

# GERMANTOWN SCHOOL DISTRICT FOOD & NUTRITION DEPARTMENT



## POLICIES & PROCEDURES

The Germantown School District Food & Nutrition Department has created a school lunch program that is easy to use and provides your children with healthy and nutritious meal choices served every day. If you have any questions regarding the food service program, please feel free to contact the Food & Nutrition Department at 262-253-3420.

- Every family in the District has a food service account.
- The account can be activated by depositing money.
- The Skyward Lunch System is a PREPAID system which relies on parents maintaining a positive balance in their family account.
- Each child is given a confidential four-digit lunch keypad number.
- This number is entered when going through the lunch line.
- THE LUNCH KEYPAD NUMBER IS DIFFERENT THAN THE STUDENT'S ID NUMBER.
- Both positive and negative family account balances remaining at the end of the school year will transfer with the family account to the next school year.

### LOW & NEGATIVE BALANCES

- You will be notified that your account is low via e-mail if you have an email in Skyward Family Access and have checked the box that you want to receive e-mail notification from Food and Nutrition. If your e-mail address changes, be sure to change it in Skyward Family Access.
- It is the parent's responsibility to monitor your account.
- If your account has a negative balance your child will be offered a cheese sandwich and baby carrots for \$.50, and a milk for \$ .35.
- You can monitor your family account activity and balance on-line at [www.germantownschoools.org](http://www.germantownschoools.org).

### PAYMENT OPTIONS

- Checks and money orders are preferred.
- All payments must be made payable to the Germantown Food & Nutrition Department.
- YOUR CHILD'S NAME MUST BE ON EVERY PAYMENT AND IN THE MEMO SECTION OF THE CHECK.
- A cancelled check is your receipt.
- Checks will be collected in the morning at the elementary schools.
- Deposits turned in at elementary schools only allow the children at that school to eat. The deposit is credited to the family account early the next morning and it is not reflected in the family account until then.
- Deposits turned in at KMS or GHS before 8:30 a.m. will be credited to the family account the same morning and all children in that family will eat.
- Deposit boxes are located by the kitchen doors at KMS and the Food & Nutrition Department at GHS.
- Cash is accepted in the lunch line at KMS & GHS only.
- REVTRAK payments made to your family account will post immediately. A 2.58% service charge will be assessed by the REVTRAK processor (subject to change). Instructions on how to make REVTRAK payments can be found on the Germantown website under the Food & Nutrition Tab.

- Payments can be mailed to: Germantown High School  
Food & Nutrition Department  
W180 N11501 River Lane  
Germantown, WI 53022-3198

**FREE/REDUCED MEAL PROGRAM**

- Families having financial difficulties are encouraged to apply for the Free/Reduced National School Lunch Program offered through our district.
- Applications can be picked up at your school office and returned to the Food & Nutrition Department.
- Any students that were approved last year are automatically approved until October 9, 2017.
- If your children received free or reduced benefits in the 2016-17 school year and you have not been electronically certified for the 2017-18 school year you must reapply.
- Any benefits approved for last year will be terminated effective October 10, 2017. This is a USDA regulation. You must reapply by this date if you have not been electronically certified to avoid a break in benefits.
- Children who qualify for free or reduced lunch and take milk when bringing a bag lunch will be charged \$ .35 for milk.

**2017-2018 ELEMENTARY SCHOOL  
BREAKFAST & LUNCH PRICES**

\$0.00 Free/Reduced Breakfast  
\$1.50 Paid Breakfast  
\$0.00 Free Lunch  
\$ .40 Reduced Lunch  
\$2.55 Paid Student Lunch  
\$3.50 Adult Lunch  
\$ .35 Milk

**2017-2018 MIDDLE SCHOOL  
BREAKFAST & LUNCH PRICES**

\$0.00 Free/Reduced Breakfast  
\$1.50 Paid Breakfast  
\$0.00 Free Lunch  
\$ .40 Reduced Lunch  
\$2.75 Paid Student Lunch  
\$3.50 Adult Lunch  
\$ .35 Milk

**2017-2018 HIGH SCHOOL  
BREAKFAST & LUNCH PRICES**

\$0.00 Free/Reduced Breakfast  
\$1.50 Paid Breakfast  
\$0.00 Free Lunch  
\$ .40 Reduced Lunch  
\$3.00 Paid Student Lunch  
\$3.50 Adult Lunch  
\$ .35 Milk

***New families and all day kindergarten students will receive a separate mailing indicating their keypad number. Keep this letter for future reference as they are not re-issued each year.***

**HELPFUL HINTS TO REMEMBER**

- Prepaid System Child's Name on Check
- Payable to Food & Nutrition Dept.
- View Account On-Line at [www.germantownschoools.org](http://www.germantownschoools.org)
- E-mail sent out at \$15.00 Per Family
- 20 days @ \$2.55 = \$51.00
- 20 days @ \$2.75 = \$55.00
- 20 days @ \$3.00 = \$60.00

Food & Nutrition Department  
W180 N11501 River Lane  
Germantown, WI 53022  
262-253-3419  
262-255-0438 (fax)  
[sjuedes@germantown.k12.wi.us](mailto:sjuedes@germantown.k12.wi.us)