

# ALL ABOUT DODEA

## U.S. DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

### RAF Lakenheath/RAF Mildenhall/RAF Feltwell

*School Liaison Specialist, DSN: 226-5078*  
*Assistant School Liaison Specialist DSN: 226-5077*  
*Commercial Lines: (44) 01638-52-5078/5077*  
*E-mail: [48MSG.CCL.SLO@us.af.mil](mailto:48MSG.CCL.SLO@us.af.mil)*  
*Location: RAF Lakenheath Airman & Family Readiness Center, Bldg 950*  
*FB: <https://www.facebook.com/RafLakenheathMildenhallSchoolLiaisonOffice/>*

#### **WHAT IS DODEA?**

The U.S. Department of Defense Education Activity (DoDEA) is part of the Department of Defense Education Activity Europe (DoDEA). DoDEA-Europe operates 65 schools within three districts throughout Europe. DoDEA-Europe serves over 35,000 school-age children of active duty military and civilian employees.

Like many schools in the United States, DoDEA-Europe schools are accredited by the North Central Association Commission on Accreditation and School Improvement ([NCA CASI](#)). DoDEA's mission is to provide exemplary educational programs that inspire and prepare all students for success in a global environment.

#### **HOW DO I REGISTER MY CHILD IN A DODEA-EUROPE SCHOOL?**

*To avoid disruption of instruction time and routine, it is highly encouraged to enroll eligible students ASAP.*

School registration is an **annual** requirement by DoDEA Regulation to determine continued eligibility for school enrollment. For initial registration you may either pre-print & pre-fill school documents, pre-register online or wait to visit the school in person. To collect required forms, visit <https://www.dodea.edu/Europe/enrollment/>.

To pre-register via the DoDEA Online Registration (DORS) visit,

<https://www.dodea.edu/DORS/>. If enrollment is submitted via DORS, please contact the school to let them know.

Registration will not be completed until you contact the school registrar. Upon arrival, all processes still require a visit to the school in person to finalize registration. To finalize registration, please take the following items to the school:

1. **Sponsor's orders**
2. **Shot records**
  - a. More information at <http://www.dodea.edu/StudentServices/immunizationPgrm.cfm>
  - b. Flu shot requirement (Grace period for incoming students; Need a waiver? Speak with your school.)
3. **Recent school records**
  - a. In lieu of school records, bring the name and address of the former school to complete a Request for Records Form.
  - b. **Kindergarten and 1<sup>st</sup> Grade ONLY**- Please bring a birth certificate or passport to verify DOB.
4. **Please ask the school registrar for your student(s) DoDEA Student ID #.** AAFES provides all school meals & DoDEA Student ID numbers are required to create AAFES lunch accounts at the BX/BXtra Customer Service Desk. Once a BX/BXtra account has been created, you may apply for Free/Reduced Lunches online.

## LAKENHEATH COMPLEX SCHOOLS

SCHOOL	GRADE LEVELS	LOCATION	DSN	REGISTRAR
Feltwell Elementary School (FES)	Grades K-5	RAF Feltwell	226-7003	FeltwellES.Registrar@dodea.edu
<a href="http://www.dodea.edu/FeltwellES/index.cfm">http://www.dodea.edu/FeltwellES/index.cfm</a>				
Lakenheath Elementary School (LES)	K-3 PSCD Sure Start	RAF Lakenheath	226-3721	LakenheathES.Registrar@dodea.edu
<a href="http://www.dodea.edu/LakenheathES/index.cfm">http://www.dodea.edu/LakenheathES/index.cfm</a>				
Liberty Intermediate School (LIS)	4-5	RAF Lakenheath	226-2258	RegistrarLibertyIS@dodea.edu
<a href="http://www.dodea.edu/LibertyIS/index.cfm">http://www.dodea.edu/LibertyIS/index.cfm</a>				
Lakenheath Middle School (LMS)	6-8	RAF Feltwell	226-7007	LakenheathMSRegistrar@dodea.edu
<a href="http://www.dodea.edu/LakenheathMS/index.cfm">http://www.dodea.edu/LakenheathMS/index.cfm</a>				
Lakenheath High School (LHS)	9-12	RAF Lakenheath	226-3115/3116	LakeHS.Registrar@dodea.edu
<a href="http://www.dodea.edu/LakenheathHS/index.cfm">http://www.dodea.edu/LakenheathHS/index.cfm</a>				
DoDEA-Europe West District Superintendent's Office		RAF Feltwell	226-7224/7041	Email: <a href="mailto:DoDEAEurWestSupt@dodea.edu">DoDEAEurWestSupt@dodea.edu</a>
<a href="http://www.dodea.edu/Europe/west/">http://www.dodea.edu/Europe/west/</a>				

### AT WHAT AGE DO CHILDREN START SCHOOL?

Children must be 5 years old by September 1<sup>st</sup> in order to enroll in DoDEA's Kindergarten. See pervious page for registration steps.

**Sure Start at LES** is an option for children 4 years of age by September 1<sup>st</sup> of the current school year. Space is limited to 36 spots a year. Children qualify for Sure Start based on family dynamics that may put the child "at risk." Some of these factors include: rank (E-1 – E-4 or GS-1 – GS-4 first priority), single parent household, one or both parents speak a language other than English as their primary language, parent is on remote assignment (TDY) 3 months or more, 4 or more children close in age living in the home, child is from a dual military family, or child has sibling with an identified disability. Families must apply and be selected for Sure Start, and there is a *mandatory* parental volunteer component of 30 hours/school year. Sure Start is located at Lakenheath Elementary School, and the application can be attained through the school. **Note: Sure Start selections take place mid-August and notifications are sent by 1<sup>st</sup> week of September. Sure Start class generally begins 1-2 weeks after the normal school year begins!** Applications are accepted throughout the year, for eligible students who PCS in during the school year. [Also encouraged to apply for UK Reception, speak with SLO for more info.]

### BECAUSE THERE ARE 3 ELEMENTARY SCHOOLS, WHICH SCHOOL WILL MY STUDENT(S) ATTEND?

There is a catchment line (i.e. school boundary) that delineates jurisdiction between Lakenheath Elementary/Liberty Intermediate Schools and Feltwell Elementary School. Temporary lodging does not restrict you to a catchment, but your residence will! This is especially important to consider when house hunting. If your residence is outside of the catchment school your student is enrolled at, you may: 1) transfer your student(s) to the other DoD school, or 2) you may submit a waiver to remain in the school outside your catchment area for that SY. **If the waiver is approved, transportation becomes the**

***responsibility of the sponsor\*\* Waiver request form should be re-submitted at the beginning of each school year. \*\* Middle and High, are NOT catchment restricted!***

### **HOW DOES THE BUS SYSTEM WORK?**

The bus system is operated by the Lakenheath Complex Transportation Office located on **RAF Feltwell**, Bldg. 30, Room 30. They can be reached by calling DSN 226-7013/ Comm: 01638-52-7013 or via email at: [Lakenheath.sbo@eu.dodea.edu](mailto:Lakenheath.sbo@eu.dodea.edu) . You must visit the office with your child to register and to have photo bus passes issued. **Please do not follow signage pointing to their office, as building 30 is their new location in the "District Building."** Buses are contracted European-style tourist coaches. In Europe, traffic is not required to stop for loading and unloading school buses. Children should never cross the street in front of or behind any bus. Additional safety information is available at:

<https://www.dodea.edu/Europe/offices/transportation/safety.cfm> Student transportation within DoDEA is provided for pre-determined commuting areas for *eligible* students who reside outside of the walking area. The listing of current bus stops can be found through the Base Housing Offices, the School Bus Office, and the School Liaison Office. **You should call the School Bus Office for eligibility and when deciding on a home to ensure transportation is available and/or to determine bus stop proximity. All students must be registered with the School Bus Office prior to riding a school bus. This registration must be re-accomplished at the beginning of each school year.**

**IF THE BUS OFFICE IS NOTIFIED OF A DELAY BY A BUS CONTRACTOR, WHEN POSSIBLE, THEY WILL SEND PARENT EMAILS INFORMING OF THE DELAY. ALSO, WHEN POSSIBLE THEY WILL SHARE DELAY INFORMATION WITH OUR OFFICE TO POST ON THE SLO FB PAGE.**

### **WHAT ARE THE SCHOOL TIMES?**

**❖ Every Wed All Schools Release 1 Hr Early for CCRS Teacher Collaboration!**

<b>SCHOOL</b>	<b>REGULAR HOURS</b>	<b>WEDNESDAY HOURS</b>
<b>Feltwell Elementary School (FES)</b>	8:30-3:00	8:30-2:00
<b>Lakenheath Elementary School (LES)</b>	8:15-2:35	8:15-1:35
<b>Liberty Intermediate School (LIS)</b>	8:20-2:45	8:20-1:45
<b>Lakenheath Middle School (LMS)</b>	8:22-3:00	8:22-2:00
<b>Lakenheath High School (LHS)</b>	8:05-3:00	8:05-2:00

### **WHAT IS INCLUDED IN THE DODEA CURRICULUM?**

DoDEA Europe offers K-12 curriculum standards in core areas of Reading/English/ Language Arts, Mathematics, Social Studies, and Science. There are also, Fine Arts, Foreign Languages/Host Nation/ESL, Gifted Education and Advanced Placement, Health Education, and Physical Education/Athletics. As well as programs for Assistive Technology, AVID, CSP/NCA/PD, Early Childhood, Education Program Assistance, Educational Technology, Information Centers, JROTC, Professional Technical Studies, and Special Education. More detailed curriculum standards can be found online at [www.dodea.edu/curriculum](http://www.dodea.edu/curriculum) DoDEA implements **College and Career Ready Standards (CCRS.)** More information can be found at: <http://www.dodea.edu/collegeCareerReady/index.cfm>

### **WHERE CAN I FIND INFORMATION ON DODEAS' PERFORMANCE?**

Visit <https://webapps.dodea.edu/SRC/> to look up Annual School Report Cards for each of the Lakenheath Complex Schools.

### **WHAT DOES THE SCHOOL LIAISON OFFICE DO?**

School Liaison Officers (SLO) provide a continuing resource for parents and students in DoDEA Europe schools and military communities. The role of the School Liaison Officer is to connect parents and

students with information, resources and people. If you have a question about your school, child youth services, or PCSing your School Liaison Officer is your transition expert.

The SLO works with community members, military and civilian organizations, school staff, parents and students. They meet with internal and external customers to help them make sense of processes and connections that can often be overwhelming. Get to know the SLO wherever your family is stationed. When questions arise they will be glad to assist you and help resolve issues in your community.

## **WHO IS ELIGIBLE TO ATTEND DODEA-EUROPE SCHOOLS?**

Eligibility for enrollment in DoDEA's overseas school system is determined through categories.

### **Category 1**

- A student is the dependent of a service member or DoD civilian and is on official orders placing them overseas and receiving housing allowance. Space-required, tuition-free.
- FMS or MAP- A student is the dependent of a person who is either in Foreign Military Sales (FMS) or the Military Assistance Program (MAP). Space-required, tuition-paying.
- DoD Contractor- A student is the dependent of a DoD Contractor. Space-created, tuition paying.

### **Category 2**

- Federally Connected- A student is the dependent of a person who is a U.S. Government Agency Employee other than DoD. Space-available, tuition-paying.

### **Category 3**

- Non-Command Sponsored- A student is the dependent of a service member or DoD civilian and is not on official orders, or on a special waiver category. Space-available, tuition-free.

### **Category 4**

- Non-Federally Connected- A student is the dependent of a person who is not in any of the above categories. Space-available, tuition-paying.

Visit <http://www.dodea.edu/aboutDoDEA/eligibility.cfm> for more information on enrollment eligibility and tuition rates.

## **WHERE CAN I FIND ADDITIONAL INFORMATION?**

The best source of information on DoDEA in your area is to call the School Liaison Office and to speak with the school(s) directly. Below are some helpful websites.

- DoDEA-Europe  
<http://www.dodea.edu/Europe/>
- West District Office  
<https://www.dodea.edu/Europe/west/schools-by-district.cfm>
- School Transportation Office  
<https://www.dodea.edu/Europe/offices/transportation/newcomersInfo.cfm>
- DoDEA Special Education  
<https://www.dodea.edu/curriculum/specialeduc/>
- DoDEA Homeschool FAQ's  
<https://www.dodea.edu/parents/homeschooling.cfm>
- DoDEA Europe Press Releases  
<http://www.dodea.edu/Europe/newsroom/index.cfm>
- Virtual School  
<http://www.dodea.edu/virtualhs/DV/HS/dvhs/index.cfm>
- Military Child Education Coalition  
1. <http://www.militarychild.org/>

# **HELPFUL HINTS FOR OFF-BASE HOUSING**

**FOR CHILDREN WHO WILL ATTEND DoDEA LAKENHEATH COMPLEX SCHOOLS**

## **ASK YOURSELF, HAVE I:**

- **Coordinated actions with the Housing Referral Office: 226-2000 or 01638-52 -226-2000.**

## **CONTACT THE SCHOOL BUS OFFICE TO:**

- **Ensure the prospective home is located in the school bus commuting area.**
- **Determine which catchment the home falls into. Catchment is applicable to DoDEA Lakenheath Elementary, K-3; Liberty Intermediate, 4<sup>th</sup>-5<sup>th</sup> & Feltwell Elementary, K-5.**
- **Determine the “proximity” of a bus stop to a prospective home for your dependent children.**
- **New students will need to be registered prior to using DoDEA bus services and will be issued photo ID's!**
- **Visit the Bus Office- Their office has moved, do not follow the signage directing you to → School Bus Office. They are now in a large brick building at the roundabout which reads, “Station Headquarters.” Across the street from the RAFF community center.**

**DoDEA School Bus Office  
RAF Feltwell- Bldg 30, room 30.  
DSN 226-7013 or Commercial 01638-527013  
Lakenheath.SBO@eu.dodea.edu**



## SCHOOL YEAR 2020-2021 SCHOOL CALENDAR

**\*\*\*All Lakenheath Complex Schools Release 1 hour Early Every Wednesday\*\*\***

August 14 0900 – 1100	New Student / Parent Orientation Lakenheath / Feltwell ES
August 10 1000 – 1200	New Parent / Student Orientation LakenheathMS
August 21 1300 - 1400	New Parent / Student Orientation LibertyIS
August 21 0900 – 1200	New Parent / Student Orientation LakenheathHS
August 17	All Teachers Report / Training Orientation
<b>FIRST SEMESTER</b>	
Friday, August 21	USAFE Family Day
Monday, August 24	Begin First Quarter and First Semester
Monday-Friday Aug 24-28	Kindergarten & PSCD Home Visits
Thursday, August 27	Liberty Intermediate School Open 1600 -1800
Monday, August 31	Kindergarten First Day of School
Monday, August 31	UK Bank Holiday (August)
Wednesday, September 2	Feltwell Elementary School Open House 1600 –1800
Thursday, September 3	Lakenheath Elementary School Open House 1600 - 1800
Friday, September 4	DoD Mandatory Trainings / CSI Teacher Training No School for Students
Monday, September 7	Labor Day – Federal Holiday Observed
Thursday, September 10	Lakenheath Middle School Open House
Thursday, September 10	Sure Start First Day of School
Thursday, September 17	LHS Open House 1630 –1800
Monday, October 12	Columbus Day - Federal Holiday Observed
Monday, October 19	CCRS Professional Training All Lakenheath Schools No School for Students
Thursday, October 22	End of First Quarter
Friday, October 23	Teacher Record Keeping Day No School for Students
Monday, October 26	Begin Second Quarter
Thursday, October 29-30	Parent / Teacher Conferences for Feltwell ES, Lakenheath ES, Liberty IS
Friday, October 30	Parent / Teacher Conferences Schools All Lakenheath Complex Schools
Tuesday, November 10	All Lakenheath Complex Schools Early Release
Wednesday, November 11	Veterans Day – Federal Holiday Observed
Thursday, November 26	Thanksgiving – Federal Holiday Observed
Friday, November 27	Thanksgiving Recess Day – No School USAFE Family Day
Monday, November 30	UK Bank Holiday (St Andrew's Day)
Friday, December 4	Accelerated Withdrawal Date
Monday, December 7	CCRS Professional Training All Lakenheath Schools No School for Students
Monday, December 21	Winter Recess Begins (Dec 21-Jan 3)
Thursday, December 24	USAFE Family Day
Friday, December 25	Christmas – Federal Holiday Observed and Bank Holiday
Monday, December 28	UK Bank Holiday Substitute day for Boxing Day (Sat, 26 Dec)
Thursday, December 31	USAFE Family Day
<b>2021</b>	
Friday, January 1, 2021	New Year's – Federal Holiday Observed UK Bank Holiday New Year's
Monday, January 4	Instruction Resumes
Thursday, January 14	End of Second Quarter and First Semester
Friday, January 15	No School – Teacher Work Day
<b>SECOND SEMESTER</b>	
Monday, January 18	Martin Luther King, Jr. Day – Federal Holiday Observed
Tuesday, January 19	Begin Third Quarter and Second Semester
Friday, February 12	CCRS Professional Training All Lakenheath Schools
Monday, February 15	Presidents' Day – Federal Holiday Observed
Friday, February 26	CSI Teacher Training No School for Students
Wednesday, March 17	UK Bank Holiday St Patrick's Day
Wednesday, March 24	End of Third Quarter
Thursday, March 25	No School for Students – Teacher Work Day
Friday, March 26 – April 2	Spring Recess
Friday, April 2	UK Bank Holiday Good Friday
Monday, April 5	Begin Fourth Quarter UK Bank Holiday Easter Monday
Friday, April 30	CCRS Professional Training All Lakenheath Schools No Schools for Students
Wednesday, May 12	Accelerated Withdrawal Date
Monday, May 3	UK Bank Holiday Early May Bank Holiday (May Bank)
Thursday, May 27	CSI / PD All Lakenheath Schools Early Release
Friday, May 28	Day off All Lakenheath Schools
Monday, May 31	Memorial Day – Federal Holiday Observed UK Bank Holiday Late May Bank Day
Thursday, June 10	End of Fourth Quarter and Second Semester – Early Release
Friday, June 11	No School – Teacher Work Day USAFE Family Day

# Special Services, IEPs, 504 Plan & ACT/SAT Accommodation Info

## **CHILD FIND**

*For children ages 3-5*, Child Find is a screening program to determine if there is a need for further evaluation for special education services, call Lakenheath Elementary for more information: 01638523721.

*DoDEA school age children*, In accordance with the Individuals with Disabilities Education Act (IDEA), DoDEA is responsible for locating, identifying, assessing and evaluating all school age students with suspected disabilities (from age 3 to age 21 ). The Special Education Department at each school is responsible for overseeing the ongoing Child Find activities...Sp Ed teachers, school nurses, school pathologists, gen ed teachers, child development center personnel, MTF/EDIS....” 1342.12 Companion

*Our office is able to provide printed reference and refer you to a DoDEA POC for further guidance.*

## **SPECIAL EDUCATION SERVICES**

The Child Find process may lead to a formal assessment for the identification of a disability. A Case Study Committee (CSC) will be formed to guide the process and may determine that your child needs special education and related services. Special education is specially designed instruction provided to meet the unique needs of any student with a disability. Special education services include specially designed instruction, support, equipment, related services, assistive technology, and anything else needed by the student to meaningfully benefit from his or her regular education program. These services are available to children and youth through age 21 (inclusive) determined to be eligible for special education.

*Parent referrals*, a parent may submit a request [to a teacher/school counselor] for an evaluation if they suspect their child has a disability.

The CSC shall ensure any such request is placed in writing and signed by the requesting parent.

*Our office is able to provide printed reference and refer you to a DoDEA POC for further guidance.*

## **EARLY INTERVENTION SERVICES (EDIS)**

The Early Intervention program is designed to provide for the special needs of infants and toddlers **between birth and 3 years old**. It is a family-centered program and focuses on services that address your child’s developmental needs and your family concerns. The program is operated by the military medical branches, and services are provided by an Early Intervention team. The plan developed for a family in this program is called an Individualized Family Service Plan (IFSP). EDIS Contact Info: RAFL Bldg. 955, 01638-52-3308

*Children 3– 5, contact LES for Child Find See Information Above.*

## **PRESCHOOL SERVICES FOR CHILDREN WITH DISABILITIES AT LES**

DoDEA offers Preschool Services for Children with Disabilities (PSCD) to provide individually designed special education and related services to young children ages **3 through 5 years** with identified developmental delays and disabilities. These services may occur in a variety of settings, including your home, the school, and various sites within your community. PSCD is overseen by Lakenheath Elementary School.

## **INDIVIDUALIZED EDUCATION PROGRAM (IEP)**

After the assessment period, if your child is determined to have a disability and needs special education and related services, you and the Case Study Committee (CSC) will develop an Individualized Education Program (IEP). The IEP is a document that outlines the specially designed instruction (refer to handbook), including related services, required for your child with a disability to succeed in his or her educational program. As a parent, you bring very important information to the IEP meeting. You know your child better than anyone else, and your knowledge can help the CSC create an IEP that will work best for your child.

## **HOW 504 ACCOMMODATION PLANS DIFFER FROM IEPs**

Students who are eligible under Section 504 have a disability that substantially limits one or more major life activities and **do not satisfy the more specific criteria for eligibility under IDEA with a special education Individual Education Program (IEP)**.

## **COLLEGE BOARD, SAT/ACT- IEPs, 504 PLANS, AND ELIGIBILITY**

**“The approval process can take 7 weeks for an accommodation request to be processed when the documentation review is required....To submit a request without their school’s involvement, families must request a paper Student Eligibility Form from their counselor or SSD.”**

**The links below will prepare and guide you through the process of submitting a request for test accommodations.**

**SAT:** <https://www.collegeboard.org/students-with-disabilities/iep-504-eligibility>

**ACT:** <http://www.act.org/content/act/en/products-and-services/the-act/registration/accommodations.html>

## **ADDITIONAL INFORMATION**

DoDEA Special Education

<https://www.dodea.edu/Curriculum/specialEduc/index.cfm>

DoDEA Special Education- Info for Parents & Resources& Relocation

<https://www.dodea.edu/Curriculum/specialEduc/parentsInfo.cfm>

<https://www.dodea.edu/Curriculum/specialEduc/resources.cfm>

<https://www.dodea.edu/Curriculum/specialEduc/parentsInfo.cfm>

U.S. Education Department–Office of Special Education Programs

<https://www2.ed.gov/about/offices/list/osers/osep/index.html>

**Military OneSource- Special Education & Transition Information**

<http://www.militaryonesource.com->

Home>Family& Relationships>Special Needs>Special Ed & Childcare

## **Lakenheath Complex Schools-When to Update your School Information**

It has recently come to our attention that many of our Lakenheath Complex Schools are not receiving updates when family dynamics change. Currently, Family Care plans are required on the military side of the house, but there is no process for your members to notify their children's schools and provide updates. Ensuring contact information at the schools is current and notifying the school of absences is extremely critical. 1) In the case of a school or medical emergency and 2) in the event of a *real world* situation. Your help is appreciated in reminding your members to communicate with their child's school and **stress** the importance of updating their information at the schools when the following occur:

**Household/ contact information changes-** Have your family dynamics changed? Is the sponsor deployed? Has your emergency contact deployed or PCS'd? Please notify the school and provide with current updates immediately.

**Absences/Emergency leave-** If your child is home sick or does not report to school for any reason, please notify the school within 30 minutes of the school start time! This is critical for student accountability in the event of a *real world* situation. (*See brochure for school contact information.*)

**Pre-planned absences-** Please check with the school prior to leaving to verify whether the absence will be considered "unexcused" or "excused." Per DoDEA's Attendance Policy: "Academic penalties will not be imposed for excused absences."

**Sponsor not in country, child staying with an appointed guardian?** – When a student is not residing with their sponsor or their sponsor is not in the country due to deployment, TDY, or retirement, the school should be notified immediately. Please provide the school with updated legal guardian information and with Power of Attorney documents. Again, this is critical in case of an emergency.

**Change of Physical Address?** – This is often easily overlooked, as we depend on our PCS boxes to receive mail. However, updating your physical address is very important for student accountability in the event of a *real world* situation and especially if you are the parent of a bus rider!

**Changes of Assignment Location-** Have you moved units, your duty phone number changed or have you moved from Lakenheath to Mildenhall or vice versa? If so, please ensure you update your information at your child's school so you are able to be reached in case of an emergency.

Thank you!

RAFL/RAFM School Liaison Office

RAF Lakenheath, bldg. 950 A&FRC

DSN: 226-5077 Email: 48MSG.CCL.SLO@us.af.mil

# DoDEA School Lunch Information

Account set up, Free & Reduced & My Payments Plus

**1<sup>st</sup>-Set Up a Lunch Account with AAFES  
By contacting Ms. Da Silva OR visiting  
the BX/BXtra:**

**You will need the following:**

- Student(s) 10 digit DoDEA ID # from school
- Full name
- Name of School
- Date of Birth

**?s- AAFES  
School Meals POC:**

★ **School Meals Manager:**

Mariana Da Silva

[dasilvama@aafes.com](mailto:dasilvama@aafes.com)

Or

DSN: 226-2500

Comm: 01638-52- 2500

**2<sup>nd</sup>-Apply for Free  
& Reduced Lunch**

**Apply online at:**

<https://freeandreducedapps.aafes.com/>

- No need to include OHA or COLA, but all other household income must be reported.
- Don't include cents or decimals, dollars only.
  - **Work/Cell:** Input your DSN Duty #.
  - **Employer:** Input your Unit.
- To receive Program qualifications, **MUST** include an email address.

**3<sup>rd</sup>-My Payments  
Plus Account**

Optional Set Up, Not Operated by  
AAFES

[www.MyPaymentsPlus.com](http://www.MyPaymentsPlus.com)

**\*Free account: Set low balance  
notifications.**

**\*Track purchase history.**

**\*Manage lunch accounts.**

**\*Pay online for a small fee.**

*\*New accounts can be added after 1 September  
& if you have an account at the cafeteria*

Student's DoDEA #: \_\_\_\_\_

PIN- Provided by AAFES: \_\_\_\_\_

Student's DoDEA #: \_\_\_\_\_

PIN- Provided by AAFES: \_\_\_\_\_

# 4 E-Z STEPS

## To Setting Up A School Lunch Account

PLEASE NOTE:

**A NEW APPLICATION\* IS REQUIRED EVERY YEAR.**

**Returning Student? Jump to #3!**



**Download the MPP Mobile App**



the



**APPLY HERE**

### 4 E-Z STEPS

**1 REGISTER EACH STUDENT**  
Obtain DoDEA student ID # for each student

**2 SET UP LUNCH ACCOUNT @ THE EXCHANGE**

**3 SET UP A MYPAYMENTSPLUS ACCOUNT**

**4 APPLY ONLINE**  
for Free/Reduced Meals

#### 1 REGISTER EACH STUDENT

- Obtain a 10-digit DoDEA student ID# for all children, (mandatory for all Sure Start students) from the school registrar.
- You will need each student's ID# for Step 2

#### 2. SET UP A LUNCH ACCOUNT WITH AAFES EXCHANGE

- Visit your AAFES EXCHANGE Customer Service center to set up an account for EACH STUDENT.
- A 6 digit pin number will be assigned for your child to use to deduct cost of meals, ala carte items and beverages.

**ALL STUDENTS, even those eligible for Free & Reduced price meals & Sure Start, need a LUNCH ACCOUNT.**

#### 3. SET UP AN ACCOUNT THROUGH MYPAYMENTSPLUS (MPP)

- MPP charges a 4.75% management fee for all deposits made online or on the mobile app.**
- Deposits made at the AAFES EXCHANGE or school cafeteria are FREE.**
- NEW STUDENTS:** To create a new account, visit [www.MyPaymentsPlus.com](http://www.MyPaymentsPlus.com). Follow the onscreen directions and register your student(s) using their Student ID number(s). You can have multiple students on one MPP account.
- RETURNING & NEW STUDENTS:**
  - Deposit into the School Meal Program meal account for school meals.
  - Deposit into the General account for a la carte food/beverages.
- With MPP You Can:
  - View student cafeteria balances anytime, from anywhere.
  - See what your child is purchasing in cafeteria.
  - Set up alerts so you know when the balance is low.
  - Make payments to your student's cafeteria account online or with the MyPaymentsPlus mobile app.

#### 4. APPLY ONLINE FOR FREE OR REDUCED LUNCHES\*

- You only need one (1) application per household. Please include ALL students on one application (mandatory for all Sure Start students).
- Duplicate applications can and do result in significantly longer processing time and possible denial of benefits.
- Paper applications are no longer available. Parents/guardians must apply online for benefits.
- Apply at: <https://freeandducedapps.aafes.com/>.
- Use your phone to scan this **QR Code** for a more convenient way to apply!

www.freepik.com



**SPECIAL DIETARY NEEDS?**  
Provide a doctor's letter to the school nurse regarding any special dietary needs or food allergies for menu substitutions as required.

**Sign up today to enjoy healthy & TASTY lunch choices!**

**The AAFES School Meal Program is proud to offer your student healthy, flavorful STAR LUNCHES daily!**

# STAR LUNCHES

**Students can choose from a variety of options...**

**★ Protein**

3 Daily Options  
Meat/Meat Alternative



**★ Whole Grains**

Daily Choices



**★ Fruits**

2 Daily Choices



**★ Vegetables**

Daily Choices



**★ Milk**

Fat Free or 1%



A STAR LUNCH, at a minimum, must include at least three of the above components, including either a fruit or a vegetable. Along with another component, students can take only fruits, only vegetables or both fruits & vegetables.

## BREAKFAST?

Check with your student's school to see if breakfast is offered!

Were you aware that we offer a fresh fruit or veggie EVERY DAY?!



### CONTACT US

AAFES School Meal Program Customer Service Email: [SMPCustSvc@aafes.com](mailto:SMPCustSvc@aafes.com)  
For more information, visit: <https://www.aafes.com/about-exchange/school-lunch-program>

Once school begins, you can find **menu**, as well as nutrition and allergen information at:  
<https://www.aafes.com/Images/Community/schoollunch/MenuNutrition2020.pdf>

# Come Taste for Yourself!



# A LA CARTE PRICE LIST 2018



In order to purchase A La Carte, students need available money in the **general** account:

**General account:**

Allows students to purchase any items

(a spending limit and restrictions can be added by contacting your school's, School Meals Program Supervisor!)

**Meal account:**

Allows students to purchase a reimbursable meal

\*Purchase & balance history can be viewed by creating a FREE My Payments Plus account!



## LUNCH A LA CARTE (offered daily)

## Prices

Pizza (10-cut)	\$2.50
Chicken Nuggets (5)	\$2.50
Fish Sticks (5)	\$2.50
Chicken Salad Sandwich/Croissant	\$2.50
Hamburger (w/Lettuce & Tomato)	\$2.50
Cheese Burger (w/Lettuce & Tomato)	\$3.00
Chef Salad	\$3.00
Garden Side Salad (12oz bowl)	\$1.00
Oven Fries (4oz)	\$0.75
Mini-Pancakes	\$1.50



## FRUITS/VEGETABLES/BREADS

## Prices

Fruit	1 cup portion	\$0.75
Vegetable/Salad	1 cup portion	\$0.75
Bread	1 svg.	\$0.75
Milk	8 oz.	\$0.75



## SNACK/BEVERAGE SALES

## Prices

Cookie, WG & reduced fat variety	\$0.50
Chips, baked variety	\$1.25
Welch's Fruit Slush, 100 % fruit (4 oz.)	\$0.75



### BEVERAGES

Water, (8 oz.)	\$0.50
Water, (16 oz.)	\$1.00
Water, (20 oz.) (PAC Only)	\$1.25
ENVY 100 % juice, non-carbonated	\$1.50



### BEVERAGES (MIDDLE/HIGH SCHOOLS ONLY)

ENVY 100 % juice, non-carbonated & carbonated \$ 1.50

*Entrees, Snacks, & Beverages listed here meet USDA Meal Pattern & Smart Snack guidelines pricing subject to change.*

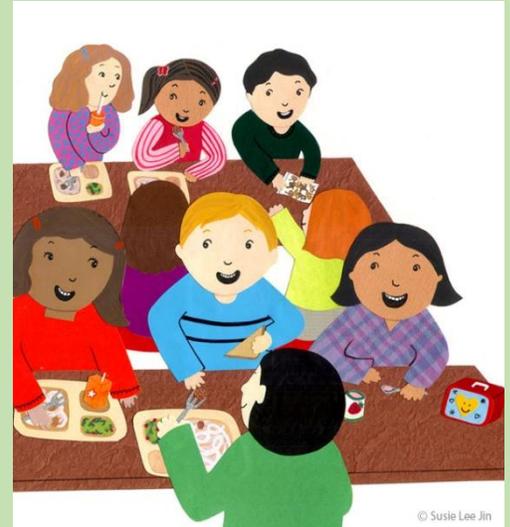
# PRICE LIST 2018-2019 (Elementary Schools)

## BREAKFAST MEAL PRICES (Pilot Schools)

Students eligible for Free Meals	No charge
Students eligible for Reduced Priced Meals	\$0.30
Grades 6K thru 12 Students Paying Full Price	\$1.50
Breakfast Non-students and/or Second Bfst	\$3.00
Additional Entrée/Sides	A la Carte Price

## LUNCH MEAL PRICES

Students eligible for Free Meals	No charge
Students eligible for Reduced Priced Meals	\$0.40
Grades K thru 5 Students Paying Full Price	\$3.00
Grades 6 <sup>th</sup>	\$3.25
Lunch- Student - Second Meal	\$5.50
Lunch- Student- 6 <sup>th</sup> grade Second meal	\$5.75
Lunch- Non-students	\$5.75
Lunch plus additional Entrée	\$1.75



## **Fruits/Vegetables\* And Bread & Pasta**

Fruit	1 cup portion	\$0.75
Vegetable/Salad	1 cup portion	\$0.75
Bread	1 serving	\$0.75
Milk	8 oz	\$0.75

\*Second portion of fruits & vegetables are at no additional cost with purchase of Lunch Meal

## **Snacks**

Cookie, WG & reduced fat variety	\$0.50
Chips, Baked variety	\$1.25
Welch's Fruit Slush, 100% fruit-4 oz	\$0.75
Goldfish, WG, Cheese Crackers	\$0.75

## **Beverages**

Water, 8 oz	\$0.50
Water, 16 oz	\$1.00
Water, 20 oz (PAC Only)	\$1.25
Envy 100% Juice, non-carbonated	\$1.50

