

MCLEAN COUNTY UNIT DISTRICT 5

JUNIOR HIGH MEAL PROGRAMS INFORMATION

Parents and guardians may access their child's food service account in Skyward through the Family Access link on the District website at www.unit5.org.

FOOD SERVICE ACCOUNT

Each *family* has a food service account. Deposits are made to that account, and the price of **all family members' meal purchases** are subtracted from it. Your head of household's Skyward username will give you access to view payments and purchases, as well as enter payments online. If you need a username and password, please contact the school office. If you would like separate meal accounts for each family member, please call the Food Service Office. Once students have individual accounts, deposits must be made separately for each student.

Making Payments

Payments may be made by: 1) credit card using Skyward Family Access or 2) check or cash at your child's school. Cash is not accepted in the lunch line.

Online Payments

Discover, Visa or MasterCard (debit, credit or check card) payments may be entered from the Food Services tab in Skyward Family Access. Payments are processed by RevTrak in real time, and funds are available as soon as the payment appears in Skyward. A confirmation email will be sent when credit card payments are added to your account. Instructions for entering online payments can be found on the District website under Departments - Food Service - Parents.

Cash or Check Payments

Payments made with cash and check can be processed at your child's school. Please send payments in an envelope listing the following:

- **Student's legal name**
- **Head of household's full name**
- **Amount to deposit**

Envelopes are available in the cafeteria, and a drop box is located in the serving room door. Payments placed in the drop box by 9:30 a.m. will be deposited in your account before lunch the same day.

Checks should be made payable to **McLean County Unit 5 Food Service**. Please do not combine any other payments with your food service deposit. The amount you send will be deposited into your food service account. Any checks returned by the bank will be subtracted from your account and collected at the District office.

Viewing Purchases

Account transactions for each family member can be viewed by clicking the Food Service tab in Skyward Family Access. Accounts are usually updated by 5 p.m. each day. If you have any questions or concerns about your account, please call the Food Service Office as soon as possible. Adjustments to accounts must be made within 10 days of month end.

Low Balance Alerts

A reminder can be sent to the email address listed as head of household when your account balance is low. If you would like to receive a reminder, go to Skyward Family Access, click on “My Account” at the top of the screen, click the check box next to “Receive Emails when Food Service Balance is...”, then click the “Save” button.

SCHOOL MEALS

Menus listing daily offerings and available meal options can be found in the Food Service Department section of the District website or via the “LUNCH MENUS” link under Site Shortcuts.

Junior high students **must** have money in their account to purchase a lunch. If a student’s account balance is negative, they will be offered a substitute lunch and charged for the cost.

Identifying Students at Breakfast and Lunch

To identify students in the breakfast and lunch lines, each student enters a five digit personal identification number (PIN). The student should clearly say their first and last name to the cashier to verify their identity. **Please remind your student not to share their PIN number.**

A La Carte Purchases

In addition to the lunch choices, students may purchase a la carte items each day. Some popular choices are: an extra entrée, bottled juice, cookie, or chips. Please talk to your child to determine the amount of money needed in their account to cover these costs. If you prefer that your child not be allowed to purchase a la carte items, please contact the Food Service Office.

Free or Reduced-Priced Meals

Students who qualify for free meals do not need to deposit money unless they wish to purchase a la carte items such as an extra entrée or cookie. If your child has been approved for reduced meals, the cost for breakfast is \$1.50 per week and lunch is \$2.00 per week.

REMAINING ACCOUNT BALANCE

If there is money left in the account at the end of the school year, the balance will be rolled over to the family account for the next school year. Families leaving the District may obtain a Refund Request Form from their child’s school office and must submit it to the Food Service Office. The District will refund balances that are above the cost of processing the check.

Thank you for supporting the school breakfast and lunch programs. We hope this system will be convenient for your family.

Pat Powers, MS, RD, SNS
Director, Food & Nutrition Services

Angela Vale, MS, RD
Assistant Director, Food & Nutrition Services