



Minnetonka
Nutrition Services
Eat yourself smartersm

Computerized Lunch System

Minnetonka Nutrition Services has a computerized lunch accounting system in place at all schools. The system functions as a local banking system for the students. Parents are able to make prepayments into their student's account without the need to deal with cash. Go to www.minnetonkaschools.org and sign in to your personal MY SSO and click on Skyward.

Each student has an individual account with an assigned personal key pad number. During mealtime, students will come through the line, enter their number on a key pad and state their name to the cashier. The student's account will come up on the computer and the cost of the meal will be deducted from that student's account.

All students should memorize their number before school begins. The school office, the Nutrition Services Manager, and the cashier have a list of key pad numbers in the event the student forgets the number.

When a student's account is getting low (approximately \$15.00), the cashier will inform the student that it is time to add money. Students may have their hand stamped and/or a reminder note will be given to them. Parents will also receive an automated email message once their students balance is \$15.00 or less.

Minnetonka Web Site:
www.minnetonkaschools.org

Under Shortcuts on our District webpage, you will find lunch menus. For more information regarding our School Lunch program, please visit www.minnetonkaschools.org/nutrition

Please read the General Guidelines on the back of this memo to help clarify any questions you may have or call us at 952-401-5034 between 8:00 am - 4:00 pm.



(Over for more information)

GENERAL GUIDELINES FOR COMPUTERIZED LUNCH SYSTEM

1. **Lunch Account Payments:** Each student has an individual account. Credit card payments can be made through your MY SSO account on our District webpage, www.minnetonkaschools.org. Once logged into your MY SSO account, click on Skyward. If you prefer to send a check, a separate check must be sent for each student. Write the key pad number and the first and last name of the student in the memo section of the check. Make checks payable to Minnetonka Nutrition Services. You can send your check to school with your student in a marked envelope or bring it to the kitchen at your student's school.
2. **Current lunch prices** are \$2.70 for Elementary, \$2.85 for Middle, \$3.05 for High School students. The price includes a carton of milk. Milk can also be sold separately through the prepayment plan at a cost of \$.50 per half pint. Students eligible for free meals do not need to make any deposits into their account to receive a meal. However, students eligible for free meals *cannot receive just free milk rather than a lunch*. The price for milk for ALL students is \$.50. Parents of students receiving Free or Reduced-price meals can deposit a small amount of money into the account to pay for extra milk, juice, second entrée, an extra slice of name brand pizza, or a la carte items.
3. **Minnetonka High School:** Students can use their accounts to purchase lunches and a la carte items from all areas in the Harbor Café. Credit is not to be extended to MHS students for purchases in the cafeteria. Cash or check payments can be made at Register 1 during lunch service. Automated email messages are sent to parents once a student's balance is below \$15.00.
4. **Middle Schools:** Lunches, second entrees, breakfast items, milk, water, juice and other a la carte items may be purchased on the account. When the account is low, the cashier will inform the student that it is time to add money. Their hand may be stamped or they will be given a reminder note. Automated email messages are sent to parents once a student's balance is below \$15.00. If the student has no money, a phone call will be placed to their home.
5. **Elementary Schools:** When students come to the cashier, they will enter their personal key pad number and state their name. Automated email messages are sent to parents once a student's balance is below \$15.00. A phone call to parents will be made when the account reaches zero.
6. Any money left in the account at the end of the year will be left in the system for the next school year.
7. If a family is moving out of the district and there is remaining money in the account, please email Kristen.turnblad@minnetonkaschools.org and she can process your refund.
8. If a parent visits school and wishes to eat with their child, the meal can also be drawn from the student's account. The cost of an adult lunch is \$3.75.