

To the parents of the students of the

- Ansgarischule
- Clemensschule
- Georgschule
- Josefschule
- Marienschule
- Maximilianschule
- Christophorusschule
- Martinus-Oberschule
- Gymnasium Haren



Haren (Ems), November 2023

### **Lunch catering/Ordering system**

Dear parents,

today we would like to share with you some important information regarding lunch.

1. Two menus including beverage are offered at the schools. At the Martinus-Oberschule and the Maximilianschule additionally a salad plate. The price per meal is 5,62 euros.
2. Upon application, the city grants a meal discount, which is dependent on income. You will find the application and an information sheet attached as well as on [www.haren.de](http://www.haren.de) in the menu item „*Familie und Leben*“ under „*Schulen*“.
3. The ordering and billing of the canteen food is done via the ordering system "Sams-On". The ordering system offers you the following advantages:
  - online ordering via PC or smartphone app
  - cashless payment processing
  - ordering and cancellation until 11 a.m. the day before. (Order and cancellation deadline for Monday is 11:00 am of the previous Friday).

In the school secretary's office you will receive the necessary identification card and the so-called welcome letter. The welcome letter contains all the necessary information about the new ordering system. Your child will present the ID card every time he/she visits the cafeteria. The barcode will be scanned. This documents the issuance of the meal to the person who ordered it. The card itself does not contain any credit. Cash payments are no longer possible. Please make sure that your Sams-On customer account always has sufficient credit. The card remains valid if your child transfers from the elementary school to the Secondary School Haren or the Gymnasium Haren.

Does your child receive a free lunch from the so-called education and participation package or have you applied for a corresponding benefit? Then you should also register with Sams-ON. The cost absorption from the education & participation package (BuT) will be deposited in your account as a 100% discount and can also be booked retroactively. Please note: There must be sufficient credit on the "Sams-ON" account for the duration of the application processing and after the end of the benefit payment. Otherwise, a meal order is not possible! Your child will also present the ID card each time he/she visits the cafeteria.

- **Loss of card:** If you lose your card, inform the Leuchtturm to have the card blocked. You will receive a replacement card with a new card number via the school secretary's office. Inform the Leuchtturm so that order data and credit can be transferred to the new card number.
- You cannot register online or have questions about the ordering system? Then please contact the cafeteria operator:

Leuchtturm Jugendhilfe e.V., Wacholderweg 24, 49733 Haren (Ems)

**Frau Klaudia Krüssel**

Tel.: 0151 – 599 65 599 (8:00 am– 12:00 pm)

[mensa@ev-haren.de](mailto:mensa@ev-haren.de)

We wish you and your children a great start to the new school year!

Stadt Haren (Ems)

- Fachbereich Bildung, Kultur, Soziales -

## **Lunch catering – information sheet for parents**

The price for lunch at the municipal schools is 5.62 euros per menu. In order to achieve a socially balanced meal price, the Stadt Haren (Ems) grants a meal discount per pupil upon application.

The discount is based on the parental contributions in the crèche sector and is income-dependent. The scale is as follows:

<b>level</b>	<b>Gross annual income</b>	<b>Price per meal</b>	<b>Discount</b>
I	Up to 25.565 euros	3,50 euros	2,12 euros
II	25.566 to 38.347 euros	4,00 euros	1,62 euros
III	38.348 to 51.129 euros	4,50 euros	1,12 euros
IV	over 51.129 euros	5,62 euros	No discount

If more than one child of the same family who is entitled to the discount participates in the lunch, the discount for the second and each additional lunch is increased by 0,50 euros each.

**This discount application is only to be filled out if your child is not already eligible for benefits through "Bildung und Teilhabe" and participates in lunch free of charge.**

The discount is granted for the respective school year and is stored directly with the respective user in the "Sams-on" cafeteria ordering system. The meal is then automatically booked and served at the reduced price.

### **Application**

Please use the enclosed form "Application for discount for lunch catering" to apply for a discount. Applications received late will not be considered until the application is submitted. The approval period is the respective school year.

### **What income is used as a basis?**

The following income is taken into account when calculating the discount:

- The household income if the child lives with his/her parents. This also applies if the parents are not married.
- The household income if the child lives with only one parent.
- The household income if the child lives with only one parent and a partner other than the father/mother.

### **What documents must be submitted with the application?**

For your benefit and for reasons of administrative simplification, proof of income must be provided in the form of the income tax assessment for the calendar year before last.

The amount of the rebate is based on the **sum of the positive income** (no loss compensation) of the partners living in the household according to the **income tax assessment of the tax office for the year 2021** (gross income less income-related expenses; can be seen in the assessment in the line: "Total amount of income").

If an income tax assessment notice is not available, an annual salary certificate from the penultimate or last calendar year can also be submitted; if this is not available, a certificate of accumulated gross income.

This principle must be deviated from if there is no income tax statement/tax certificate or if the income and family circumstances have changed significantly in the last calendar year (e.g. change of job, taking up work, loss of job or interruption of work due to the birth of a child, etc.) The **current income circumstances** will then be used as a basis.

### **Update application**

In the event of a change in economic circumstances (if the amount of earned income has changed significantly in the last calendar year (more than 10% difference)), the discount can be adjusted in the current year. An update application can be submitted informally to Stadt Haren (Ems), Neuer Markt 1, 49733 Haren (Ems), room 211, by presenting the above-mentioned supporting documents. The reassessment of the parental contribution due to an update application will only take place from the date of the application, a retroactive change is not possible.

*If you have any questions, contact Fachbereich Bildung, Kultur, Soziales of Stadt Haren (Ems) – Tel. 05932-8 250 or 251.*

Stadt Haren (Ems)  
FB1: Bildung, Kultur, Soziales  
Neuer Markt 1  
49733 Haren (Ems)

Applications must be submitted to  
the City administration for each  
school year.

## Application for discount for lunch catering

Applicant: \_\_\_\_\_

Adress: \_\_\_\_\_, 49733 Haren (Ems)

Tel/Mail: \_\_\_\_\_

My child(ren) - (please fill in surname, first name, school)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

will participate in the lunch catering during the 2023/24 school year. I/We apply for a discount for lunch catering.

My/our gross annual income for the year 2021 is (Please mark with a cross)

up to 25.565 euros

25.566 up to 38.347 euros

38.348 up to 51.129 euros

My/our income situation has changed significantly in the last calendar year.

Please use my/our current income situation as a basis.

My/our economic circumstances have changed significantly in the last calendar year (over 10% difference). I/We request an adjustment of the discount in the current school year.

Copy(s) of the following document(s) are enclosed (Please mark with a cross):

Income tax assessment 20\_\_

Annual salary certificate 20\_\_

Certification of the total gross income (e.g. payrolls for the last 12 months or payroll of December)

other \_\_\_\_\_

One of our children (under 3 years) and attends a daycare center in Haren (Ems). I/We have already submitted the required supporting documents for the calculation of daycare contributions

Haren (Ems), \_\_\_\_\_  
Signature applicant

## **Your application for lunch catering discount**

### **- Notes on data processing -**

This data protection notice applies to the data processing for determining and setting a possible discount on the prices for lunch at schools sponsored by Stadt Haren (Ems). For this purpose, a software program of the company Sams.ON is used, with which Stadt Haren (Ems) and the provider "Leuchtturm" Jugendhilfe e.V. process the data. The city obligates the provider "Leuchtturm" Jugendhilfe e.V. to comply with the data protection and security requirements.

The responsible data protection officer of Haren (Ems) is:

Erster Stadtrat Dieter Sturm  
Neuer Markt 1  
49733 Haren (Ems)  
Tel.: 05931/8-276  
[datenschutz@haren.de](mailto:datenschutz@haren.de)

The following personal data will be collected, possibly changed and stored by the above mentioned institutions in the course of the above mentioned task performance:

Name, address, telephone number of the family as well as discounting. The documents on income required to determine the discount are only received, checked and evaluated by the city administration. For the data agreement at the "Leuchtturm" Jugendhilfe e.V. are responsible in the sense of the DS-GVO:

Georg Berenzen  
Anita Berenzen  
Laura Wessels  
Klaudia Krüßel  
Wacholderweg 24  
49733 Haren (Ems)  
[leuchtturm@ev-haren.de](mailto:leuchtturm@ev-haren.de)

Your personal data will be deleted as soon as it is no longer required for the performance of the task, i.e. when the child leaves the schools under municipal sponsorship. You have the right to object to or revoke data processing at any time. Furthermore, collected data can be corrected, deleted or its collection restricted if necessary. Upon request, you can ask for detailed information about the scope of data collection carried out by the above-mentioned institutions at the address below. A data transfer can also be requested should you wish your data to be transferred to a third party.

If you wish to exercise your right to object, simply send an e-mail to [info@haren.de](mailto:info@haren.de) or [leuchtturm@ev-haren.de](mailto:leuchtturm@ev-haren.de).

# Simply eat - with SAMS-ON at your school

Dear mothers and fathers,

We would like to welcome you to SAMS-ON, your new cafeteria system. Our motto is: Simply eat!  
Let's get started.

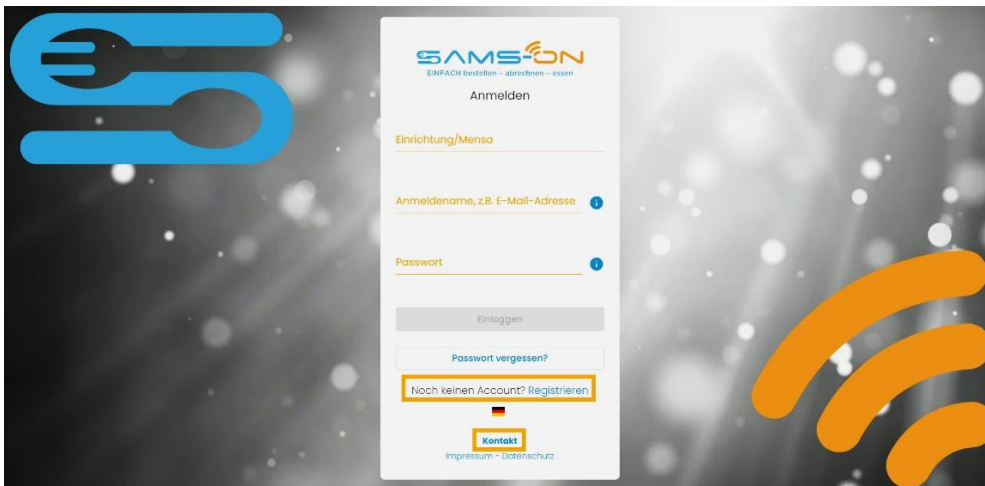
In order for you to easily order and manage food for your children, you need to register online with SAMS-ON using the ID number on your cafeteria card.

## How to register online in SAMS-ON

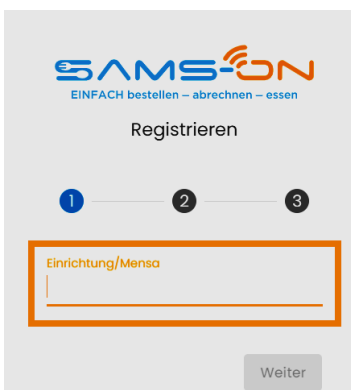


Scan this QR code on the left to view the video "How do I register online with SAMS-ON? In the following, we will also explain in writing how to register. It is best to access our SAMS-ON login page from your PC or laptop. Rather, enter it directly in your browser and do not search for it using a search engine: [account.sams-on.de](https://account.sams-on.de)

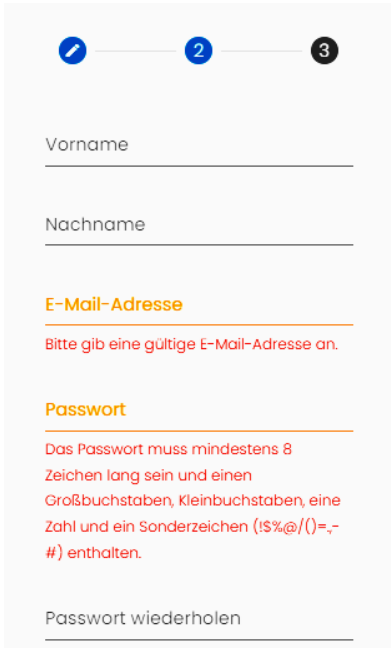
### Now follow our 10 steps:



1. Click on the „Registrieren“ link below the login screen.



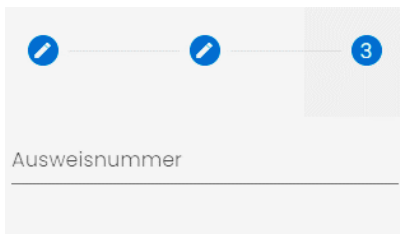
2. Select the correct refectory. From three characters results are displayed and click „Weiter“.



Registration form step 3. It includes fields for 'Vorname' (First Name) and 'Nachname' (Last Name). Below these are sections for 'E-Mail-Adresse' (Email Address) with a red error message 'Bitte gib eine gültige E-Mail-Adresse an.' (Please enter a valid email address), and 'Passwort' (Password) with a red error message 'Das Passwort muss mindestens 8 Zeichen lang sein und einen Großbuchstaben, Kleinbuchstaben, eine Zahl und ein Sonderzeichen (!\$%&/'()=, - #) enthalten.' (The password must be at least 8 characters long and contain a capital letter, lowercase letter, number, and a special character (!\$%&/'()=, - #)). There is also a 'Passwort wiederholen' (Repeat password) field.

3. In the next screen, enter **your child's** last name and first name, as well as a **valid email address** where you can be easily reached.

4. **Assign yourself a password according to these criteria:** It consists of eight characters and contains at least one lowercase and one uppercase letter. It must also contain a number and a special character.



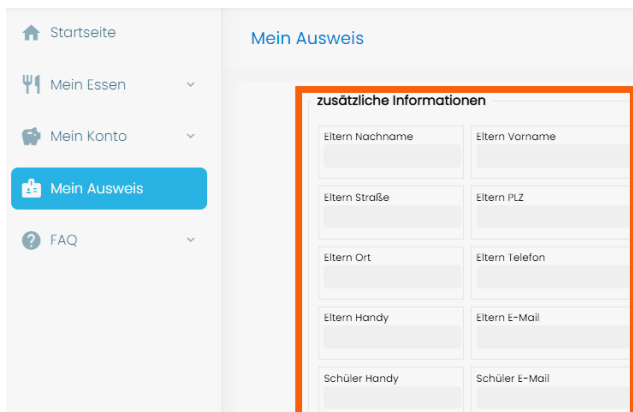
Registration form step 5. It features a field for 'Ausweisnummer' (ID number) and a captcha image.

5. In the following step, enter the **ID number („Ausweisnummer“)** that is on the dining hall card you received.

6. If mandatory fields with choices are given, please select the appropriate one.

7. Enter the captcha that is displayed in the image above for spam protection and agree to our privacy policy. Now you can click on „Registrieren“.

8. Almost done. You will receive an email and you need to click the link in it to **complete the registration**. Don't forget to check your **spam folder** in case the E-Mail doesn't arrive. **Only then** you will be **automatically activated**.



User profile page 'Mein Ausweis'. The left sidebar contains navigation options: 'Startseite', 'Mein Essen', 'Mein Konto', 'Mein Ausweis' (highlighted), and 'FAQ'. The main content area is titled 'Mein Ausweis' and contains a section 'zusätzliche Informationen' (Additional Information) with a grid of input fields for: Eltern Nachname, Eltern Vorname, Eltern Straße, Eltern PLZ, Eltern Ort, Eltern Telefon, Eltern Handy, Eltern E-Mail, Schüler Handy, and Schüler E-Mail.

9. You will receive our **welcome email** after clicking on the link. Read everything thoroughly in the e-mail, how to top up your credit, what the account details are and how to set up the SAMS-ON app.

10. Log in directly to SAMS-ON and complete your data right away under **„Mein Ausweis“** so that you can be reached.

**Your contact:**

Leuchtturm Jugendhilfe e.V.  
 Mensabetrieb  
 Wacholderweg 24  
 49733 Haren (Ems)  
 Frau Klaudia Krüssel  
 Tel. 0151 – 599 65 599  
 mensa@ev-haren.de