




Food & Nutrition Services - Skyward Family Access

Parents and students can use their Skyward Family Access account for Food & Nutrition Services Meal Account information such as:

Meal Account PIN #
 Meal Account Current Balances
 Email Notifications (low meal balances)

Purchase & Payment Histories
 Free/Reduced-Priced Meal Application – Online 
 Pay Online Food Service Payments (RevTrak Payment Portal)

<i>iPhone & Android Apps</i>	
<h2>Skyward Family Access On The Go</h2> <p>Download the app on iPhone or Android and quickly set up account access. Account numbers will need to know their Family Access PIN. Password @your school have not received your login password or Family Access contact your student's school office.</p> <div style="display: flex; justify-content: space-around; align-items: center;">    </div>	<ul style="list-style-type: none"> ▼ Search Skyward Mobile Access & download. Select South Lyon Community Schools & enter your Family Access Login & Password. Create a numeric security pass code. <p>It's that simple! Screen options may look different depending upon skyward access.</p> <p>Students can also create an account to help monitor meal account balances.</p> <p style="color: red;">Phone apps cannot be used to make payments. You must be logged into a computer or Chromebook to make payments.</p>

How can students and parents be advised of Low Meal Account Balances?

1. **Skyward Family Access:** Check balances on Skyward Family Access. On the Skyward Family Access dashboard, select the *food service* option on the left quick links.
2. **Receive low balance emails:** Set up this feature by changing your My Account profile: Select *My Account*, then *check the Box Receive Emails when Food Service Balance is under \$5.00*.
3. **Cashiers** will communicate negative balances to the District Manager who will then make courtesy emails.
4. **Contact** Food & Nutrition Services: 248-573-8925.

Receive Notifications when Food Service Balance is under \$5.00

Email
 Wall Message
 Email and Wall Message

Important: Be sure that your personal contact information is current on Skyward Family Access (phone & email).

Helpful Tips (Continued):

How to check meal account information:

- Log on to Family Access , then select Food Service from Quick Links, choose the applicable area:

The screenshot shows the Skyward Family Access interface for Food Service. Callouts include:

- Select a Student or All Students:** Points to the dropdown menu in the top left.
- Based on Application for Education Benefits received and processed:** Points to the current account balance section.
- Payment History:** Points to the 'View Totals' link above a payment table.
- Purchase History:** Points to the 'Weekly Purchases For' section.

The 'Current Account Balance' section shows a balance of \$16.60 and 'Lunch Type: PAID'. The 'Food Service Messages/Links' section contains a notice about LUNCH CODE status. The 'Payment History' table is as follows:

Payment Date	Payment	Check #
Wed Mar 12, 2014	\$20.00	
Tue Feb 4, 2014	\$100.00	

How to make meal account payments online using RevTrak:

- Log on to Skyward Family Access, select Food Service from Quick Links, select a student, select Make A Payment.
- Select Make One-Time Payment. A pop up box will appear. Put in the amount you would like to add to that child's account, click add to cart. Continue making payments for all students and select **Checkout**. Skyward will redirect you to RevTrak payment portal. Login to RevTrak and complete the transaction.
- Review your shopping cart carefully.** Select *Go To Check Out*. Enter your email address and select *New or Returning Customer*. Enter required billing information and process payment. Account balances will be automatically updated with new payments.

How to apply for Free or Reduced-Priced meals online with Skyward Family Access:

First, gather all important information: Full legal names of each household member, social security numbers (last 4 digits of the person completing the online application), gross **income*** and frequency of pay (weekly, monthly, twice monthly, etc.) before logging on to complete your application. *Income Exception: Self-employed or Farmers should enter **net** income.

- Log on to Skyward Family Access, then select Food Service from Quick Links
- Select the Free and Reduced Lunch Application(online or printable copy available). 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.**
- Additional Forms: Please consider completing the Sharing Information with Other Programs Form posted on the food service web site.

More important information can be found at

www.slcs.us/departments/griswold_operations_center/food_service/index.php