

May, 2014

A note from the Food Service Department...

Dear Parent/Guardian:

Thank you for your participation in our School Meal Programs this year. As we near the end of the school year, please carefully review the following points regarding lunch accounts.

Active accounts will retain their balances. If a student leaves the district, the account is no longer active; **a refund of the inactive balance must be requested from Food Service within 6 months.** Inactive balances remaining after 6 months will be considered a donation to the Food Service Fund. Balances may be refunded or transferred to a sibling's account or to the Giving Tree lunch account to be used for those in need. Please direct account-related communications to a Food Service Cashier (see contact information below).

Cashiers communicate account balances to students before the end of the school year. Please be sure to send a lunch from home if your student has a negative balance or insufficient account funds that would result in having to charge meal purchases; **CHARGING IS NOT ALLOWED** in our final weeks of school.

The **MyLunchMoney** (MLM) web-based payment program will be **inactive from June 10 through mid-August.** Please plan payments before or after that period. To minimize balances and avoid automatic payments being made toward the end of the year, **YOU MUST DISABLE YOUR AUTO-PAY FUNCTION on your MLM accounts.** If the student has changed sites or the bank card on the account has changed/expired, be sure to update your MLM account to avoid payment conflicts upon return.

Current free or reduced price meal eligibility expires OCTOBER 13. Carryover eligibility applies to current students only. New applications must be submitted each year. Updated forms and instructions will be mailed to households in August and also placed on our web site at www.hssd.k12.wi.us/foodservices under "School Meal Forms."

Please feel free to contact us with any questions/concerns about this or any other aspect of our School Meal Programs. Be sure to also check out our Snack Bag Program offered as a convenience to those participating in summer school. Thank you again for contributing to the success of our programs. Enjoy your summer!

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FOOD SERVICE CASHIERS BY LOCATION:

BAY PORT – Jennifer Brantner
662-7244; jennbran@hssd.k12.wi.us
BAY VIEW – Renee Hintz
662-7984; renehint@hssd.k12.wi.us
LINEVILLE - Kim Paulson
662-7730; kimpaul@hssd.k12.wi.us
BAY HARBOR - Sheree Marto
662-8851; shermart@hssd.k12.wi.us

FOREST GLEN - Sheila Moureau
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MEADOWBROOK - Patricia Bray
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SUAMICO – Angela Harle
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HOWARD - Kathy Lieburn
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