
August 30, 2024

Dear Parent(s)/Guardian(s):

Welcome to the 2024-2025 school year! As we begin, I would like to share some important information regarding our school nutrition program. Links to the related documents are blue.

Meal orders are no longer being processed through the Pay Schools pre-order system. Student meal requests can be communicated to your student's teacher via backpack or email and will be placed with the cafeteria daily. Menus for the month and Nutrition Program information can be found on the Spectrum360 website:

<https://spectrum360.org/for-families-and-caregivers/>

Student accounts for payment and purchase monitoring WILL continue to be maintained in Pay Schools. [The Pay Schools User Guide](#) to access is located on the Spectrum360 website. If you are using the system for the first time, you will need to know your student's nutrition account ID number, which can be obtained by emailing Marlene LaTorre at mlatorre@spectrum360.org.

To apply for free/reduced meals:

1. Please read the [INFORMATION LETTER FROM MR. KENNETH BERGER](#) regarding free and reduced meals.
2. Please use the [INSTRUCTIONS FOR COMPLETING THE FREE AND REDUCED MEALS APPLICATION](#) when filling out the application.
3. Please complete the [FREE, REDUCED MEALS APPLICATION](#).
ONLINE: Download the editable application and fill out on your computer. You must print the form in order to sign (you may need to adjust the page scale to make sure the entire form prints).
PRINT: Download a print-ready copy of the application to complete.
Please be sure to sign the application. Applications will not be processed if an adult signature is not provided. Once completed, keep a copy for yourself and send the original to the Business Office, attention Stacy Sarra. If you require an application in another language, please email Stacy Sarra at ssarra@spectrum360.org.
4. Please review the [SHARING INFORMATION WITH MEDICAID OR NJ FAMILY CARE FORM](#). If applicable, please print this form, complete and send to the Business Office, attention Stacy Sarra.

Please note: Requests for nutrition account refunds for students graduating or leaving Spectrum360 can be made through email using the address below. No refunds will be given without a written request. If you have any questions please contact me at ssarra@spectrum360.org

Wishing all of our students and families a successful new school year!

Stacy Sarra

Chief Financial Officer