic Family Portal”



Here you can do the following:

- Apply for Free/Reduced Lunches and Free Text book rental
- Fund Lunch Accounts
- View what your child is eating
- Set limits for your child's lunch account

You can no longer fund lunch accounts thru EFunds