

Food & Nutrition Services - Skyward Family Access

Parents and students can use their Skyward Family Access account for Food & Nutrition Services Meal Account information such as:

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| Meal Account PIN # | Pay Online Food Service Payments (RevTrak Food Service) |
| Meal Account Current Balances | Purchase & Payment Histories |
| Email Notifications (low meal balances) | Free/Reduced-Priced Meals Application – Online (<i>Including application status</i>) |

Skyward Family Access On-The-Go!

Download apps for **iPhone** or **Android** and quickly set up account access. *Customers will need to know their Family Access Login & Password. If you have not received your login/password for Family Access, contact your student's school office or food service.*



<i>iPhone & Android Apps</i>	<i>District Web Store</i>
<ul style="list-style-type: none"> • Search Skyward Mobile Access & download. • Select Westonka Public Schools & enter your Family Access Login & Password. • Create a numeric security pass code. <p><i>It's that simple!</i> Screen options may look different depending upon skyward access.</p> <ul style="list-style-type: none"> • Students can also create an account to help monitor meal account balances. • Skywards smart phone app cannot be used to make payments. Smart phone users must access the web (see District Web Store instructions) on their smart phone to make payments. 	<ul style="list-style-type: none"> • Visit www.westonkafoodies.com, select Pay Online from Quick Links (left) • Enter your Family Access login/Password. • Select Food Service from the Quick Links, Make a Payment. • Select RevTrak Food Service from the Online Payment Vendor dropdown window. • Select Update Payment Amount, then enter amount and update cart, select yes. • Select Go to Checkout. Once at the RevTrak website, enter your personal Revtrak login/password and complete the transaction.



How can students and parents be advised of Low Meal Account Balances?

1. **Skyward Family Access:** Check balances on Skyward Family Access. On the Skyward Family Access dashboard, select the *food service* option on the left quick links.
2. **Receive low balance emails:** Set up this feature by changing your My Account profile: Select *My Account*, then *check the Box Receive Emails when Food Service Balance is under \$12.50*, and Save.
3. **School Messenger:** Our automated phone calling system will be communicating important meal account balance information to households on Monday, Wednesday & Friday. This feature is not yet available to Our Lady of the Lake families.
4. **Cashiers** will communicate low balances to customers and may make courtesy phone calls. *Watch for red smiley face stamps on student's hand indicating meal accounts need to be replenished.*
5. **Contact** Food & Nutrition Services: 952.491.8088/952.491.8084.



Important: *Be sure that your personal contact information is current on Skyward Family Access (phone & email).*

Helpful Tips (Continued):

How to check meal account information:

- Log on to Family Access, then select Food Service from Quick Links, choose the applicable area:

The screenshot shows the Skyward Family Access interface. Callouts include:

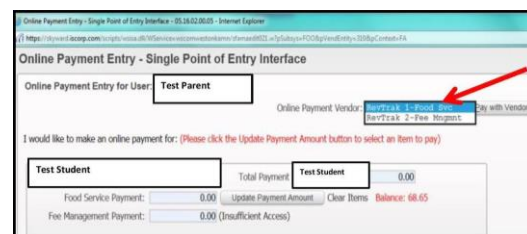
- Select a Student or All Students:** Points to the dropdown menu in the top left.
- Based on Application for Education Benefits received and processed:** Points to the 'Lunch Type: PAID' status.
- Payment History:** Points to the 'View Totals' button above a table of payments.
- Purchase History:** Points to the 'Weekly Purchases For' section.

The dashboard includes a navigation menu on the left with 'Food Service' highlighted. The main content area shows the 'Current Account Balance' as \$16.60, 'Today's Lunch Menu' (no details available), and a 'Payment History' table:

Payment Date	Payment	Check #
Wed Mar 12, 2014	\$20.00	
Tue Feb 4, 2014	\$100.00	

How to make meal account payments online using RevTrak:

- Log on to Skyward Family Access, select Food Service from Quick Links, select a student, select Make Online Payments.
- Select **RevTrak 1-Food Svc** on the Online Payment Vendor drop down menu, and select Update Payment Amount, enter deposit amount, then update cart. Continue making payments for all students and select **Pay with Vendor**. Skyward will redirect to our RevTrak 1-Food Svs payment portal. Login to RevTrak and complete the transaction.
- Review your shopping cart carefully.** Select *Go To Check Out*. Enter your email address and select *New or Returning Customer*. Enter required billing information and process payment. Account balances will be automatically updated with new payments.



How to apply for Free or Reduced-Priced meals online with Skyward Family Access:

First, gather all important information: Full legal names of each household member, social security numbers (last 4 digits of the person completing the online application), gross **income*** and frequency of pay (weekly, monthly, twice monthly, etc.) before logging on to complete your application. *Income Exception: Self-employed or Farmers should enter **net** income.

- Log on to Skyward Family Access, then select Food Service from Quick Links
- Select the **Application**, and then **Add an Application**. Read all the screens carefully and enter applicable information, selecting next after each screen. **Be sure to enter full legal names for all household members each time you are asked to make an entry.**
- Additional Forms: Please consider completing the Meal Eligibility Release Form posted on the food service web site.
- Check the status of your application at any time by viewing the "LUNCH TYPE" notation on the Food Service Dashboard.

More important information can be found at www.westonkafoodies.com.