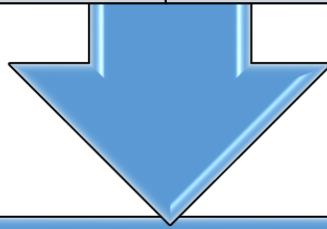


Step 1 - Balance Transfers

Westonka Foodies will transfer funds between sibling as needed during the month of May. However, please email Deb Bailey, baileyd@westonka.k12.mn.us if you have specifics requests.

RevTrak Auto Replenish Feature – **Parents must turn this feature off** to ensure that meal accounts do not auto replenish if/when Westonka Foodies staff transfers funds to/from siblings.



Step 2 - Sunday, June 4, 2023 Take Action!

Westonka Foodies Refund Request Form will be open on Skyward Family Access

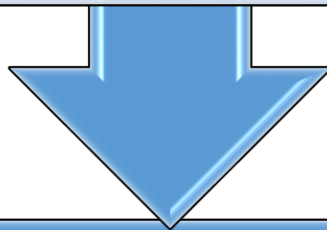
A) Parents, log on to Skyward Family Access and first note meal account balances for child(ren).

**Once in Skyward, select the food service quick link. Account balances will be shown at the top of the food service dashboard.*

B) Then, select the Westonka Foodies Refund Request Form link and complete the full form.

Refunds must be submitted prior to Sunday, June 11, 2023.

C) While in Skyward, print SY22-23 meal account purchase histories. These will be purged on Thursday, June 29, 2023.



Step 3 - Expect Refund Date

Westonka's Business Services Department has asked for patience during the refund process. School meal account refunds are expected to reach households by mid-late August.