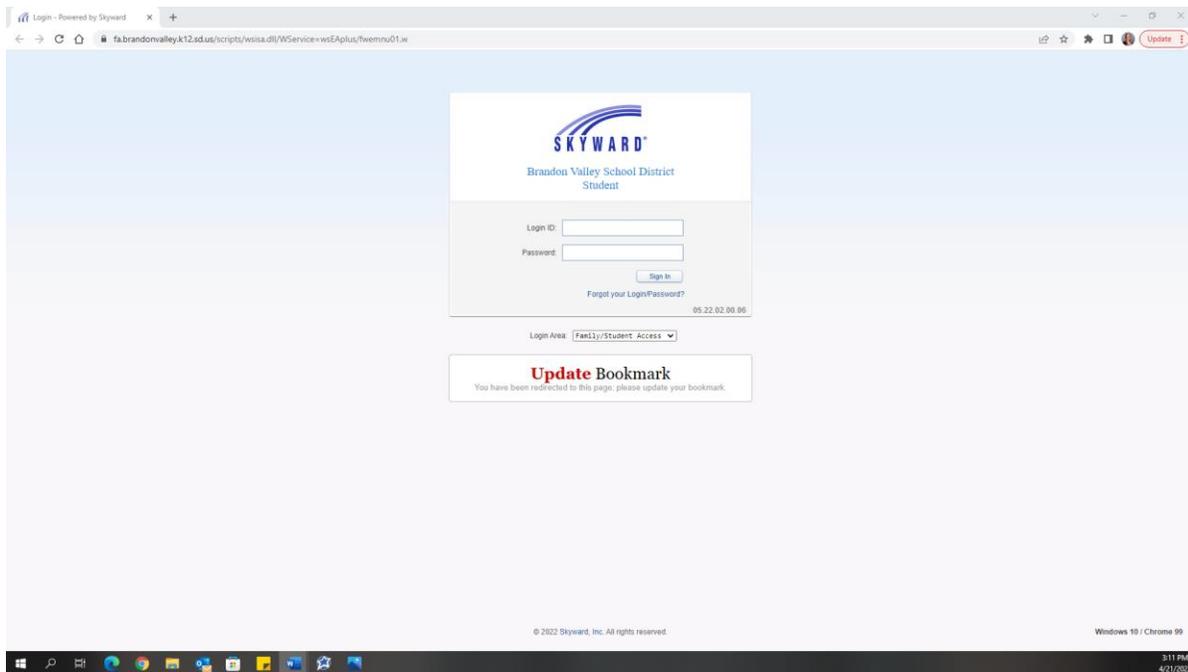


Navigating 'Foodservice' Tab in Family Access

1. Log into Family Access from any Brandon Valley building website. If you do not have a Family Access account, OR do not know your login information, contact your student's building secretary or the Brandon Valley Administration Center. Contact information for all building included below.

Brandon Valley Administration Center	582-2049
Brandon Elementary School	582-6315
Valley Springs Elementary School	757-6285
Robert Bennis Elementary School	582-8010
Fred Assam Elementary School	582-1500
Inspiration Elementary School	582-8590
Brandon Valley Intermediate School	582-6035
Brandon Valley Middle School	582-3214
Brandon Valley High School	582-3211

Link to Family Access Skyward: <https://fa.brandonvalley.k12.sd.us/scripts/wsisa.dll/WService=wsEApplus/fwemnu01.w>



2. Select the Food Service tab along the left side of the screen.

The screenshot displays the Skyward Family Access interface. At the top left, the Skyward logo is followed by the text "Family Access" and "WELL F. STUDENT". On the top right, there are links for "WELL MOTHER", "My Account", "Email History", and "Exit". Below the header, a notification bar states "You have unread messages" with a settings icon. The left sidebar contains a menu with the following items: Home, New Student Online Enrollment, Ethnicity/Race, Calendar, Gradebook, Attendance, Student Info, Food Service (highlighted with a red arrow), Schedule, Discipline, Portfolio, and Login History. The main content area features a red error message: "Ethnicity and Race have not been Validated! Ethnicity and Race for WELL needs to be reviewed and validated." Below this is a message titled "Child Nutrition Updates: 2021-22" dated "Thu Aug 5, 2021 12:00am". The message includes two PDF attachments: "Applying For Free_Reduced Benefits.pdf" and "Payment Options at BVSD.pdf". The text of the message reads: "Dear Parents and Guardians, As the first day of school gets closer, we are so excited to see students back in school. Please read below as there are several updates and bits of information below which may impact you and your students." A bulleted list follows, starting with "Free Meals for Students: The BVSD will once again be offering Free Breakfast and Lunch to all students for the upcoming school year, regardless of income guidelines. Please note: All individual milk, second meals, or a la carte items will be charged to the family meal account. To purchase any extras, students must have funds available in the account as a la carte purchasing will not be allowed if funds are not available. The daily low balance reminder will remain turned on and will inform you when your family account is at \$15.00 or less. This setting can be turned off in your Skyward Family Access account under foodservice settings." On the right side of the interface, there are tabs for "Upcoming Events" and "Calendar".

- Once in Food Service tab, a variety of information will be available. In the middle section, you will see 'Current Account Balance'. This will show the most recent, updated lunch balance for your family's foodservice account. If you have made recent payments, they will also populate in the middle section, listed with any relevant information (check number, student name, amount, etc. You will also have the option to make a payment online (see yellow box below).



Family Access
WELL F. STUDENT

WELL MOTHER [My Account](#) [Email History](#) [Exit](#)

- Home
- New Student Online Enrollment
- Ethnicity/Race
- Calendar
- Gradebook
- Attendance
- Student Info
- Food Service**
- Discipline
- Portfolio
- Login History

Current Account Balance

Family: \$0.00
Lunch Type: NORMAL
LUNCH (PAID)

Today's Lunch Menu [Lunch Calendar](#)

No lunch menu details are available for the current date.

WELL (Brandon Elementary School) [View Totals](#) Make a Payment

There are no payment records for this student.

Weekly Purchases For: **Thu Jun 2, 2022**

[← Previous Week](#)
[Next Week →](#)

WELL (Brandon Elementary School)

Set Purchase Limit

Week Total: **\$0.00**

Key Pad Number: **330431**

Item	Price
Sun May 29, 2022	
No purchases for this date.	
Mon May 30, 2022	
No purchases for this date.	
Tue May 31, 2022	
No purchases for this date.	
Wed Jun 1, 2022	
No purchases for this date.	
Thu Jun 2, 2022	
No purchases for this date.	
Fri Jun 3, 2022	
No purchases for this date.	
Sat Jun 4, 2022	
No purchases for this date.	

4. On the right side of the screen, you can view weekly purchases for your student(s). You can see what student's purchased, total spent per student during the week, as well as item type sold.

Weekly Purchases For: Sun Apr 24, 2022

Previous Week Next Week

Set Ala Carte Limit

Student	Total	Key Pad Number
	\$0.00	008511
	\$3.60	002145
	\$3.05	009149
Total	\$6.65	

Sun Apr 24, 2022

No purchases for this date.

Mon Apr 25, 2022

Student	Item	Price
	No purchases	
	HS ENTREE - L	\$1.80
	BREAKFAST	\$0.00
	LUN	\$0.00
	LUN	\$0.00
	Total	\$1.80

Tue Apr 26, 2022

Student	Item	Price
	No purchases	
	BREAKFAST	\$0.00
	LUN	\$0.00
	MS ENTREE - L	\$1.65
	LUN	\$0.00
	Total	\$1.65

Wed Apr 27, 2022

Student	Item	Price
	No purchases	
	BREAKFAST	\$0.00
	LUN	\$0.00
	\$1.40 ITEM	\$1.40
	LUN	\$0.00
	Total	\$1.40

5. Also in this section you can set ala carte limits for your student(s). Please note, the value entered here does not include the purchase of breakfast or lunch meals. This only applies to ala carte items such as second entrees, bottled beverages, chips, or other items not included in the meal. If you prefer your students are not purchasing any extras, you can select 'Do Not Allow Purchase' for no ala carte purchases to be made. Once saved, this will be applied to your students' account.

The screenshot displays a software interface for managing student accounts. At the top, it shows 'Weekly Purchases For: Thu Jun 2, 2022' with navigation buttons for 'Previous Week' and 'Next Week'. Below this, a dropdown menu is set to 'WELL (Brandon Elementary School)'. A red box highlights the 'Set Purchase Limit' button. A modal dialog box titled 'Daily Ala Carte Limit' is open, containing the following text: 'This limit does not include purchases of Breakfast or Lunch meals. A value of 0.00 means that a limit is not set.' The dialog also shows the school name 'WELL (Brandon Elementary School)', two radio buttons for 'Set a Limit' (selected) and 'Do Not Allow Purchase', and a text input field for 'Daily Ala Carte Limit' with the value '0.00'. A 'Save' button is located at the bottom right of the dialog. The background interface shows a table with columns for 'Item' and 'Key Pack', and rows for each day of the week from Sunday to Saturday, all indicating 'No purchases for this date'.