



LODI SCHOOL DISTRICT FOOD SERVICE INFORMATION 18/19

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Karen Ripp, Food Service Administrative Assistant, Lodi Primary School, 1307 Sauk Street Lodi WI 53555
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The following are important highlights of the food service program and should be **saved** for reference throughout the year, along with reviewing each school's student handbook, for more specific information. Food service information is also available on the district web site.

18/19 PRICES:

Student Lunch .. Grades K - 5 \$2.80 Grades 6 – 12 ..\$2.90 Reduced (all)\$.40

Student Breakfast.....Grades K- 8.....\$1.70 Reduced...\$.30 **Milk or Juice single carton ...** \$.40

Adult: Lunch ...\$4.00 or Breakfast...\$2.50

The following fee should be paid once, at the beginning of school, with a separate payment **ONLY 4K students yearly daily milk fee: ..\$58.00**

Family lunch account & Payments: All food service money is deposited into ONE family account for all students in grades K-12. Daily purchases are deducted from this account. The **only** separate payment required is for the 4K students yearly break milk fee, which should be clearly marked with “yearly 4K milk fee” and the "student(s) name". Deposits may be mailed to food service (see address above) or completed online. After school begins the students can drop them in the deposit box located by each school office. Include the student(s) and family account name with your payment. Deposit a sufficient amount of monies to cover all food service costs: including ala carte, nutrition break, second meals, breakfast and milk purchases. The online payment option is **available** for deposits in the family food service account. Log in to the IC parent portal and click on the PAYMENT link on the left side. You will be required to register your payment information the first time it is utilized. The payment will be credited into the account **immediately** after the payment is completed. It is each household’s responsibility to monitor the account balance. Balance information may be viewed online at the Infinite Campus parent portal and is displayed to the students on the checkout terminal. You may contact food service to block all ala carte purchases (except milk) per student. **The system is PRE PAY and NOT a CHARGING account.** Money must be turned in BEFORE 9 am daily! Money received after this time may NOT be credited to the account until the following business day. Contact food service directly with any account questions or if your family is experiencing a financial hardship.

Infinite Campus (IC) account access and balance notifications: When the account balance falls below \$20.00 or is negative, you will be notified by the IC system that a payment is due. All adult members of a household will receive the general phone notification for account balance information. Each member may edit his/her notification preference within the IC parent portal. The account link will give real-time access to all student purchases. Selecting the account number in the index will access the food service section. All deposits and purchases for the selected month are displayed in a table. Below the table is the account balance at the end of the selected month. To print a copy of the transactions, select generate report which is located at the bottom right of the page and print the PDF that appears. For specific questions relating to parent portal access contact Kris Wendorf at 592-3851 ext 5483 or email wendokr@lodischoolswi.org

Student PIN: All students are issued a four digit Personal Identification Number (PIN) that is entered when making purchases. The PIN stays the same every year. Kindergartners and new students will receive their PIN from food service staff after their enrollment is completed. Students who qualify for the free meal program will also be required to enter their PIN.

Menu & Ala Carte options: Menus are available online and posted in each school's cafeteria. As a District we strive to prepare healthy meal options for our students. Review each school menu for all the options offered. If your student has any special dietary concerns or food allergies contact the Food Service Director for special assistance.

Breakfast: A grab n go breakfast/ milk break is offered to K-8 students. Students may purchase a full breakfast (free/reduced pricing applies) or a single milk or juice. No single milk/juice purchase will be allowed if the account is negative. Please encourage your child to participate in the breakfast program, as we all know, there is an important link between eating a good breakfast and improved learning.

Free/reduced lunch & breakfast program: Any family that is approved by the direct certification process will receive an approval letter and will NOT need to fill out an application. All other families MUST fill out a **new** application every year, the deadline this school year is **10/16/2018**. An application is enclosed and may also be downloaded from the district's web site or picked up at each school office. The free/reduced meal program does NOT include the purchase of break milk, single milk/juice or any ala carte purchases. After the family application is reviewed, a letter will be sent confirming your status, keep a copy of this letter to prove your eligibility status. The district may offer reduced and/or waived fees (examples: registration & athletic passes) when you qualify for the free/reduced meal program or if you have a financial hardship. If you are interested in this option it is up to YOU to self disclose (share) your information with the appropriate district staff. Complete and return the application as soon as possible to take full advantage of the free/reduced meal program. You may also request a fee waiver during the online registration process, look for the check box to waive fees.

Negative Balance Procedure

It is established that the District's Food Service program utilizes a prepay system.

Monies must be available in the family account before purchases will be allowed. Deposits may be sent to each school building, paid online with the IC parent portal or mailed to the attention of the food service department.

Families may monitor and view their account balance and detailed statement within the IC parent portal or request a statement from the food service department. Students may view their account balance on the point of sale terminal during meal service.

When the account balance starts to fall below \$20.00 the family will be notified by the IC system that a payment is required and will continue until a deposit has been received. In addition a paper statement may be sent.

If a family account has a negative balance and no monies or response from the family has been received the student's name will be forwarded to the building secretaries. They will talk with the student and help them contact a parent who can choose to make a deposit or bring a meal from home. It is designed so as to avoid denying the student a meal while in the food service line. It DOES NOT apply to a student participating in the free meal program. Absolutely no ala carte purchases shall be allowed once the account is negative.