

FOOD SERVICES - SKYWARD FAMILY ACCESS

Parents can use their Skyward Family Access account for Food Services Account information:

Meal Account Current Balances
Purchase & Payment Histories
Email Notifications (low meal balances)
Pay Online Food Service Payments (RevTrak Food Service)
Online Free/Reduced Price Meals Application (during enrollment/registration process)

Skyward Family Access Login

From the District's website (<https://wittbirn.k12.wi.us>) select **Skyward Family Access** from the **Families** dropdown menu. (If you have not received your login/password for Family Access, contact your student's school building office secretary.)

How can parents be advised of Low Meal Account Balances?

1. **Skyward Family Access:** On the Skyward Family Access dashboard, select the *Food Service* option on the left quick links; a current account balance will be displayed.
2. **Receive Low Balance Emails:** Setup this feature in Skyward Family Access by changing your My Account profile. Select *My Account*, then check the box *'Receive Emails when Food Service Balance is under \$5.00,'* and Save.
3. **Skylert Calls:** Our automated phone calling system will communicate meal account balance information to households with NEGATIVE account balances on Monday and Thursday evenings.

How to make meal account payments online using RevTrak:

- Log on to Skyward Family Access, select **Food Service** link, click the **Make a Payment** link. Food service accounts are family based accounts, so it does not matter which student within your family that you apply the payment to. (Please Note: A single \$2.00 convenience fee will be added at checkout.)
- Click **Update Payment Amount**, input payment amount, **Update Cart** and then click the **Pay with Vendor** button. You will then be redirected to your shopping cart in the Web Store.
- If you are a new customer, select **Create New Account** and provide the required information for account setup. If you are a returning customer, enter your email and password to Log in.
- Verify the payment and service fees listed in your cart are accurate and then click **Place Order**.

How to apply for Free or Reduced-Priced Meals online with Skyward Family Access (during the Online Enrollment process):

Gather all important information before logging on to complete your application: full legal names of each household member, last 4 digits of person completing application, gross income* and frequency of pay (weekly, monthly, twice monthly, etc.), Assistance Program Case # (if applicable).

**Income Exception: Self-employed or Farmers should enter net income (Schedule C - Line 31).*

- Log on to Skyward Family Access, then select **Online Enrollment** link. The Food Service application is **Step 4** of this process. Click link to **Add a Food Service Application**.
- Read Parent Letter and then Instructions for Applying. Check the box to verify Instructions have been read.
- 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.**