

AUTOMATED LUNCH CASHIER SYSTEM BALDWIN WOODVILLE AREA SCHOOL DISTRICT

SYSTEM DESCRIPTION

All students in your family will be drawing money out of the **SAME** family account, but each student has their own personal identification number (PIN). The PIN number is to be used only by that student and cannot be shared with other students. Unauthorized use of the PIN number will be considered theft, and will be dealt with accordingly. Each student will have the same PIN number from year to year. Only **ONE PARENT** can be responsible for the lunch account. This person is called the "Primary Account Holder". **ONLY THE PRIMARY ACCOUNT HOLDER** will receive the automated food service phone calls regarding negative balances, low balance emails and will be responsible for payments, meal instructions and keeping the family balance in check. A form is available for changing Primary Account Holders which can be done at the beginning or end of each year.

FAMILY BALANCES

Families will maintain a balance adequate enough to allow **ALL** students in their family to purchase **ALL** meals. **ADEQUATE FUNDS MUST BE IN THE ACCOUNT BEFORE A MEAL CAN BE PURCHASED. NO** meals or a la carte items may be purchased with a negative balance. Students at Viking Middle School and B-W High School can see their family balance on the computer screen when they are in the cafeteria line. At lunch the balance will include that morning's breakfast purchases but none of the current day lunch purchases. You will also be able to view your family account via Skyward Family Access on the Baldwin-Woodville Area School District's website (www.bwsd.k12.wi.us). Families leaving the district can have their balance refunded or transferred to another family's account. Refunds **MUST** be requested.

MEAL PURCHASES

As students go through the cafeteria line at each school, the food service clerk will charge their account for the food items purchased. No second meals may be purchased. Extra items will be individually charged. Greenfield Elementary students are only allowed to purchase one meal and one additional carton of milk at lunch and/or breakfast time. Students at Viking Middle School and B-W High School are allowed to purchase breakfast, lunch and individual meal components (i.e. extra milk, entree, bread, desserts). Parents may restrict these students from making additional purchases by filling out a *Meal Instruction Form*. These instructions remain in effect from year to year until the school is notified of a change. Therefore if you restricted your child(ren) last year, they will have the same restrictions this year unless you fill out a new *Meal Instruction Form*. Families eligible for free or reduced price meals that have a **current year** free/reduced form approved, will receive one breakfast and one lunch per student at the free/reduced rate. Any other purchases will be at the regular price.

PAYMENTS

Payments can be made online through **RSchool**. Please see the school website for more information. All payments not made through **RSchool** can be submitted to any of the school offices, as well as the District Office. All payments must be in a sealed envelope. The envelope must be marked on the outside with the following information: **PRIMARY ACCOUNT HOLDER, NAME OF STUDENT(s) AMOUNT ENCLOSED** and clearly marked as **LUNCH MONEY**. It is very important this information is **legible** to insure the correct amount is credited to the proper account. Pre-printed envelopes are available at all schools and the District Office. We recommend not sending cash due to the possibility of it being lost or stolen. **MEAL PAYMENTS CANNOT BE INCLUDED WITH ANY OTHER PAYMENTS**. The **PRIMARY ACCOUNT HOLDER** can sign up for Low Balancer Reminders via Skyward Family Access and be notified by email of a low balance of \$10.00 or less. This option will not show until there is an email address on file.

NEGATIVE BALANCE

The automated phone messaging system will call the **PRIMARY ACCOUNT HOLDER** that has a negative balance informing them that a payment must be received if meal service is to continue. The school district policy does not allow for charging school meals. Therefore it is very important for students and parents to pay close attention to their meal account balance to prevent it from going into the negative. This system is operated like a checking account - there must be money in the account **BEFORE** purchases can be made. We can assure you no child will be refused a meal without adequate warning of such action. Phone calls are **ONLY** made to the **PRIMARY ACCOUNT HOLDER'S** primary number.

If you have any questions or concerns regarding the automated lunch cashier system or your family balance you may call the District Office at 715-684-3411.