



MARIA LIPTAK, RD  
Food Service Director

Dear Parent/Guardian,

Here is some information about the cafeteria you might find helpful. Please feel free to call the Food Service Office with any questions.

**Cafeteria Point of Sale System:**

Students are required to make cafeteria purchases through an individual prepaid account. They will not be permitted to pay in the serving line with cash. We suggest that you send money for one week's worth of your student's cafeteria purchases. Many parents elect to send enough to last a month or even a whole school year.

To make a prepayment, enclose the payment in an envelope marked with the student's name, grade and amount enclosed. If you wish to make prepayments to several children's accounts please ensure that each student's name and grade and the amount designated for each student is clearly marked on the envelope. While we will accept cash, **we prefer that you send in checks payable to: Western Wayne Food Service.**

Payments can also be made through our online service: [myschoolaccount.com](http://myschoolaccount.com) using an ACH payment or by credit card. Each student's account will be updated nightly so that account balance information and payments will be current as of the following school day.

**Biometric Process:**

Students will be identified using a small biometric unit that stores a numeric version of a fingerprint and matches it with the students' identification number and a picture. Please note that the actual fingerprint is not captured or stored by the system. During the first few weeks of school new students will be enrolled in the system. If you do not wish your student to be enrolled in the system, contact the food service office.

**What will happen if my student's account has no money in it?**

**We urge you to prevent a student's account from being depleted.** Please note that no student will be permitted to charge ala carte items.

**It is the parents' and students' joint responsibility to ensure that a student has sufficient funds in his/her account. If you are in doubt about the status of your student's account you can call the Food Service Office at 570-937-3085 to request a balance statement or we encourage parents to set up a low balance alert through [www.myschoolaccount.com](http://www.myschoolaccount.com).**

**My School Account:**

From this unique website, [www.myschoolaccount.com](http://www.myschoolaccount.com), you can view your student's food service account activity for the past 30 days and make online payments to your student's account. To set up an account just click on the icon located on the school web page, [www.westernwayne.org](http://www.westernwayne.org) and follow the instructions provided.

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### **Low Balance Notification:**

This feature to My School Account notifies parents when their students' balance drops below a preset minimum. If you would like to be notified via email when your student's lunch account balance drops below a preset minimum set up the low balance notification from the main menu page after logging in. We encourage you to use this feature to prevent your child's account from being depleted.

### **How much does breakfast and lunch cost?**

**Breakfast:** All schools - \$1.25    Reduced price - \$0.30

**Lunch:** Elementary Schools -            \$2.35 with milk  
Middle School -                            \$2.75 with milk  
High School -                                \$2.75 with milk  
Reduced Price – (Pre-k – 12)    \$0.40 with milk

### **How do I apply for free or reduced lunch?**

Families can apply for free or reduced price school meals online using the internet. We encourage families to complete an online meal application. The online application has the same requirements and will ask you for the same information as the paper copy. Visit <https://www.schoolcafe.com> or [www.compass.state.pa.us](http://www.compass.state.pa.us). You can continue to use the paper "Household Meal Benefit Application" if you prefer.

Please fill out **all** the information on the application. Your application will be compared to the Federal Guidelines and you will be notified by the Food Service Office of the outcome. The eligibility status and names of your child(ren) is/are kept confidential. **A new application must be completed and submitted every school year.** If you need help in filling out the application or have any questions, please call the Food Service Office.

### **What do I do if my child has allergies?**

Please send a doctor's note in with your child so that we can make the proper substitutions. If your child is allergic to milk, Western Wayne Food Service does substitute Lactaid Milk in place of fluid milk. Additional substitutions are made on a case per case basis for students who have other special dietary needs. The proper documentation must be submitted to the school before any substitutions are considered. (See form on website – Medical Plan of Care).

### **How do I get a copy of the menu?**

Menus for all schools are posted monthly on the school website [www.westernwayne.org](http://www.westernwayne.org).

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