



SCHOOL DISTRICT OF  
MENOMONEE FALLS

Pursuing Excellence  
One Student at a Time

# SCHOOL DISTRICT OF MENOMONEE FALLS

## WISCONSIN

SCHOOL NUTRITION DEPARTMENT

W142 N8101 MERRIMAC DRIVE

MENOMONEE FALLS, WI 53051

262.250.6461 or 262.250.6462 (FAX) 262.255.8397

www.sdmfschools.org

Dear Parents and Guardians,

Welcome to the 2016-17 school year! We in School Nutrition want to sincerely thank you for your support of both the school lunch and breakfast programs. Below, please find the lunch and breakfast prices for the 2016-17 school year:

<u>Lunch Prices</u>		<u>Breakfast Prices</u>	
Grades K – 5 Hot Lunch	\$2.20	Grades K – 5 Cold Breakfast	\$1.45
Grades 6 – 12 Hot Lunch	\$2.55	Grades 6 – 12 Cold Breakfast	\$1.50
Grades 9 – 12 Specialty Meal	\$2.85	Grades 9 – 12 Hot Breakfast	\$1.70
Reduced	\$0.40	Reduced	\$0.00
Adult Lunch	\$3.60	Adult Breakfast	\$2.35
Milk	\$0.40	Milk	\$0.40

### Meeting the Healthy Guidelines

Every day at each school, we offer to all hot lunch students, a Garden Bar that includes beans, fresh fruit, and dark green, red and orange vegetables! In addition, at North Middle School, salads are available daily along with a variety of toppings on each lunch line. At the High School, a separate salad bar lunch line is available as well. We follow the National School Lunch Program in which all grains contain 51% whole wheat; weekly saturated fat is less than 10% of the total calories; and menu offerings contain zero trans-fat (this excludes naturally occurring fats). We also offer a variety of milks including 1% white and fat free white, chocolate and strawberry.

### Family ID and Student Lunch Numbers

Your family ID number will remain the same year after year. Student and staff lunch ID numbers will also remain the same year after year.

### SEE WHAT YOUR KIDS ARE EATING! Access Your Family Lunch Account Online

To access your family lunch account online, go to your school's website and on the left hand side of the page, click "**Menus & Online Payments**". This is the link to the School Nutrition's web page. Scroll down to click "**Prices & Payments**". The first time you log in, you will need your Family Key to register with Wordware, the Lunch Cashier System. Call 262-250-6462 to request your Family Key. Once you have registered with Wordware, you will then use your email address and a password you create to log in. We will never know your password, so please write it down! **This site shows your balance, deposits, a detailed statement of what your children are eating and it lets you set your own low balance email notification level.** You can also find the **lunch and breakfast menus** and **nutritional information** on the School Nutrition's web page.

### Lunch Payments - Please do not include lunch money with any other school fees or dues.

Parents/guardians can make online lunch account payments. Directions are found on your school's website under "**Menus & Online Payments**" then "**Prices & Payments**". **There is a \$2.75 convenience fee for online payments.** Parents/guardians can also pay by check. Checks should be made payable to **Menomonee Falls School Nutrition** and can

be mailed to the attention of the **School Nutrition Department, Menomonee Falls High School, W142 N8101 Merrimac Drive, Menomonee Falls, WI 53051. Please remember to put your Family ID number on the check.** If the family name is different than the student's name, please also **write the student's full name on the check as well.** Please do not send cash payments. If the cash gets lost, it is very difficult to track down. All Payments can be sent to school with your student. Your student can give the payment to the school secretary in the front office or to a School Nutrition employee in the cafeteria. Only at the High School do we accept cash for purchases for both hot lunch and ala carte items. We do not accept cash in the hot lunch lines at any of the other schools. We would like to recommend depositing \$25.00 or more per student at a time. Please note that our office requires a minimum of two business days to record payments.

### **Low or Negative Balances**

When a family has a low or negative balance, we will send an automated email notification. This notification begins when a family's account is at \$5.00. Depending on the number of students in your account and if your student purchases ala carte items, it is possible your lunch account could go from a positive to a negative balance in one day. If you would like a higher low balance level than \$5.00, you can change your setting in Wordware under "**Family Account**" then "**Change Settings – Notifications**". If you are not getting the email notifications, please contact us in the School Nutrition Department at 262-250-6462 and we will help you. **It is the responsibility of the family to keep their lunch account in the positive.**

### **School Board Policy 761**

According to board policy, if your family lunch account falls to a **negative \$2.00**, the School Nutrition personnel may give your student an alternative lunch. This lunch will consist of one serving of fruit, vegetables and a milk. You will not be charged for the alternative lunch for the first two days. On the third day, and thereafter, you will be charged \$1.00 for each alternative lunch.

### **Free and Reduced Lunches**

Families who are having financial difficulties are encouraged to apply for the Free/Reduced Meal Program offered throughout our district. These benefits are completely confidential. Only **one Free/Reduced form per family is needed.** Send it to the School Nutrition Department at the High School where it will be processed. Forms are found online on our School Nutrition web page under "**Free & Reduced Information**" or at your school, if needed. **Free and reduced families will be charged \$.40 for milk if the student brings a cold lunch or you can supply your own drink. Free and reduced students must take a complete hot lunch to receive the free or reduced benefit or the ala carte pricing will be charged at your expense.** If your family receives public assistance, you may already be directly certified for free lunch through the state. We will mail a notification letter to you if you qualify for Direct Certification in which no paper application will be needed from your family.

### **Ala Carte Items Available at ALL Schools**

At the elementary schools, ala carte items such as the extra entrée and juice box are available. North Middle School and the High School have many more ala carte choices available, including healthy snack options. **If your account has a negative balance, ala carte purchases will not be permitted to be charged to your account.** If your student is not blocked from ala carte purchases, your account will be charged if these items are taken. Please fill out the "**Ala Carte Restriction Form**" to prevent these purchases. This form can be found on our School Nutrition web page under "**School Nutrition Forms**".

Again, we thank you for your support of both the school lunch and breakfast programs and encourage you to contact us with any questions or concerns you may have. Also, if at any time you would like a detailed statement of your family account, please feel free to contact us as well. We can be reached at either 262-250-6462 or 262-250-6461.

Sincerely,  
Susan Kirchstein  
Director of School Nutrition  
School District of Menomonee Falls