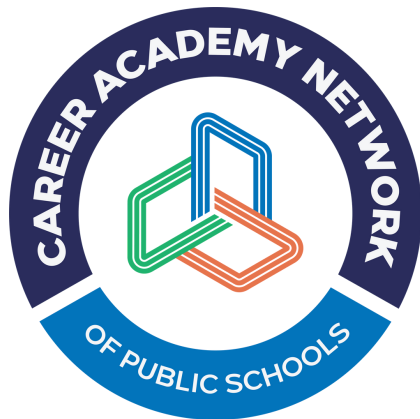




Greetings students and guardians!

The Chartwells Team at the Career Academy Network of Public Schools is excited to be serving up Happy and Healthy to our students for the 2025-2026 school year. As we prepare to start this next year, we would like to provide some important information to our families to have a successful experience in the café.

CEP Notification – CANOPS continues to be eligible for the state Community Eligibility Provision. All students that attend classes in our district will receive one breakfast and one lunch and no charge each day.

Alternate Household Applications – Even though meals are provided at no cost to our students, all households should complete the alternate household application. Your household may qualify for additional benefits that require the completion of this application. Additionally, the district's Title funding and grant eligibility are based off the percentage of students that qualify for benefits. Collection of this data is vital to continue funding the amazing programs that we offer our students. Please complete the application by visiting myschoolapps.com and searching "Career Academy South Bend" or scan the QR code:



A la Carte – Career Academy, The Bend, The Portage School of Leaders, and Success Academy Primary School all currently offer a la carte sales. Students may purchase extra milk, side dishes, or entrees, beverages, ice cream, chips and snacks. A la carte items meet SmartSnacks guidelines. Students must have a positive balance on their account to purchase a la carte items.

MySchoolBucks – Parents or students can add funds to their child's account by visiting myschoolbucks.com or downloading the free app! You will need to know your student's ID number to access their account and add funds. Additionally, funds may be added by sending your student with cash or check made out to Career Academy. If the funds are not taken directly to the cafeteria, please be sure to make a note that the funds are for foodservice and be sure to include your student's first and last name. Only deposits can be made at the register. No change will be given. All excess funds will be applied to your student's account.

Special Dietary Needs – If your student has a food allergy or special dietary restriction based on a medical diagnosis, please be sure to update the allergy/dietary needs form with the nurse. Additional documentation may be required to ensure that your student is receiving the appropriate meal. This information needs to be updated annually. For questions, please reach out to your school's nurse.

Meal Times – Please be advised that meals cannot be served outside of the service times. If students arrive at school past the scheduled breakfast serving time, they will not be able to receive a breakfast. It is important for students to arrive on time to be eligible for benefits. Please note breakfast times for your student's location below:

CASB: 7:15 am to 8:30 am

PSOL: 7:30 am to 8:30 am

SASB: 8:00 am to 8:30 am

SABGC: 8:00 am to 8:30 am

These times are subject to change and households will be notified by their school if any adjustments are made throughout the school year.

Nutrislice Menus – All location menus are published online at [Nutrislice.com](https://nutrislice.com). A free app is also available so you can access the menu right from your smartphone or tablet. Help your child plan their day or check for possible allergens! Search "South Bend Academy" to find your child's menu today!

For additional questions, please reach out to Lauren Balanow, Director of Dining Services at (574) 931-8670 ext 6218 or at lbaldnow@mycanops.com.

USDA Nondiscrimination Statement

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: [A stunning, professional letterhead is an essential communications tool for companies, brands, and individuals. It doesn't simply allow you to send memos and draft contracts, but can also be a reflection of your brand's identity.](#)

[It's easy to make a positive impression on clients by pairing choice visual elements with excellent content. Simply add your logo, use your brand colors, and design the page according to your business or profession. Do you want to be seen in a more formal and corporate manner or as someone who is creative and quirky? What's important is that you're consistent with your brand guidelines, which will determine the look and feel of all your materials.](#)

[Some details you can include in your letterhead are your company name, physical address, and contact information. This covers your phone number, mobile number, fax, and email address. You might also want to choose borders, fonts, and icons that suit your brand's personality.](#)

, 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:

- mail:
- U.S. Department of Agriculture
- Office of the Assistant Secretary for Civil Rights
- 1400 Independence Avenue, SW
- Washington, D.C. 20250-9410; or
- fax:
- (833) 256-1665 or (202) 690-7442; or
- email:
- program.intake@usda.gov

This institution is an equal opportunity provider.

