

## Hello from Nutrition Services

We're excited for a new school year and hope you are, too!

We hope this information helps you get started with our Nutrition Services Meal Program:

### Included:

- Quick Reference Guide about Free and Reduced Meals
- The Practice Keypad ID Number Sheet
  - Although not required for Kindergarten, students can begin to memorize their Student ID # and practice where those numbers are on the keypad used in the meal line. Kindergarten students will be provided ID cards to scan at the beginning of the year for their meals and practice entering their ID numbers in the lunch line later in the year. Students are assigned the same ID number through 12<sup>th</sup> grade.
  - **Student ID #'s?** Can be found on ParentVue [https://parentvue.wlwg.k12.or.us/PXP2\\_Login.aspx](https://parentvue.wlwg.k12.or.us/PXP2_Login.aspx)

### Available on the District Nutrition Services Website:

- Curious about our meal offerings? Check out our online menus. <https://www.wlwg.k12.or.us/Page/16216>
- Payment options to fund meal accounts. <https://www.wlwg.k12.or.us/Page/16239>
- Purchase restriction form. <https://www.wlwg.k12.or.us/Page/17046>
- Various resources and other helpful information. <https://www.wlwg.k12.or.us/Page/10636>

### FAQ's:

- Curious students may go through our meal lines (even if they ate breakfast at home or brought a lunch).
  - Students wishing to purchase a meal will be fed and charged for a meal (breakfast or lunch), whether or not funds are available, in accordance with HB 3454, unless purchase restrictions are requested.
  - All students have a meal account assigned automatically at registration.
  - Add funds to your account here. <https://www.wlwg.k12.or.us/Page/17115>
- **Purchase restrictions?**
  - Must be requested in writing using our online form here: <https://www.wlwg.k12.or.us/Page/17046>
- **Second meals or ala carte beverages?**
  - Only if there are funds available in the account.
  - Won't occur if a restriction is placed on account.
- **Allergies?** Contact the nursing staff.
- **Questions?** Please contact the Nutrition Services Department, we're happy to help! An electronic form is available for your convenience and a quicker response time. <https://www.wlwg.k12.or.us/Page/17115>

We are excited to meet and serve nutritious meals to all of our new, wonderful students!

Sincerely,

Nutrition Services

West Linn-Wilsonville School District

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), religious creed, disability, age, political beliefs, 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 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.

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/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (833) 620-1071, 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:

1. **mail:**  
Food and Nutrition Service, USDA  
1320 Braddock Place, Room 334  
Alexandria, VA 22314; or
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[FNSCIVILRIGHTSCOMPLAINTS@usda.gov](mailto:FNSCIVILRIGHTSCOMPLAINTS@usda.gov)

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