



# SCHOOL MEAL PROGRAM

**The Exchange School Meal Program is proud to offer healthy, flavorful STAR LUNCHES daily!**

A STAR LUNCH, at a minimum, must include at least three of the meal components, including either a fruit or vegetable. Students may request additional fruits or vegetables at no extra cost.

**BREAKFAST? Check with your students' school to see if breakfast is offered!**

Nutrition and Allergen information can be found on our website:  
<https://www.aafes.com/about-exchange/school-lunch-program/>







# SCHOOL MEAL PROGRAM

## SET UP YOUR SCHOOL LUNCH ACCOUNT

- 1 REGISTER EACH STUDENT WITH DODEA (NEW STUDENTS)**
- 2 REGISTER YOUR FAMILY ON LINQ CONNECT (OPTIONAL)**
- 3 DEPOSIT MONEY INTO STUDENT ACCOUNTS**
- 4 APPLY ONLINE FOR FREE OR REDUCED LUNCHES**

**MORE SCHOOL MEAL PROGRAM INFORMATION:**  
<https://www.aafes.com/about-exchange/school-lunch-program/>







## SET UP YOUR SCHOOL LUNCH ACCOUNT

1

### REGISTER EACH STUDENT WITH DODEA (NEW STUDENTS)

- » Obtain 10-digit DoDEA student ID# for all children from the school registrar.
- » You will need each student's ID# for step 3.

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### REGISTER YOUR FAMILY ON LINQ CONNECT (OPTIONAL)

- » LINQ Connect is a secure, online system that allows parents/guardians to:
  - » Make Online payments for their student's meal accounts.
  - » Remotely monitor student accounts including the ability to set parental restrictions.
  - » Set up automatic recurring payments.
  - » Submit an online application for free or reduced meals.
- » If you have not already done so, you may register at [linqconnect.com](http://linqconnect.com).
- » Click on the verification link sent to the email address provided in the step above.
- » Now you can log in at [linqconnect.com](http://linqconnect.com) using your email and password.

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### OPTIONS FOR DEPOSITING MONEY INTO YOUR STUDENT'S ACCOUNT

- » **Option 1:** Make deposits at your local Exchange Customer Service.
  - » There is no transaction fee for this service. You will need each student's DODEA ID# obtained in step 1 above.
- » **Option 2:** You may send cash to school with your student to be added through your school meal cashier. There is no transaction fee for this service.
- » **Option 3:** Add money to your student's account through LINQ Connect at [linqconnect.com](http://linqconnect.com)
  - » Any balance left in your student's account from the previous school year will carry over to the new school year.
  - » There is a \$2.60 bank convenience fee each time you add money through LINQ Connect. To save on processing fees, you may make one payment and then transfer funds from one student account to another, provided they are listed on the same family account.
  - » Click on Add Money to Meal Account and choose either One Time Account Payment or New Recurring Payment.

## START HERE TO SUBMIT YOUR 2024-2025 APPLICATION

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### SUBMIT YOUR SCHOOL YEAR 2024/2025 ONLINE APPLICATION FOR FREE OR REDUCED MEALS (AFTER 1 JULY 2024)

- » An application is mandatory for all Sure Start students.
- » A new application is required for every school year.
- » You only need one application per household.
  - » Please include ALL family members (adults, students, non-students, infants & elderly) on one application.
- » Apply at [linqconnect.com](http://linqconnect.com).

This institution is an Equal Opportunity Provider.

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## **UNIVERSAL PRE-K / SURE START**

If you have a student enrolled in Universal Pre-K (UPK or PK), your student will be charged full meal price, unless you are eligible for and apply for free or reduced meals.

### **INSTRUCTIONS FOR COMPLETING AN ONLINE FREE AND REDUCED MEAL APPLICATION FOR ALL GRADE LEVELS**

- 1** **Go to [linqconnect.com](https://linqconnect.com) and click on apply today.**  
» A LINQ Connect account is not required in order to complete a Free and Reduced Meal application.
- 2** **Search for and click on AAFES DODEA. This will take you to the Letter of Household. Please read and then click Next.**
- 3** **Enter the following information: Address, City, State, Zip Code, Phone Number and Email Address. An Email address is required for communicating eligibility status.**
- 4** **Click New Student. This will open a window to enter student information.**  
» Enter as much of the following information as possible including First/Middle/Last Name, Student ID, School, and Date of Birth. Click Save.  
» If there are other students that attend this school district, please repeat the steps above to add them to the application, then click Next.
- 5** **Enter the total number of people in your household, including students, non-students, adults, elderly & infants**
- 6** **Click New Household Member. Enter First and Last Name and Income for this person then click Save. Repeat this step for each house member.**
- 7** **Please review the application to ensure all your information is correct before you submit. Once you have reviewed it, click Next.**
- 8** **When signing and submitting the application, you may select your ethnicity/race if you so choose. Enter your name in the Signed By section, then click I agree to the Terms of Use and enter the last 4 digits of your SSN.**
- 9** **Click Submit Application. You will receive an email confirming the application was submitted. Please save this email and the confirmation number as it may be necessary in locating your application in the event there is an issue with the submission.**

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## **AAFES SCHOOL MEAL PROGRAM SCHOOL YEAR 2024/2025**

### **WHEN WILL I BE ABLE TO SEE MY STUDENT'S INFORMATION ON LINQ CONNECT?**

LINQ Connect is live for Meal Applications and setting up family accounts. Please note that over the summer students will not show as "enrolled" in the DODEA system until right before the school year begins, therefore you will not be able to link students that are new, changing schools or that have otherwise never been linked.

### **WHEN I LOG IN TO LINQ CONNECT, I DO NOT SEE MY CHILD'S ACCOUNT?**

If you haven't already done so, you will need to add your children to your LINQ Connect account. Click on the + sign then Link Student and complete information to link your child. You will need to complete this process for each child you wish to add. Please note: Over the summer, students may not show as "enrolled" in the DODEA system until right before the school year begins, therefore you will not be able to link students that are new, changing schools or that have otherwise never been linked.

### **WHAT IF I HAVE SEVERAL CHILDREN IN DIFFERENT SCHOOLS?**

You can add as many children as you need, provided they attend a school utilizing AAFES LINQ School Solutions for their cafeteria account.

### **CAN I SET UP RECURRING PAYMENTS?**

Yes. Click on +Add Money to Meal Account. Click on New Recurring Payment. Enter the Payment Amount for each child, Frequency of payments, Day of the week/month to charge the payments, Starting Date, Billing Address, Payment Method, Save.

### **HOW CAN I CANCEL OR CHANGE MY RECURRING PAYMENT?**

Under Recurring Payments, click on the three dots to the right of your child's name. You can either change the information and Save or Delete the payment.

### **CAN I TRANSFER FUNDS FROM ONE CHILD'S ACCOUNT TO ANOTHER?**

Yes - click the three dots to the right of your child's name and choose Transfer Money.

### **CAN I SET SPENDING LIMITS ON MY CHILD'S ACCOUNT?**

Yes - click the three dots to the right of your child's name and choose Edit Spending Limit.

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