

August 1, 2017



Dear Parents,

The Kewaskum School District uses a computerized accounting system for the district's lunch program. It is a PRE-PAID debit system, similar to a debit card or checking account. You must have money in your account to purchase a meal. A check or cash may be put into your account at anytime. There is a \$3.00 minimum deposit. You can also deposit funds to lunch accounts online via "e-funds". (For more information using e-funds, call (262)626-3105 ext. 4151) You may use a variety of payment methods (weekly, monthly, semester, etc.). If you have more than one child, please make only one FAMILY deposit.

	LUNCH			BREAKFAST
	<u>Daily</u>	<u>Weekly</u>	<u>Monthly(20 Days)</u>	<u>Daily</u>
Elementary Student	\$2.50	\$12.50	\$50.00	\$1.40 (KES Only)
Middle School Student	\$2.75	\$13.75	\$55.00	\$1.60
High School Student	\$2.75	\$13.75	\$55.00	\$1.60
Reduced Price	\$ .40	\$2.00	\$8.00	\$ .30
Adults/Visitors/Child Visitors	\$3.45	\$17.25	\$69.00	\$2.00

For information about your child's Lunch Account, please contact Becky Ehmer (262)626-3105 x4151 or [BEhmer@kewaskumschools.org](mailto:BEhmer@kewaskumschools.org) . Please provide:

- Head of the household's last name
- Your address
- Phone Number

Are you moving? Changing your last name or phone number? Important! Please, contact your child's school secretary. *If we do not know which account is yours, we cannot deposit your money!!*

**\*KHS and KMS Parents** if you do not want your children to purchase "A la carte" food items you must sign a "No A La Carte Form". Available at "Open House" or call (262)626-3105 ext 4151.

**Our computerized system works as follow:**

1. Each student/staff member is issued a 4 – digit PIN/I.D. number which corresponds with their lunch account, that the computerized system will keep track of deposits and purchases. The student or the lunch cashiers can enter a student by PIN number or by name, should they forget their PIN number. The amount of purchase is subtracted from the appropriate family's account.
2. Parents, please make checks payable to Child Nutrition. Bring checks to school office or mail to:  
Child Nutrition c/o Kewaskum High School  
1510 Bilgo Lane  
Kewaskum, WI 53040

Please, **do not combine this check with money for other purposes**, such as field trips, book fees or sports. We cannot give change to students, as the deposits are entered and deposited at one central location. The entire amount will be entered into your family's lunch account. This will apply for all meal account deposits made throughout the school year.

**IMPORTANT:** It is necessary to put money in to your account in order to buy a lunch. The system is like a checking account, not a credit card.

**If your account balance falls below \$5.00, you will be notified in the following manner:**

- a. WES – the cashier will give your child's teacher a payment envelope with the balance written on it, to hand out to the student
- b. FES & KES – the cashier will give low balance notices to your child's teacher to hand out
- c. MIDDLE & HIGH SCHOOLS – The cashier will inform your student and offer him/her a payment envelope to take home
- d. DISTRICT – The district office has a phone calling system that will call you when your account is below \$10.00.

Students who have been approved for free or reduced lunches will also be automatically issued a PIN number. ALL FAMILY MEMBERS WILL DRAW FROM ONE ACCOUNT! Any remaining funds in the family accounts at the end of the school year will be carried over in your account for the next school year. Or, the remaining funds will be returned to you at your written request.

Please call if you have any questions or concerns.

The Nutrition Department is run by the district. We look forward to providing the students and staff with Healthy and Nutritious Meals! Please check out the website for information regarding Nutrition Services.

Sincerely,

Terri Miller  
Nutrition Services Director  
(262)626-3105 ext 4118  
[TMiller@kewaskumschools.org](mailto:TMiller@kewaskumschools.org)

Eat Well and be Healthy!!!

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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