



# Brookings School District

*Empowering all learners to embrace and be inspired to realize their potential*

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Laura Swier, Director of Child Nutrition

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TO: Board of Education  
FROM: Laura Swier, Director of Child Nutrition  
RE: Administrative Report  
DATE: December 2024

## Highlights from the Child Nutrition Department

### 1. Free and Reduced Priced Meal Application Online

- a. Over the summer months we transitioned to an online free and reduced priced meal application for families to complete to determine the household eligibility. Our department has had great success with implementing this new process as we communicate with families to assist as needed.
- b. A free and reduced priced meal application must be completed annually for any family seeking eligibility.

### 2. Online Payment Option

- a. As of July 1, 2024, our department transitioned the online payment system to EduTrak, which is the same program for applying for free and reduced priced meal benefits. The transition to the new program has been successful for both our families to adapt to, as well as the operation of our department.
- b. Families also have the capability of viewing their account balance and transactions within their EduTrak account.

### 3. Reviews Coming Soon

- a. The Child Nutrition Department is anticipating three reviews of our federal programs between January and May. There will be both an on-site and off-site portion of each of the reviews.
  - i. Administrative Review
  - ii. Procurement Review
  - iii. Child and Adult Care Food Program Review

Laura Swier, MS, RDN, LN