

Food Service Operations

BERLIN AREA SCHOOL DISTRICT

Food Service Operations 2018/19: Breakfast and lunch is served at all schools with breakfast starting thirty minutes before school each day. The Berlin Area School District participates in the National School Breakfast and Lunch programs, which are federally subsidized programs and designed to help eligible children receive free or reduced priced meals. If you have not been notified by the District Business Office that you have automatically qualified for free breakfast and lunch for this school year, you can apply for free or reduced priced meals by completing an application. Applications are available at any school office, the District Office and the school website. A completed application can be returned to any school office or the District office. Free and reduced priced lunch status is confidential.

The Food Service Department follows the meal patterns established by the Federal Government. Your child(ren) will be required to take a minimum of three of the four food components offered at breakfast and three of the five food components offered at lunch. They are required to take ½ cup of fruit and/or vegetable at each meal.

Charges: Students with free lunch status can receive both breakfast and lunch free each school day. For the 2018/19 school year reduced priced students can also receive free breakfast and lunch daily at any school. Full pay students pay the following amounts: Clay Lamberton-Breakfast \$1.00, Lunch \$2.10; Middle School-Breakfast \$1.00, Lunch \$2.40; High School-Breakfast \$1.00, Lunch \$2.65 daily. Meals for full pay students must be prepaid into their automated food service accounts.

Milk for Cold Lunch: Milk is available for purchase by cold lunch students. Milk costs \$.35 per carton for all students (including those that receive free or reduced priced lunch) when purchased alone. Please send exact change of \$.35 in cash with your child for milk. This helps our lunch lines move more quickly so that all children have more time to eat lunch.

Payments by Check or Cash: Checks can be made payable to BASD and paid at any school or mailed to: Food Service, Berlin High School, 222 Memorial Drive, Berlin, WI 54923. A food service employee will be located near Door #2 at Clay Lamberton to assist elementary students with payments each morning before school. A collection box is located in each school office for cash and check payments. We do not recommend cash payments, which can be lost or stolen, but if you choose to send cash be sure to put it in an envelope with your name as the payer and your student name(s) and the amount for each student on the envelope or on a note inside. Envelopes for payments are also available at the back of the collection boxes. If you would like a receipt for a cash payment, indicate that on the envelope or note and it will be available for your student to pick up in their school office by the end of the following day. Checks do not need to be in an envelope but, be sure to note your student name(s) and amount(s) in the memo area of the check. Cash and check payments received by 8:30 a.m. will be recorded for that day, payments received after that time will be recorded the next day.

Online Payments: Food Service payments can be made online, through RevTrak, at the school website. For a small service fee, parents can pay by credit card, debit card or from their bank account anytime day or night.

Account Balances: You are responsible for your children's food service balances which can be checked online at the school website or by contacting Cassandra Goldamer from Food Service at: cgoldamer@berlin.k12.wi.us or by calling Cassandra at 414-339-6745. Transfers of funds between siblings can also be made using the contact above.

Refunds: Remaining account balances will automatically carry over to the next school year. Balances of graduating seniors will automatically be transferred to siblings, if applicable. Remaining graduating senior balances will be issued by check and mailed to the graduate's home by the end of June. In the case of leaving the district during the school year, remaining balances will be refunded by the Business Office within 30 days.

This institution is an equal opportunity provider.