

## How to Pay:

Every student has a meal account and it may be funded the following ways:

1. Money may be deposited in a student or staff account online with **RevTrak** at:  
<http://urbandaleschools.revtrak.net/tek9.asp>
2. Money may be deposited in a student or staff account at the school you attend, by using cash or checks made payable to:  
**Urbandale Schools Nutrition Services.**
3. Middle and High School students may also pay cash at the register.

## Creating Your On-Line Account:

For use in RevTrak, you will need your **Student(s) ID #** and a **valid email address**. To inquire about your student's ID #, please call or email Mary Treese.

Pay with credit or debit cards, over the internet 24/7. **Payments submitted online via RevTrak prior to 10:30am will be available for the current days lunch fees. You may not be able to see this, but we can.**

A **payment receipt** will be **emailed** to the address used when setting up the web store account. To view/print previous online payments or to update login information please click on My Account.

**RevTrak** allows you to **make payments, check balances** and sign up to request **low balance emails** to be sent to you when your students' balances fall below the level you choose. There is no fee to make online payments.

## Negative Balance Policy:

**NEW #702A**

**Information on Urbandale Community Schools District negative balance policy can be view at:**

<http://www.urbandaleschools.com/policies>

## Free/Reduced Meal Application Process:

If you qualified for Free or Reduced Meals during the 2016-2017 school year, you have until September 21, 2017 until you lose the previous year's status. You **must reapply every school year**. If your application is received after September 21, 2017, or you have not applied by that date, you will become Fully Paid Status until you receive a letter from us stating you have qualified to receive assistance. The 2017-2018 school year application will available in July. Limited quantities of paper applications will be available throughout the school district. You may also apply online at:

<https://www.schoolmealapp.com>

If you have any questions, please contact **Cathy Conklin** at 515-457-6913

## Special Events:

Want treats for a birthday or party at home? Contact Stephanie Allsup to place your order. Please give us one weeks lead notice. Free delivery to all Urbandale Schools.

## Menu Information:

Our menus are designed to offer nutritional meal choices, while following nutritional guidelines set by the USDA. School meals are planned to include the following required five components; meat/meat alternate, grains, fruits, vegetables, and milk. The complete menu is served to our Pre-School through 2<sup>nd</sup> grade students. All other students **must take 3 of the 5** components offered. **One (1) component must be a fruit or vegetable to qualify as a meal.**

**Ala carte items** and **second meals** are available to purchase at the Middle and High School level. Please know that **second meals** purchased on a student account will be at **the Adult price**.

If your family qualifies for free or reduced meals, when you bring a sack lunch **milk is not free**, you will pay the full price for it.

Menus **may need to be changed due to the availability of the products** at any given time.

## Special Menus or Substitutions:

**Diet Modifications** will be made only when the diet modification form is correctly filled out, signed by the parent and a recognized medical authority, and submitted back to:

**Cathy Conklin**  
**Director of Nutrition Services**

This form can be located on the District's web site under quick links. Go to forms and then click on Food and Nutrition Services.

## Serving Times and Prices:

**Elementary** breakfast is served daily starting at 8:30am in all buildings. Lunch is served daily at designated times developed by the school's principal.

**Reduced Meal Cost:**

Breakfast \$.30  
Lunch \$.40

**Fully Paid Meal Cost:**

Breakfast \$1.75  
Lunch \$2.50

**Middle School** breakfast is served daily 7:30 - 7:50am. Lunch is served from 11am - 1pm per your student's daily schedule.

**Reduced Meal Cost:**

Breakfast \$.30  
Lunch \$.40

**Fully Paid Meal Cost:**

Breakfast \$2.00  
Lunch \$2.75

**High School** breakfast is served daily 7:30 - 7:54am. Lunch is served Monday, Tuesday, Friday 11:15am - 12:50pm and Wednesday and Thursday from 11:05am - 12:55pm per your student's daily schedule.

**Reduced Meal Cost:**

Breakfast \$.30  
Lunch \$.40

**Fully Paid Meal Cost:**

Breakfast \$2.00  
Lunch \$2.90

**Adult Prices at all Buildings:**

Breakfast \$2.00    Lunch \$3.55

Half Pint Milk: \$.50    4 oz. Juice: \$.25

## Who and How to Reach Us:

**Cathy Conklin**

Director of Nutrition Services  
Free and Reduced/Student Account Issues  
General Information  
515-457-6913  
conklinc@urbandaleschools.com

**Taylor Lawson**

High School Manager  
Caterings/Sack Lunches  
515-457-6914  
lawson@urbandaleschools.com

**Vicki Langford**

Middle School Manager  
Student Account Issues  
515-457-6663  
langfordv@urbandaleschools.com

**Stephanie Allsup**

Webster Kitchen Manager  
Birthday Treats or Bakery Caterings  
Student Account Issues  
515-331-8653  
allsup@urbandaleschools.com

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This institution is an equal opportunity provider.

# Urbandale Community Schools Nutrition Services Department 2017-2018

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Urbandale Schools Nutrition Services Department takes great pride in our quality, presentation and service to you, the students, staff and guests. This brochure has been prepared to help make sure everyone has an enjoyable experience with Nutrition Services.

### Mission Statement

Ensuring food of high nutritious quality is made available to every student to maximize each one's ability to bring learning to life.