

BUSINESS SUPPORT SERVICES

13801 E Benson Highway • P.O. Box 800 • Vail, AZ 85641 • 520-879-2062 • FAX 520-879-2076

October 2016

Dear Parent/Guardian:

I am writing to inform you of several changes with the Vail Food Service program. These changes will be in place when your student returns to school from the Fall Break. It is our goal and commitment to continue to improve our food service program and to continue to listen to feedback from students and parents.

1. Courtesy email low balance notices. When the student's meal account balance drops below \$8.00, an email will be sent using the information in PowerSchool. If your contact information has changed please let us know.
2. Account balance notices to students. Students will be reminded in a friendly and school-appropriate tone that their meal account has a low balance or a negative balance. PreK-Grade 8 students will also be given a bright colored paper reminder to take home.
3. Cashiers are at the front of the line. Where possible, the schools have changed the location of the cashier so that students will know they have a low balance or negative account balance before they select hot lunch items.
4. Hot meals with a low account balance. Your student will be served a hot meal anytime the meal account has a positive balance (even if the starting account balance is not enough to cover the full price of that day's meal purchase).
5. One additional hot meal with negative account balance (PreK-Grade 8 only). We know you are busy and sometimes need that one extra day to make a deposit to your student's meal account. A student with a new negative balance will be allowed to buy one more hot meal before being offered an alternate meal. Please note: high school students are not permitted to charge meals if there is a negative account balance.
6. Alternate lunch (PreK-Grade 8 only). Your child will be offered an alternate lunch (bag lunch) if the school meal account continues to have a negative balance. The student may choose either a cheese sandwich or a sun butter & jelly sandwich (with an apple, baby carrots & milk) AND will be able to choose items from the garden bar to add a salad or fresh produce, along with condiments for the sandwich. The cost for the alternate lunch is the same price as the hot lunch because it has all the components required for a healthy school meal.

(continued on back)

"Where Education is a Community Effort"

web site address: www.vail.k12.az.us email: cervantezl@vailschooldistrict.org

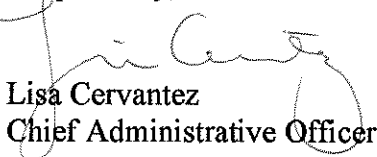
7. NEW THIS YEAR – create a family account. You can choose to add all your students to the family account or select which children you want to share the account and which children to have an individual meal account. Just call or email the Vail Food Service staff. Set up is quick and easy!
8. Paying for school meals. Make a deposit online at www.mymealtime.com using a credit/debit card. There is a minimum \$25 deposit and a small processing fee. The \$25 deposit can be divided between different student meal accounts or added to a family account. **OR** send a personal check or cash to school with your child. **NEW** – call Vail Food Service staff to make a credit/debit card payment with a minimum deposit of \$20 and **NO** processing fee.
9. Check the meal account balance or set up notification preferences. Go to www.mymealtime.com and create or update a profile for your student's meal account. This allows you to check the meal account balance, view the meal purchase activity, set up a personal preference for low balance alerts, and make deposits into the meal account.
10. Negative balance notices. The district will send a courtesy email message using the information in PowerSchool. Please make sure your contact information is up to date. If the meal account balance remains unpaid for several days you will receive an a call from our food service staff. The district may pursue legal remedies to collect an unpaid meal account balance.

If you receive a courtesy low balance or negative balance reminder and believe the information is incorrect please call or email the Vail food service staff. Our staff will promptly research the concern and will respond in a timely manner.

You can also contact Vail food service staff for assistance using mymealtime.com or with questions about the Free or Reduced Meal online application.

If you have questions about the Vail Food Service Program or would like to provide feedback about the changes outlined in this letter please contact me. We sincerely care about our students and families.

Respectfully,



Lisa Cervantez
Chief Administrative Officer

Vail Food Service Staff:

Linda Millman 879-2072

Cynthia Griego 879-2015

Vailfoodservice@vailschooldistrict.org

Vail Food Service Information

You can check your student's meal account balance, view the meal purchase activity, set up low balance alerts, make online deposits and fill out an online application by following the procedures below.

To create your online account:

You will need your student's 6-digit PowerSchool number.

You can get that from your child's school's front office or by calling
879-2072 or 879-2015

To set up an account follow these steps:

1. Go to www.mymealtime.com
2. Click **create new profile**
3. Answer the questions and create a username and password
4. Click **sign in** then enter your username and password
5. Select **Arizona**
6. Select **Vail Unified School District #20**
7. Select your child's school (VIP = Cienega)
8. Enter your child's first name and 6-digit PowerSchool number
9. Add all Vail School District students you have by selecting each school and adding each name and number, then select "home."

Breakfast Prices are: Lunch Prices are:

PreK-5: \$1.10 PreK-5: \$2.35
6-12: \$1.25 6-8: \$2.50
Andrada: \$1.50 9-12: \$2.75 / \$3.50
Reduced price: 30¢ Reduced price: 40¢

You can view details of your child's meal account. It's as easy as going to mymealtime.com and logging in with your **username and password**. All information will be current as of the previous day.

Payment options are:

1. Mymealtime.com using **debit/credit card with a minimum payment of \$25.00 and a small processing fee**. The \$25.00 deposit can be divided between all children on your account.
2. Contact Vail Food Service for credit/debit card with a minimum payment of \$20 and no fee.
3. Send check or cash to school - no credit/debit cards accepted.

Brand new this year you can create a family account

Follow these steps to fill out a

Free or Reduced Meal online application:

**A new application must be completed
each school year**

1. Go to www.mymealtime.com
2. Enter your **username and password**
3. Click on **Free & Reduced Applications**
4. Start an **Application**
5. Enter the **State and District** (Arizona/Vail Unified District #20)
6. Read the information on free and reduced price meals for Vail Unified School District #20, Terms of use and Privacy Policy
7. Use the blue arrow to move along the application process
8. Select type of application you want
9. Enter **First Name** of student and their **6 digit PowerSchool number**
10. Enter **Birthdate, School, Grade and check yes or no** if this is a foster child (VIP = Cienega)
11. Enter child's income (if any) or check no income
12. Continue to add **ALL** students
13. Enter household signers information
14. Enter Income or check no income
15. Add **ALL** members living in the house and all their income
16. Enter mailing address
17. Enter last four digits of social security number or check no for no Social Security number
18. Verify all information is correct and sign application.
19. **MAKE SURE TO SELECT "SUBMIT NOW" WHEN YOU ARE FINISHED!**

If you have any questions or need assistance please contact Vail Food Services: Linda Millman 879-2072,
Cynthia Griego 879-2015 or via e-mail vailfoodservice@vailschooldistrict.org