



TO: School Parents/Guardians

SUBJECT: Archdiocese of Detroit School Food Program Payment Information and Food Allergies and Special Dietary Needs

Student Meal Information:

To participate in the Archdiocese of Detroit (AOD) School Food Program for school year 2022-2023, meals/food must be paid for in advance online or at the sales register with a check payable to "AOD School Food Program". Please take advantage of the various options to prepay your student meal accounts. Prepaid meal accounts help the lunch lines go faster and give students more time to eat, relax, and play. It also gives you the peace of mind of not having to worry about looking for lunch money every day or worry that it might get lost, stolen, or used for things other than lunch.

Option 1: Online Payments

The Archdiocese of Detroit (AOD) School Food Program is proud to welcome Meal Magic as the recent upgrade to our program for all schools. One feature that Meal Magic allows is greater accessibility to your child's lunch account. You can now go online and make deposits, check balances and see account history.

Online deposits can be credited to your student's account in as little as 20 minutes. There is a small fee for online deposits. We will accept Discover, MasterCard & Visa credit cards, e-funds (from your bank account), and debit cards.


Parents can take advantage of the convenience of this online account access at:

<https://www.familyportal.cloud>, then type in "**Archdiocese of Detroit**" as the school district.

You will need your student's ID number to enroll. You may contact the school for these ID numbers.

There is no fee to access account balances and/or history. You can even transfer funds deposited amongst your students if the payments were made online.

Any positive balance remaining at the end of a school year will be available for the next school year or transfer with the student if the student moves to another school that uses Meal Magic. Negative balances must be paid in full by the end of the school year.

Applications for Free & Reduced meals for the school year 22-23 will be taken after July 1, 2022, at: <https://www.familyportal.cloud>. You can also obtain a hard copy from the school after this date. **If you apply online, please make sure you click the**  **link.**

The USDA and the State of Michigan are equal opportunity providers and employers.

Option 2: Send Check to School

We will also accept deposits at the registers in check form as long as the check is made payable to "AOD School Food Program".

You may bring money personally or send it with your student. Please place it in an envelope marked clearly with your student's name, their ID #, their teacher's name, the \$ amount, and the check #.

You may give these checks to the cafeteria cashier or the school office.

Food Allergies and Special Dietary Needs

We recognize the critical importance of our approach to supporting students and families who manage food allergy issues every day and work closely with the families of students who have food allergies and medical conditions that require a modification to their menu. Our approach involves coordination between parents and guardians, school nurses, school administrators, and food service professionals in the school's/district's food allergy and medical conditions protocol.

If you would like your child to receive meal accommodations for food allergies or a medical condition impacting the diet, please ensure that you submit the required documentation to the AOD School Food Program Office by emailing the completed form to Rucker.Pam@aod.org. and that you receive confirmation that the documentation has been received and a modification plan is in place.

In order to modify the school meal, we must have a written Medical Statement on file signed by a licensed medical provider (physician, physician assistant, or nurse practitioner). The statement must identify the following:

- Information about the child's impairment that is sufficient for understanding how it restricts the child's diet,
- An explanation of what must be done to accommodate the child's disability, and
- If appropriate, the food(s) to be omitted, texture modifications, and recommended substitutions.

For any children who are currently receiving meal accommodations, please contact the AOD School Food Program Office to review the meal accommodation plan, which may require additions or amendments based on the ongoing supply chain issues.

As part of our protocol, café managers review food labels for foods used to produce special meals daily; however, we are facing unprecedented food supply issues and while we are doing everything we can to minimize disruptions to our program, we do expect to experience continued shortages and substitutions. Therefore, we may encounter situations where product substitutions are made that contain different allergens or have a different nutritional profile than our usual menu items. As a result, we may need to provide a meal that is different than previously identified for students with special dietary needs to ensure that the meal served to them remains in adherence to their needs as outlined in their medical forms.

While we have posted signs in the cafeteria encouraging students with food allergies or other dietary concerns to speak up, we encourage you to remind your child to be sure to check with the cafeteria manager regarding product substitutions that may not be reflected in the posted menu.

If you have any questions regarding food service payments, Food Allergies, or Special Dietary Needs, please contact the School Food Program office at 313-883-8755 or by email at rucker.pam@aod.org.

Thank you,

Evan Manning
Director of Dining Services
Archdiocese of Detroit School Food Program