

To all  
students,  
parents and teachers

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## New software for the school cafeteria

Dear students, parents and teachers,

all students and teachers are welcome to participate in the school meals. So that the entire organization of the food distribution and the billing can run smoothly and quickly, we use the software MensaMax starting 1<sup>st</sup> May 2019.

MensaMax is a web-based billing system. Therefore, you can log in comfortably from home via your PC. As there is also an app for MensaMax, you can even access MensaMax on the go via your smartphone.

This gives you a quick and precise overview of the menus you have ordered as well as your account balance. Payment is by bank transfer without the need for cash.

## How can I log into MensaMax?

Enter the following address to access the website of MensaMax:

**<https://login.mensaonline.de>**

There you can apply for a new customer account. The necessary data are:

Project („Projekt“):	<b>HH394</b>
Facility („Einrichtung“):	<b>Scholl</b>
Activation code („Freischaltcode“):	<b>2537</b>

Please fill in the blanks (the mandatory blanks are colored).

If you have successfully completed the process, you will receive an e-mail with your access data. If you forget your password, you can ask for a new password anytime.

## Meal order and cancellation

You can order your meal in advance, but you have to make the order no later than 6 pm on the previous working day. The same applies to meal cancellations. Later incoming registrations and cancellations cannot be considered due to organizational reasons.

Principally, we always cook more meals than pre-ordered – so, there are also meals available for short-determined students while supplies last. However, in order to optimize the planning and to avoid that unnecessarily much food is prepared, we ask for pre-order.

## Food distribution

After the summer holidays, RFID chips are used to legitimize the food distribution. By means of this chip we will be able to read at the meals counter if and what food was ordered. Therefore, you always need to show the chip for food distribution at the meals counter.

You don't need to starve if you forget the chip. At the meals counter we can research manually, which food was ordered. But to speed up the meal distribution and to avoid long waiting times, we always ask you to bring the chip.

The chip itself is free, but is only issued for a deposit of 4€ in the canteen. The costs are charged to the canteen account when the chip is issued, so they do not have to be paid by you in cash.

We also offer the possibility of a fingerprint. Therefore, the child will be taken two fingerprints. The processing of the fingerprint is charged to the account with € 2.50.

## How do I pay for the food?

The food supply is carried out on a credit basis, so you must ensure in advance for a sufficient coverage of your MensaMax account. No food without credit! You need to pay by bank transfer. These are our bank details:

Remittee („Empfänger“):	<b>Hamischa Catering</b>
IBAN:	<b>DE98 2005 0550 1257 1412 57</b>

Please note that you use your **login name as reference** (“Verwendungszweck”), which will be sent to you with the access data. Otherwise, the automatic allocation of the payment to your canteen account will fail.

When you log in to MensaMax, you will be notified if your balance falls below the threshold of 15 euros, so that you can transfer money in advance to the aforementioned account. You can also change this value in height. Of course, MensaMax also informs you about a low balance by e-mail or via the app.

Since each child has his own reference, you have to make different bank transfers for different children.

## Education and Participation Package (Bildungs- und Teilhabepaket - BuT)

Please note that the federal government supports needy children in the course of the education and participation package (Bildungs- und Teilhabepaket - BuT). The application forms can be obtained from the Jobcenter or the town hall.

Please take into consideration that the renewal requests need to be done at least 3-4 weeks before expiration of the cost absorption. Otherwise, you have to pay the full price again.

A grant application has no suspensive effect on your obligation to pay, i. e. even if you have filed an application, you first have to pay the full cost. Only those who have submitted a current official decision in the school office can be billed after the education and participation package (Bildungs- und Teilhabepaket - BuT) and will be charged at a reduced rate.

If you have any questions, you can contact us confidentially.

With kind regards,

Eihab Hmicha