

To the parents of the pupils of the

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



Haren (Ems), June 2024

## Lunch catering/ Ordering system

Dear parents,

We would like to give you some important information about lunch today.

1. **Menu selection:**

Two menus including a drink are offered at the schools. At Martinus-Oberschule and Maximilianschule there is also a salad plate. The price per meal is 5.62 euros.

2. **Subsidization of lunch in school canteens:**

Upon application, a discount will be granted for lunches at municipal schools from the 2024/2025 school year. The application form and an information sheet can be found attached and at [www.haren.de](http://www.haren.de) under the menu item "Family and life" under "Schools".

3. **Ordering and invoicing the canteen food:**

This is done via the "Sams-On" ordering system. The ordering system offers you the following advantages:

- ✓ Online ordering via PC or smartphone app
- ✓ Cashless payment processing
- ✓ Order and cancel by 11:00 am the day before. (The order and cancellation deadline for Monday is 11:00 am on the previous Friday).

You will receive the necessary ID card from the school office. After registering, you will then receive the welcome letter. The welcome letter contains all the necessary information about the new ordering system.

Your child presents the ID card every time they visit the canteen. The barcode is scanned. This documents the serving of the meal to the person who ordered it. The card itself does not contain any credit. Cash payments are no longer possible. Please ensure that your Sams-On customer account always has enough credit. The card remains valid when your child transfers from elementary school to the Haren secondary schools or the Gymnasium Haren.

4. **Your child receives a free lunch from the so-called „Education and Participation package“ or you have applied for a corresponding benefit?**

Then also register with Sams-ON. The assumption of costs from the education and participation package (Bildungs- und Teilhabepaket) will be added to your account as a 100% discount and can also be booked retrospectively. Please note: There must be enough credit on the "Sams-ON" account for the duration of the application processing and after the end of the benefit receipt. Otherwise it will not be possible to order meals! Your child must also present the card every time they visit the canteen.

5. **Card loss:**

If you lose your card, please inform the Leuchtturm Jugendhilfe e.V. (see below) so that the card can be blocked. You will receive a replacement card with a new card number from the school office. Please inform the Leuchtturm Jugendhilfe e.V. so that the order data and the credit can be transferred to the new card number.

6. **You cannot register online or have questions about the ordering system?**

Then please contact the canteen operator:

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

**Frau Klaudia Krüssel**

Phone number: 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 good start to the new school year!

City of Haren (Ems)

Department of Education, Culture, Social Affairs

# Eat simply - with SAMS-ON at your school

Dear mothers, dear fathers,  
welcome to SAMS-ON, your new canteen system. Our philosophy is: Just eat! Let's get started.

To make it easy for you to order and manage food for your children, you need to register online with SAMS-ON using the **ID number** on your canteen card.

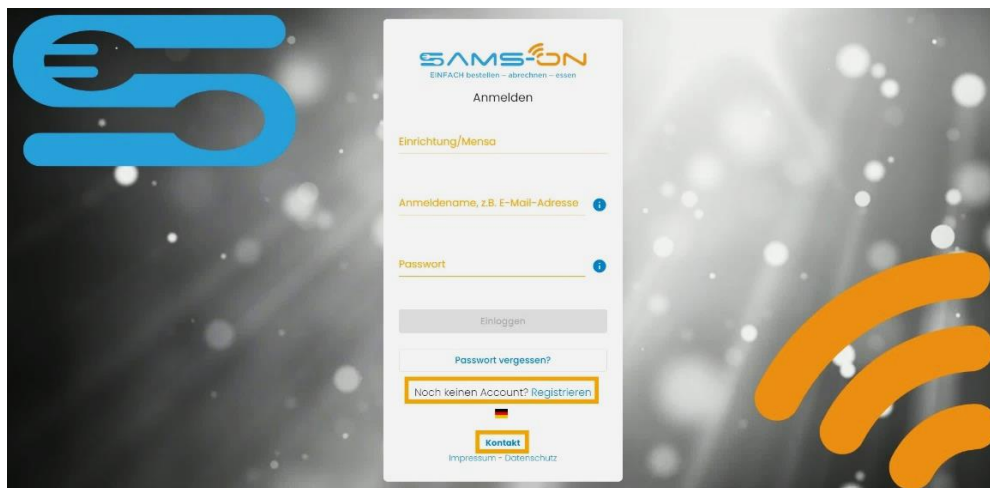
## How to register online in SAMS-ON



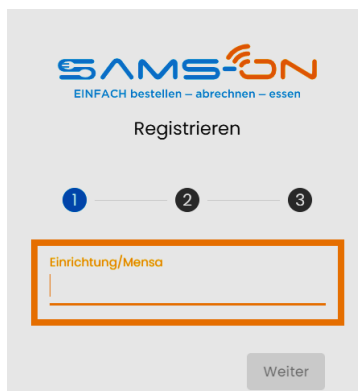
Scan this QR code on the left to watch the video "How do I register online with SAMS-ON?". Below we also explain in writing how to register.

It is best to access our SAMS-ON login page from your PC or laptop. Enter it directly in your browser rather than using a search engine: [account.sams-on.de](https://account.sams-on.de)

### Now follow our 10 steps:



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



2. Select the correct canteen. Results are displayed from three characters and click on „Weiter“.

Progress indicator: 1 (active), 2, 3

Vorname \_\_\_\_\_

Nachname \_\_\_\_\_

**E-Mail-Adresse**  
Bitte gib eine gültige E-Mail-Adresse an.

**Passwort**  
Das Passwort muss mindestens 8 Zeichen lang sein und einen Großbuchstaben, Kleinbuchstaben, eine Zahl und ein Sonderzeichen (!\$%&/'()=, - #) enthalten.

Passwort wiederholen \_\_\_\_\_

Progress indicator: 1, 2, 3 (active)

Ausweisnummer \_\_\_\_\_

3. In the next screen, enter your child's surname and first name and a valid e-mail address where you can be contacted easily.
4. Please enter the student's **current class** after the "**Nachname**" (= Surname).
5. **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.
6. In the next step, enter the **ID number** („Ausweisnummer“) which is on the Mensa card you have received.
7. If mandatory fields with selection options are given, please select the correct one.
8. Enter the captcha that is shown in the image above for spam protection and agree to our privacy policy. Now you can click on "**Registrieren**".
9. Almost done. You will receive an e-mail. Click on the link to complete the registration. Don't forget to check your spam folder in case the e-mail doesn't arrive. That is the only way you will be automatically activated

Startseite | Mein Essen | Mein Konto | **Mein Ausweis** | FAQ

Mein Ausweis

**zusätzliche Informationen**

|                 |                |
|-----------------|----------------|
| Eltern Nachname | Eltern Vorname |
| Eltern Straße   | Eltern PLZ     |
| Eltern Ort      | Eltern Telefon |
| Eltern Handy    | Eltern E-Mail  |
| Schüler Handy   | Schüler E-Mail |

10. You will receive our welcome email after clicking on the link. Read the email carefully to find out how to top up your credit, what your bank details are and how to set up the SAMS-ON app.
11. Log in directly to SAMS-ON and complete your details under "**Mein Ausweis**" so that you can be contacted.

**Your contact:**

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

## Lunch catering - information sheet for parents

This discount application only needs to be completed if your child is not already entitled to benefits via "Bildung und Teilhabe" and participates in the free lunch program.

The price for lunch at the municipal schools is €5.62 per meal. In order to achieve a socially balanced meal price, the City of Haren (Ems) will grant a meal discount per pupil on application. The discount is based on the parental contributions in the childcare sector and is based on individual income:

| Income level | Gross income per year   | Reduced price per meal | Discount per meal |
|--------------|---|------------------------|-------------------|
| 0            | Education and participation package (Bildungs- und Teilhabepaket) | 0,00 Euro              | 5,62 Euro         |
| I            | up to 25.000 Euro   | 3,00 Euro              | 2,62 Euro         |
| II           | up to 37.500 Euro   | 3,50 Euro              | 2,12 Euro         |
| III          | up to 50.000 Euro   | 4,00 Euro              | 1,62 Euro         |
| IV           | up to 62.500 Euro   | 4,50 Euro              | 1,12 Euro         |
| V            | up to 75.000 Euro   | 5,00 Euro              | 0,62 Euro         |
| VI           | over 75.000 Euro  | 5,62 Euro              | 0,00 Euro         |

If several discount-entitled children in a family eat lunch, the discount increases by an additional €0.50 for the second and each additional lunch.

The discount is granted for the current school year and is added directly to the user's account in the "Sams-on" canteen ordering system. Meals are then automatically booked and served at the reduced price.

### Application

Please use the enclosed form "Application for lunch discount" to apply for a discount. Late applications will only be considered from the date of submission. The approval period is the respective school year.

### What income is taken into calculation?

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 2022** (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 City of 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 Department of Education, Culture, Social Affairs, City of Haren (Ems) – Phone: 05932-8 250 or 05932-8 251.

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

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

## Application for lunch discount

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

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

Phone/Mail: \_\_\_\_\_

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

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

will participate in the lunch catering during the 2024/25 school year. I/We apply for a discount for lunch catering.

My/our gross annual income for the year 2022 is **(Please mark with a cross)**

- up to 25.000 Euro
- up to 37.500 Euro
- up to 50.000 Euro
- up to 62.500 Euro
- up to 75.000 Euro
- over 75.000 Euro

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)
- 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
- other \_\_\_\_\_

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, send an e-mail to [info@haren.de](mailto:info@haren.de) or [leuchtturm@ev-haren.de](mailto:leuchtturm@ev-haren.de).