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**September 2020**  
**Rockbridge County Public Schools**  
**REVISED Food Service Meal Program FALL 2020**

Rockbridge County Public Schools will be participating in the federal USDA program that provides free meals to children under the age of 18. This is an extension of the Summer Food Service Program. Meals will be available to any child under the age of 18, whether enrolled in a Rockbridge County Public School or not. The enrolled in-school students can receive these meals while in school during “normal” meal periods. All other children that are not present in the school buildings during the school day may receive free meals delivered by bus on Monday, Wednesday, and Friday. It is anticipated that this program would continue through December, 2020 (as funding is available). The School Nutrition Department will be closed on holidays and teacher workdays.

Rockbridge County Public Schools will require meal orders be placed through our electronic meal order form. The meal order form opens at 8:00 a.m. on Mondays and closes on Fridays at 8:00 a.m. for the following week’s meals. Late orders cannot be accepted. The transportation department will be used to deliver school meals to bus stops closest to your address. School meals will be delivered on Monday’s, Wednesday’s, and Friday’s between 12noon and 1pm. One “meal” equals a breakfast and a lunch. There will be two meals delivered on Monday’s and Wednesday’s, one meal on Friday. The order form is posted on the school division website at [www.rockbridge.k12.va.us](http://www.rockbridge.k12.va.us) under the RCPS Reopening section or under the Announcements section.

If you are a Virtual Learning student, you will use this system to receive meals during the school week. Your meals will be delivered by bus to the bus stop closest to the address given on the order form.

If you are an In-Person Learning student, you will use this system to receive meals during the school week. Your meals will be picked up in the cafeteria during your In-Person Learning Days. Please remember, that on Wednesday’s ALL In-Person Learners are Virtual Learners (Virtual Wednesday’s). For this day, you will need to make sure that you have included an address on the meal order form to receive your Wednesday meal. The bus will deliver your Wednesday meal to the bus stop closest to the address given on the order form.

If your child is not in school, you will use this system to receive meals during the school week. Meals will be delivered by bus to the bus stop closest to the address given on the order form. If you have questions, please call the School Nutrition office at 540-463-7386.

Parents will need to have free meal benefits or pay for meals starting January 1, 2021. Rockbridge County Public Schools is encouraging parents to fill out the Meal Eligibility Form to see if your child qualifies for the Free or Reduced meal benefit rate. This form is posted on the school division website at [www.rockbridge.k12.va.us](http://www.rockbridge.k12.va.us) under RCPS Reopening section and under the School Nutrition section icon. Paper copies are available at each school site. Just return the paperwork to your child's school.

If you have questions, please call the School Nutrition office at 540-463-7386.

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Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, 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.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), 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).

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