



# SCHOOL BREAKFAST/LUNCH ONLINE INFORMATION & BASIC CAFETERIA PROTOCOL

[WWW.MYMEALTIME.COM](http://WWW.MYMEALTIME.COM)

Many parents have inquired on how to view details of a breakfast, lunch, or milk purchases and deposits on their student(s) account or how to make a deposit online.

**Through this program you will also be able to receive a notification via email when your student(s) account is low. You are able to choose what amount you want to be notified at.**

The following will walk you through how to get access and use the system. The website is available in English or Spanish.

Go to [www.mymealtime.com](http://www.mymealtime.com)

Create a new profile unless you have already created a username/password through this program. If you are creating a new profile you must have the students HUSD assigned student ID number. Sign in if you already have an account setup.

Complete the profile sheet.

Make sure to complete the email address section and choose “yes I want to receive low balance notifications when balance falls below”. You will then be able to choose that dollar amount. Please note that per HUSD Board policy allows a student to at the elementary level may charge up to three (3) meals. After the third charge the student will be offered an alternative meal which consists of a cheese sandwich and choice of milk, at lunch they may also partake of the offering bar.

Click on “create profile”.

You will now add your student(s) to your account.

Go to “add new student”. Follow the prompts. You will choose state and then school district.

It will then allow you to put in your student’s first name and ID number. **You will need to know your student(s) ID numbers.**

Now you will have the opportunity to deposit money on this account and view all details on this account. Note: You are not required to make deposits online in order to view this information. Under your student’s name it gives “view details”. When you click on this option it will show each day a breakfast, lunch, or milk purchase with the time of purchase. It will also show all deposits (cash, check or online).

Please note the cafeteria can only take cash or checks, they do not have any capability to accept credit or debit cards.

## PRICES

STUDENT’S MEAL STATUS	BREAKFAST PRICE	LUNCH PRICE
Free	No Cost	No Cost
Reduced	.30 cents	.40 cents
Paid (Full Price)	\$1.75	<b>\$2.10</b>

## MEAL STATUS

A meal status is determined when a Parent/Guardian completes a meal application for their child and or children and based on pertinent information provided on the application a student’s status may be determined as Free,



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Reduced or Paid. Meal applications are available at your child's school, at the District Office and even on line on the HUSD Website. Parent/Guardians please remember that a meal application has to be completed every school year, the previous year's status will only be valid for the first 30 days of the new school year, on the 31st day if a new application has not be filed your child will be returned to a paid status and you must send money or charges will start accumulating.

## CHARGE LIMITS

MEAL STATUS	\$ AMOUNT OF CHARGE LIMIT (Combination of Breakfast and Lunch Costs)
FREE	N/A
REDUCED	\$ 1.20
PAID (Full Price)	\$ 6.00

## CHARGE PROCEDURES – PARENT NOTIFICATION

On day one and two when a student charges, their hand will be stamped with a reminder for the parent/guardian to send money and the student may also be told that their account is low to bring money. On day three the student will receive a stamp and a reminder notice will go home as a last effort to prevent the student from receiving an alternative meal on the next day. ***(Parents/Guardians – please be advised if you don't want your student to receive a stamp this is not mandatory, student just needs to tell cashier/Cafeteria Manager not to stamp them.)***

On the fourth day if the student doesn't bring any money the student will be offered a cheese sandwich and choice of milk and still have the ability to eat from the offering bar at lunch. Parents/Guardians please check your students' backpacks and hands for these reminders please.

## "TOUCH & GO" PROGRAM

During SY 10/11 a new component to our computerized system for purchasing meals was implemented District wide. This new upgrade to our system is called ***Touch and Go*** with the use of Biometric readers, and it will allow all students complete privacy at the point of service but by far the best benefit is that it will all but eliminate any waiting in line for our students! Students may opt in to use a biometric reader finger-scan to identify themselves when enjoying meal service in the cafeteria. This system offers complete privacy and use of the device is 100% optional. If a student does not wish to participate, they will still be able to access their account and participate in the meal program using their name or student ID number to access their Mealtime account. The old system will always be available at every school. **The system does not store an image or photo of the student's fingerprint.** The scanner examines a few points of a fingerprint and generates unique numbers based on those points to create a secure key called a "string". Only the "string" value is retained for reference back to the student. These numbers cannot be converted into an actual fingerprint image fingerprints cannot be regenerated or reproduced for any purpose. The actual "string" information is attained only once and will be used the entire school year. For additional information concerning the scanners, feel free to visit the vendor's website:



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"www.digitalpersona.com" to see how this product is used by fast food Restaurants, Hospitals and High Tech companies around the world. For information about the meal service system, visit [www.mealtimeclm.com](http://www.mealtimeclm.com).

Parent/Guardian, if your child can participate in this upgrade please complete the form below and return to the Cafeteria Manager at your child's school. Once a week new students will be added to the school data base as signed opt in letters are received by the Cafeteria manager.

### CAFETERIA CONTACT INFORMATION

Please feel free to contact your Cafeteria Manager, Debra Hover if you have any concerns regarding your students account. Mrs. Hover can be reached at:

Office Phone: **(480) 279 – 6820** Email Address: [Helcafeteria@husd.org](mailto:Helcafeteria@husd.org)

Mrs. Hover is in the office Monday through Friday from the hours of 7:00am – 3:30pm and is more than happy to assist with any concerns you may have regarding meal service. Thanks for allowing us the opportunity to serve your child(ren).

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**HUSD FOOD SERVICE DEPARTMENT SY 11/12**

### **OPT IN NOTIFICATION FORM**

School: **HIGLEY ELEM & MID SCHOOL** Student Name: \_\_\_\_\_

\_\_\_\_\_, my child (*name mentioned above*) can participate in the new

*(Print Parent/Guardian name)*

Biometric reader upgrade at his or her school effective upon receipt of this signed document. We choose to opt in.

\_\_\_\_\_

\_\_\_\_\_

***(Parent/Guardian Signature)***

**(Date)**

**Please detach this form and return to your child's cafeteria manager.**