



Città di Anzio

Medaglia d'Oro al Merito Civile

3 Education Service

School Meal Service S.Y. 2025/2026 Online registration via KEYREF portal

We would like to inform users that also for the 2025/2026 school year, registration for the School Meal Service can be carried out **ONLY ONLINE** via the **KEYREF portal**

Online registration is mandatory and is the only way to access the service

**REGISTRATION IS OPEN
FROM 7 JULY TO 12 SEPTEMBER 2025**

1. How to access and register

Online registration must be carried out for all students, both those enrolling in their first year and those enrolled in the service in previous years.

Registration on the portal is active and access to the Portal via the link <https://anzioscuola.cittadigitale.org> is made via SPID and CIE of the subscribing parent.

Pursuant to art. 4, para. 4 of the new Municipal Regulations of the School Meal Service - approved by Municipal Council Resolution no. 21 of 19/07/2024 -, online registration for the 2025/2026 school year for the school meal service is permitted only for those who are up to date with payments for previous school years.

The registration procedure stops if there is a previous debt, even a minimal one.

Users are therefore invited to regularise their payments by settling any electronic purse debt.

If the child is enrolled in school after the closing of online registration or after the start of school activities, the parent must contact the School Meal Service Offices to carry out the new registration.

For further detail on registration procedures, we invite parents to refer to the **Guide to the Key Ref Portal.**

PLEASE REMEMBER that the service is on an individual demand basis and those who do not register online by the deadline set out in this Notice will not be able to use the service.



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2. Choice of the school - class - section

During the registration, the school, class, and the section must be specified.

It is recommended to check **in advance** with the school that the child is correctly placed in the section or class in which they have been enrolled in order to avoid mistakes when recording meals.

Important: if during the online registration you do not know the exact section or class (especially if it is a new registration), you can choose the option “1/section unknown”.

The section may be communicated to the offices at a later date and they will include it.

Particular care should be taken when choosing between **kindergarten** and **primary school**, especially for school complexes where both are present.

3. Differentiated menus

Pursuant to art. 17 of the new Regulations, it is possible to request differentiated menus for health reasons or particular pathologies (certified each year by the specialist doctor) or for ethical-cultural-religious reasons.

In the case of differentiated menus for allergies or certified pathologies, the parent must **compulsorily** attach the updated medical certificate - issued by the Specialist Doctor- during the online registration procedure in the KeyRef Portal.

In the case of differentiated menus for ethical-cultural-religious reasons, the parent must indicate during the online registration “ethical-religious diet” and specify within the procedure the foods to be excluded.

4. Rates and rate reductions

Payment for the service is related to the number of meals actually consumed.

For the 2025/2026 S.Y., by Municipal Council Resolution no. 21 of 11/02/2025, the rates determined by Municipal Council Resolution no. 152 of 09/12/2021 have been confirmed as indicated below:

The unit cost of the meal is:

- **Full rate residents: €3.00**
- **Meal cost non-residents: €3.00**

As provided for in the new Municipal Regulations, the following are eligible for rate reductions (reductions according to ISEE income bracket or total exemption from payment):

- **only students residing the Municipality of Anzio**
- with valid **ISEE 2025** (expiring 31 December 2025) specific for “subsidised services for minors” of less than **€5,800.00** and is valid for the whole **2025/2026** school year



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The benefit percentage for **resident minors** is determined by the ISEE bracket they belong to as reported below:

RATES RESIDENT STUDENTS

ISEE INCOME BRACKETS	MEAL COST	2 nd CHILD -10%	3 rd CHILD AND MORE -20%
€1,500.01 - €4,500.00 (- 40%)	€1.80	€1.62	€1.44
€4,500.01 - €5,800.00 (- 30%)	€2.10	€1.89	€1.68
More than €5,800.00	€3.00	€2.70	€2.40

RATES NON-RESIDENT STUDENTS

	MEAL COST	2 nd CHILD	3 rd CHILD
NON-RESIDENTS	€3.00	€3.00	€3.00

Pursuant to art. 6, para. 9, of the new Regulations, *«In the event that the applicant for the rate reduction is not up to date with the payments relating to the School Meal Service for the previous school years, the Office in charge will reject the application for the rate reduction, without prejudice to the possibility of regularising the debt situation»* through the formal request for instalment payment, as provided by article 10 of the Regulations.

Users exempted from paying for the service

Users belonging to the following categories are exempt from paying for the service:

- Minors with recognition of Law 104/1992 residing in the Municipality of Anzio
- Minors suffering from 100% disability residing in the Municipality of Anzio
- Minors in foster care to families residing in the Municipality of Anzio with Decree of fostering
- Special situations

TOTAL EXEMPTION FROM PAYING FOR RESIDENT STUDENTS

ISEE INCOME BRACKETS	Benefit percentage	MEAL COST
Law 104/92	100%	€ 0.00
Disability	100%	€ 0.00

Pursuant to art. 6, para. 11 of the Regulations, there is a 50% reduction on the full rate for those with *“learning disorders in the school environment”*, Law no. 170/2010, duly certified by the competent bodies.

In order to access the above-mentioned reductions, it is **compulsory** to indicate the following during the registration phase:

- **For the income-based rate reduction:** the protocol of the valid ISEE certificate “for subsidised services for minors”, **otherwise the request will not be accepted.**
- The Offices in charge, during the preliminary phase, will electronically acquire the ISEE declarations according to the protocol indicated.



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- **For special situations:** a reduction or temporary exemption from payment of the rate may be envisaged for minors residing in the Municipality of Anzio and/or in the care of the Social Service.

5. Request for instalment payment

- Article 10 of the new Regulations provides for the possibility of regularising the accounting position through instalment payment for users with past debts relating to previous school years - excluding those already disputed through default notice procedures - for an amount equal to or greater than **€200.00**.
- The request for instalment payment must be submitted on a special form to be sent by certified e-mail (PEC) to the school meal service offices.
- The student who is not up to date with payments may only be enrolled in the service for the new school year after signing the instalment plan and paying the first instalment at the same time.
- Only one instalment plan is permitted per school year.
- An instalment plan is not permitted for an applicant who has not completed the payments of a previous instalment plan.
- Interested users – prior to registration – should contact the offices by telephone or e-mail to verify their position.
- Failure to comply with the instalment plan signed by the user shall entail the revocation of the instalment plan itself and of any rate reductions granted, as well as the commencement of the forced collection procedures referred to in art. 9, para. 8 of the Regulations.

6. Admission to the service

Enrolment requests entered online must be validated by the offices in charge. Successful enrolment will be notified by text message or e-mail.

Any requests for additions will be communicated exclusively by electronic mail (e-mail).

7. Payments

The KEYREF System allows “consumption-based” payments by recharging an “electronic purse” that updates only according to the number of meals *actually consumed*.

Families have the possibility to constantly check the update of the amounts due and paid in relation to children's attendance/absence at school.

Recharging the electronic purse for the payment of meals must be done prior to use so that the amount for each meal is deducted.

The **payment for the 2025/2026 S.Y. – and for any payments referring to previous years – must be made exclusively in the following manner:**

- **Pago PA system (credit card, bancomat, prepaid card) directly from the electronic purse using the “online reloading” mode**



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It is also recalled that only PagoPA payments will entitle the subscriber to obtain certification of payments for the purposes of tax deductions for the year 2025.

8. Waiver of the service

- If the user has to interrupt the service (transfer to another school, change of timetable, not using the service due to health problems, etc.) during the school year, they must give formal and timely notice using the appropriate form to be sent by certified e-mail/e-mail to the school meal offices.
- If a formal waiver of the service is not received by the School Meal Office, the service is considered to have been used, and the user will therefore be required to pay for the meals accounted for by the system until the formal waiver is received.
- The waiver of the service for the “home meal” service is not permitted during the school year as regulated in article 20 of the new Regulations.

9. Information and support for online registration

- The personnel of the transport and school meal offices will be available for information and support for online registration **only by telephone or e-mail**
 - **06/98499431 – 401 – 494**
 - e-mail refezione.scolastica@comune.anzio.roma.it
- Only in special cases that cannot be resolved by telephone or e-mail – it will be possible to request **an appointment at the offices**
- The “Punto Digitale Facile” desk is active in the Anzio area and will be able to support users with online registrations:
 - **tel. 334/6495472**
 - **e-mail: inform6.6@digitalefacile.online**
 - for offices and reception opening times, please refer to the poster on the Portal

Anzio, 4 July 2025

The Head 3 Education Service
Ms Sabrina Napoleoni