

**School Year 2024-2025
Child Nutrition Programs
Integrity Plan**



A. Equitable Access

*Equitable access to meals is key to maintaining integrity in our Child Nutrition Programs. We strive to ensure food insecure children have access to nutritious meals. The below statements include how **Summit Academy North** will maintain equitable access to **all** students in our meal programs:*

- School meals are promoted to all students through the school’s website, building principal newsletters, district robo-calls, and the school district’s Facebook page.
- Remote learners can pick meals up **the PEAK/CO Bldg.12-4pm M-Th**
- Pick-up meals need to be pre-ordered, by calling Teresa Golba, 734-379-9766, or emailing teresa@summitacademy.com. Additional meals will be available for those who do not preorder, on a first-come, first-serve basis.
- Families that are unable to make set pick-up times need to contact the food service director to set up alternate arrangements. This information is included in all communication to families and is on the district website **www.summitacademy.com**
- **Summit Academy North-Summer Food Service Program** will change to the National School Lunch Program on the first day of school. **SFSP days are Monday, Tuesday, Wednesday, Thursday beginning the week June 13, 2024, and ending on August 1, 2024. Tuesday, Wednesday and Thursday at the High School.**
- Service locations are **Summit North Elementary, 28697 Sibley Road, Romulus, and Summit North Middle and North High Schools 18601 Middlebelt, Romulus. Meals times are 9:00-10:00 am for breakfast and 11:30-12:30 pm for lunch at all three locations.**

B. Counting and Claiming

The intent of the Child Nutrition Program is to provide nutritious meals to children that teach lifelong healthy eating habits. This may include one breakfast, one lunch, snack(s), and potentially a supper per child per day. The below statements include how **Summit Academy North** will ensure each child receives the allowed number of meals per day per federal Child Nutrition Program for which you are approved to participate.

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Program	Maximum Meals Allowed
Summer Food Service Program (SFSP)	2 meals
National School Lunch Program (NSLP) and School Breakfast Program (SBP)	1 breakfast + 1 lunch per school day; 1 afterschool snack if eligible

Summer Food Service Program

Students and the community children under the age of 18 will pick up their meals in the gymnasium at the North Elementary school, in the cafeterias at the North Middle and North High schools at the designated times.

They will consume the meals onsite.

Counting and claiming will be done using a Daily Meal Count Form for each day, each meal service.

NSLP

- Students attending school face to face are eating their preordered meals in the cafeterias or classrooms. At North Elementary the Meals are prepackaged and distributed to the students by food service staff and the students go immediately and cannot enter the meal distribution line again. A la carte items are not being sold except for milk. High school students have one designated lunch hour and middle school students have a designated hour.
- Students will be identified by student ID number and their meal entered the point of service software- Meal Magic, by the lunch staff who are determining reimbursable meal eligibility at the end of the service line.
- If a student would like a second or third meal in the same meal period, availability will need to be met and that/those meals will not be reimbursed.
- Meals for students on Remote Friday instruction, will have meals available to take home the day before remote learning is scheduled to take place. These meals will be distributed in classrooms at day's end at the elementary level and will distributed by food service staff and marked on a Meal Count Form at the point of distribution for the middle

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and high school buildings. The bagged meals will contain one breakfast, one lunch, and two milk.

- Counting and Claiming will be done using a multiple meal daily count sheet. Marking one slash through each bag given.

SFSP

- Posters will be hung at distribution sites stating: Welcome! The meals are provided for children (18 years and under) through the United States Department of Agriculture (USDA) SFSP. This institution is an equal opportunity provider.
- If we have determined a student has picked up or been served more than one of each meal per day, we will not claim the additional meals for reimbursement under any USDA Child Nutrition Program.

C. Community Distribution

*The intent of the Extended SFSP and the At Risk After School Program is to offer free meals for all children within the community ages 18 and younger and up to 26 years of age with a disability. The statements below include how **Summit Academy North** will ensure children and families will be informed of locations where free meals can be received.*

- Meet Up and Eat Up map (www.michigan.gov/meetupeatup) is posted on the school website and directs families to the nearest open meal distribution site. *Include link to school website post* (Please note: **This is a REQUIRED action for all participating in the Child Nutrition Programs during school year 2024-2025**).
- The school district will connect with the local food bank or another community sponsoring agency about being an open site for the community.
- **Summit Academy North** has reached out to local YMCA, religious organizations, and the local community food bank to ensure all students within our district have equitable access to meals.

D. Training

- **Summit Academy North** completed the SFSP Training [Planning and Administering the SFSP 2020](#) (Michigan 100 Training) and the five lessons: Eligibility and Site Selection, Meal Service Planning, Staffing, Recordkeeping, and Civil Rights on **June 10, 2024**.

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- All staff completed Civil Rights training on **June 10, 2024**. Documentation is filed in food service director's office.
- Food service staff were trained on procedures for serving SFSP instead of NSLP on **June 10, 2024**.
- Food service staff will be trained, and documentation kept on file, as needed when future program changes occur.
- Teaching staff and paraprofessionals who help with serving meals in the classroom are trained on point-of-sale information and this information is documented and kept on file.

E. Meal Quality and Meal Components

- Variety Food Services, our meal vendor will complete a monthly menu which will meet NSLP/SBP meal guidelines (including milk) which will be followed by staff for both SFSP, and NSLP In-person and remote learners. Menu will be posted on website and adhered to.
- A survey will be completed with students and parents to ensure appropriate menu variety and food is being consumed by students.
- Production records will be kept to document meals produced and served, serving sizes, and meal component crediting information.

USDA Nondiscrimination Statement (UPDATED 2023)

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), disability, age, 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 responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or 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->

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[Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf](#), from any USDA office, by calling (866) 632-9992, 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 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; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

This institution is an equal opportunity provider.

05/05/2024