

# WORTH SCHOOL DISTRICT 127

DISTRICT OFFICE

DR. ROSEMARY LUCAS ADMINISTRATIVE CENTER

11218 SOUTH RIDGELAND AVENUE

WORTH, IL 60482

PHONE (708)448-2800

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January 10, 2019

Dear Parents/Guardians:

The breakfast and lunch program ordering period for the month of **February 2019** is now open. When you order on-line, error is minimized and you automatically receive an e-mail confirmation of your order. Step by step ordering instructions are printed on the back of this letter, and posted on the district website:

[www.worthschools.org](http://www.worthschools.org)

Here are a few things to keep in mind when ordering meals for your child:

- **If you order a meal for your child, the child must take the meal.** Review the attached menu for meals that your child will eat. Only order for days that your child will take the meal. Please order carefully based on your child's preferences.
- If you have ordered on-line in a prior month, you must continue to order on-line for future months. You have created an account previously, with a unique User Name and Password. The District Office cannot access your User Name and Password, and therefore cannot enter your order for you.
- **If you do not receive an e-mail confirmation, the ordering process was not completed properly.** Please contact the Nutrition Hotline as soon as possible for further assistance. Once the ordering window is closed, we are unable to assist with any errors that may have occurred.
- **The on-line ordering window is open for 10 days, from January 10<sup>th</sup> to January 20<sup>th</sup>.** Please attempt to order on-line early, in case you encounter a problem.

## **There is no exception to this deadline.**

If you do not have on-line access, you may request a paper order form from your school's main office. Please call the Nutrition Hotline at 708-671-3903 and leave a message, if you have any further questions. Someone will return your call within one business day. **Paper order forms must be received no later than Thursday, January 17<sup>th</sup>.**

Menus, detailed ordering steps, dietary information and other details are posted on the Worth School District 127 website: [www.worthschools.org](http://www.worthschools.org)

**Paper ordering deadline is 3:00 p.m. on Thursday, January 17<sup>th</sup> for the breakfast/lunch period of Friday, February 1<sup>st</sup> through Thursday, February 28<sup>th</sup>.**

**On-line ordering deadline is midnight on Sunday, January 20<sup>th</sup> for the breakfast/lunch period of Friday, February 1<sup>st</sup> through Thursday, February 28<sup>th</sup>.**

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800)877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

## On-Line Ordering Instructions:

1. Go to the website: [www.mymealorder.com](http://www.mymealorder.com)
2. Click the green box “REGISTER FOR A FREE ACCOUNT”
3. Select the State: ILLINOIS; Select the District: WORTH SCHOOL DISTRICT 127
4. Complete the registration page. The information you enter on this page will be used again for future month’s orders. Be sure to make note of the user name and password that you choose.
5. You can add one or more children to the parent login. In order to add a child, you must have a student ID number for each child. You will need this information to complete the process.
6. For each child in the family, you can select the days for which you would like to order breakfast and lunch. It is best to select “month view” tab on the left side of the screen, so you can view the entire month’s options. Be sure to click “Add to Cart” for the meals your child would like. There is no need to order milk; however, please remember, only white milk is available in the morning for breakfast. For lunch, chocolate or white milk are available options.
7. When selections are complete, click on the green box “View Cart” on the right side of the screen. If your order is complete, click on the green box “Checkout”. A final order confirmation will appear, then click the green “Place Order” box at the right side of the screen.
8. A summary of the meals ordered for the month will appear. You can print this order for reference during the month. A summary of meals ordered for the month will also be e-mailed to you. **If you do not receive a confirmation e-mail, it is possible that the order did not go through and is not complete.** In this case, please call Ms. Linda at the District Office at 708-671-3903.

\*Dietary information for all menu items are available on the order pages\*

## Paper Ordering Instructions:

1. If you do not have access to the Internet, contact the school office or district office for a paper order form. An incomplete form will be mailed home to you which will delay the ordering process and could possibly cause your child not to be included in the month’s orders.
2. Refer to the enclosed menu for dates/meals you would like to select for your child. You will need to include the Student ID number and student name when filling out the order form. The Student ID number was provided to you in last month’s mailing.

If you have any questions regarding the process for ordering breakfast and/or lunch, please call 708-671-3903 and we will be happy to assist you. We can also assist you with on-line orders – we have computers available at the Administrative Offices so parents and guardians can come in and place on-line orders.

Parents/guardians can expect menus to be sent home via their child around the middle of each month for the following month. Menus will also be posted mid-month (for the next month) on the Worth School District 127 website: [www.worthschools.org](http://www.worthschools.org)

**Paper ordering deadline is 3:00 p.m. on Thursday, January 17<sup>th</sup> for the breakfast/lunch period of Friday, February 1<sup>st</sup> through Thursday, February 28<sup>th</sup>.**