

# Hortonville Area School District

## Food Service Department Policies & Procedures

**The District's lunch account practice requires each family to have sufficient funds in their account for a meal to be purchased.**

**To check your student's lunch account purchases or balance or make a payment:** go to [www.hasd.org](http://www.hasd.org). Click on "Parents", "Skyward Family and Student Access", "Link to Family Access" and then the "Food Service" option at the left-hand side once you are logged in.

### **DEPOSITS:**

When making a deposit to your lunch account, please have student's lunch id and name in the memo section of your check. Please do not write your family ID on the check. The family ID is only valid for online payments. You also do not need to make out more than one check for the account. All students are listed under one joint account and the check is deposited into one account for every student in that family to utilize. If you are sending cash, please include the amount being deposited on the outside of a sealed envelope along **with the student's ID and name**. Any deposits put in the box after 9:30 am will be credited the following day. There are lunch deposit boxes at each school (located in the cafeteria) for the student to deposit their money. Balances are carried forward year to year. Seniors with no siblings remaining in the district will be issued a refund at the end of the year.

### **NOTIFICATIONS:**

Automated phone calls/text messages or emails when your account reaches \$10.00 or below are sent out daily. A reminder that an account refers to all students in a family not an individual. The district policy recommends keeping a sufficient balance in the account to avoid any lunch interruption issues. When you receive a message, it means you are below \$10.00 and should deposit funds *immediately*. Accounts that have been overdrawn will also receive messages daily until that account is brought above \$10.00.

**If you do not wish to receive notifications, please log onto Skyward, click on "Skylert" and uncheck the boxes for notification preferences for Food Service.**

Students may see their account balance at any time, just by entering their lunch identification number.

### **ONLINE SERVICES:**

Online payment for students' lunch accounts is available. Go to [www.hasd.org](http://www.hasd.org). Click on "Parents", "Skyward Family and Student Access", "Link to Family Access" and then the "Food Service" option at the left-hand side once you are logged into Skyward. Then click on "Online Payment". You will need to follow the steps to set up an account for the first time. When it asks for a Family ID this is available under "Student Information" in Skyward. Again, if you have more than one student in the district you only need to make one payment as all students in that family can use that money. Money is credited into the lunch account immediately.

## **INSUFFICIENT ACCOUNTS:**

If your family account becomes negative will not be able to receive another lunch until funds are added. Payments (put into the payment boxes) must be received by 9:30 am to be credited into the system for that day's lunch purchases. Checks or cash turned in at lunch time will be credited immediately. Efund payments can also be applied for immediate use.

As a courtesy, the administrative assistants at the schools will check with the prior to lunch to see if they have a deposit or cold lunch. At all schools if the student does not have a deposit or cold lunch the cafeteria will provide them with a free sandwich, fruit, and milk.

## **FREE/REDUCED SERVICES:**

Anyone can apply at any time during the year for free or reduced benefits. Applications are made available prior to the new school year and can also be found on our website. Free and reduced information is kept confidential within the Food Services office. The cashiers do not have access to who is receiving these services. Free and reduced lunches do not cover any ala carte items. If you wish your student to purchase ala carte items, you will need to make a deposit into your family lunch account. Ala carte purchases will be denied if sufficient funds are not available in the account. Adult lunches are not covered under these services. **You must reapply for benefits at the beginning of every school year.**

## **SPLIT FAMILIES:**

Please be aware that account information will only be given to the responsible party listed on the account. If you are not the responsible party and need to obtain information, we will need the responsible party's approval either by written notice or phone call.

## **ACCOUNT LIMITATIONS & BLOCKS**

Ala carte snack items are not included with lunch so students who purchase them on account are charged full price, regardless of whether they receive free or reduced-price meals. Ala carte purchases will be denied if sufficient funds are not available in the account. Parents should discuss purchasing guidelines with their students in advance to prevent unwelcome charges to their account. You may put a dollar limit on the account per student or block the ala carte option entirely by calling **Shayna Deschler at 779-7904.**

## **SNACK MILK:**

Milk is given to each elementary student at some point during their day at snack time if they wish to take it. The funds to pay for the milk is taken from that student's lunch account. Milk charges (\$.45) are applicable for full pay students only. If you receive free or reduced lunch benefits snack milk is provided at no charge to you.

## **2024-25 BREAKFAST AND LUNCH PRICES**

|                         |        |                              |               |
|-------------------------|--------|------------------------------|---------------|
| K-5 Student Breakfast:  | \$1.45 | Elem. Student Lunch:         | \$2.65        |
| 6-12 Student Breakfast: | \$1.55 | Middle School Student Lunch: | \$2.95-\$3.45 |
| Adult Breakfast"        | \$2.60 | High School Student Lunch:   | \$2.95-\$3.45 |
|                         |        | Adult Lunch:                 | \$4.65-\$5.15 |

Updated for 2024-25 School Year

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. fax:  
(833) 256-1665 or (202) 690-7442; or
3. Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.