

# Miller Place Union Free School District

7 Memorial Drive, Miller Place, New York 11764-2036

Telephone: (631) 474-2700

Fax: (631) 331-8832

---

*Dear Miller Place Parent:*

Welcome to the Miller Place Food Service Program! The District participates in the National School Lunch and Breakfast Program which meets federal and state dietary guidelines. The District offers parents three payment options for their child's meals, snacks, and beverages using an online credit card, check, or cash.

The District uses the online service called [MySchoolBucks.com](http://MySchoolBucks.com) where parents may deposit money directly into your child's school meal account with a \$2.75 bank fee. The online service allows all parents to view current balance and purchase information for the past ninety days without a fee. You will need each child's student ID number to enroll if you did not enroll last year. You may set up an account on MySchoolBucks.com at any time. Please see the [My School Bucks Online Payment Information Instructions Flyer](#) posted on the food service website. Parent may also choose to deposit money directly using check or cash. Any student account balances at the end of each school year will automatically be moved over to the next school year.

Students will need their PIN number to make any purchases. **We highly recommend your child memorize their PIN number.** They should not share this PIN number with their friends. This pin number will stay with the student until they graduate. The food service staff can look up a student's name if a student does not remember their PIN number.

If your family has qualified for free or reduced meal prices in the past, you will need to submit a new [Free & Reduced Price School Meals Application](#) for your child **every year**. Once we receive and approve your application, this information will be noted in the system, and the meal will be processed just as it is for all other students without any special indication to other students.

Please feel free to contact the **School Lunch Office** at (631) 474-2700 ext. 753 if you have any questions about the food service program and for more information about our program and monthly menus visit the [Miller Place Food Service Website](#).

Sincerely,

*Cathy Schretzmayer, Food Service Coordinator*

**Nondiscrimination Statement:** This explains what to do if you believe you have been treated unfairly.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), 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. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: <http://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint> 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:

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

This institution is an equal opportunity provider.