



**Comune di Modena**

Settore Educazione e Istruzione

Modena, 31.07.2025

File no. 303194

- To the parents of students newly enrolled in primary schools and in the "SET" course at lower secondary school Paoli;
- Comprehensive School managers in Modena;
- Teachers;
- school staff.

**Re.: information about school canteen services - year 2025/26.**

The school canteen service will start in the month of September (in October for the "SET" course) **ONLY FOR STUDENTS WHOSE PARENTS HAVE SUBMITTED AN APPLICATION**, on the days where afternoon classes are scheduled. The service is provided in co-operation with MODENAFOODSERVICE srl.

As previously communicated, starting from the 2025/2026 school year, the municipal administration has revised the cost of school meals **for primary schools** based on the ISEE value of the student's family unit, as specified in detail below:

<b>Rate brackets</b>	<b>ISEE value</b>	<b>Meal cost</b>
Reduced rate	Up to € 4,700.00	2.00 €
1st bracket	From € 4,700.01 to € 9,500.00	5.00 €
2nd bracket	From € 9,500.01 to € 18,000.00	5.50 €
3rd bracket	From € 18,000.01 to € 26,000,00	5.80 €
4th bracket	Over 26,000.00 €	6.00 €

**A flat rate of €6.00 per meal will be charged to students who are not residents of the Municipality of Modena.**

With the exception of the reduced rate, **percentage discounts will be applied for families with more than one child using the school canteen service (starting from the second child)**, as follows:

- 2nd child using the school canteen service: 10% discount;
- 3rd child using the school canteen service: 25% discount;
- 4th child (and any additional children) using the school canteen service: 40% discount.

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## **Canteen Services**

Via Santi no. 14 - 41123 Modena

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Both the revised meal cost based on ISEE values and the discounts for multiple children using the school canteen service will apply only to students who are residents of the Municipality of Modena, meaning that both the student and at least one parent must be officially registered as residents.

**The meal cost for the "SET" course at the Paoli lower secondary school has been revised to € 6.50.**

Families may request the applicable rate based on their ISEE value by completing the appropriate online form **by 6th October 2025**, at the following page:

[www.comune.modena.it/servizi/educazione-e-formazione/rette-e-tariffe/presentazione-isee](http://www.comune.modena.it/servizi/educazione-e-formazione/rette-e-tariffe/presentazione-isee)

**If the application is sent by the said term, the concession shall start from the month of September.**

Requests for a reduction can also be submitted after 6 October 2025 (and, in any case, by 25 March 2026 or, if a public holiday or day of closure to the public, by the next public opening day), but will be valid from the month of submission of the request.

There are different locations in the municipal area in which it is possible to request assistance to obtain the SPID credentials and to submit the discount application.

Visit the page [www.comune.modena.it/argomenti/istruzione/supporto-e-assistenza-per-i-servizi-scolastici-online/assistenza-per-i-servizi-scolastici-online-e-per-lacquisizione-delle-credenziali-spид](http://www.comune.modena.it/argomenti/istruzione/supporto-e-assistenza-per-i-servizi-scolastici-online/assistenza-per-i-servizi-scolastici-online-e-per-lacquisizione-delle-credenziali-spид) to get to know the methods of access, days and times of opening.

It should be noted that the ISEE income statement should include records of the current economic position of all family members according to municipal registers.

If there appears to be a clear discrepancy in the statement the relevant application shall be rejected and the concession denied; on the other hand, if the ISEE statements are submitted that prove to be incomplete or with apparent omissions, other than personal details, the provisions in Art. 11 of D.P.C.M. [Council of Ministers' Executive Order] 159/2015 will apply.

The persons concerned may apply to any tax assistance centre (CAF) for a statement of the ISEE value with an assessment of the family's income and assets.

**PLEASE NOTE:** for the purpose of calculating the ISEE value in the case of family units where the parents are not married and do not cohabit although both have recognised the child for whom concession of a fee lower than the full amount is being applied for, reference is made to D.P.C.M no. 159/2013 and, more specifically, the statement needs to cover the ISEE value related to services for children, including data of the parent not cohabiting or of the additional component listed by the said article of the executive order.

Submission of an ISEE statement without asset and/or income details of the other parents, if the conditions stipulated by Article 7 (1) c), d) and e) of the said executive order are not met, or where the registered family unit is different from the municipal registry records, does not allow for a concession.

In the event that the ISEE statement submitted in "current", according to the definition in Art. 10 (5) of Legislative Decree 147/2017 as subsequently amended, which entitles the applicant to a review of the fee, the concession will be granted starting from the month that the relevant application is submitted until its

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month of validity, for a maximum period of six months. After the said period has lapsed, the user may submit a new statement of the "current" ISEE value in order to allow for the concession to be confirmed.

Total exemption is possible only under totally exceptional circumstances of serious economic and social disadvantage, and exclusively when the case has been referred for support to the proper social service authorities.

**IMPORTANT: use of the service without registration involves charging a fee from a minimum of 50.00 to a maximum of 100.00 €, as well as of a number of meals calculated on the basis of the type of check. For any information please refer to "Implementation criteria of education and school fees for the year 2025-2026" available at the page:**

[www.comune.modena.it/servizi/educazione-e-formazione/ristorazione-scuole-primarie-e-corso-set](http://www.comune.modena.it/servizi/educazione-e-formazione/ristorazione-scuole-primarie-e-corso-set)

Registration for the service shall remain valid for as long as a student is enrolled and no application needs to be submitted for the following school years.

If a student no longer requires canteen services, notice should be sent at least ten days in advance to the following e-mail address: [rinuncia.ristorazione@comune.modena.it](mailto:rinuncia.ristorazione@comune.modena.it).

### **SPECIFIC DIETARY REQUIREMENTS**

Any request pertaining to dietary requirements – for medical, ethical or confessional reasons – shall be delivered to the secretary's office at the relevant comprehensive school by filling in the form available from the said secretary's office or on-line at:

[www.comune.modena.it/documenti-e-dati/modulistica/educazione-e-formazione/modulistica-per-genitori/richiesta-di-diete-speciali](http://www.comune.modena.it/documenti-e-dati/modulistica/educazione-e-formazione/modulistica-per-genitori/richiesta-di-diete-speciali)

The secretary's office of the respective comprehensive school shall forward it to the catering service provider in charge.

### **MEAL RESERVATION PROCEDURE**

In all schools where meal reservation is available, this can be done through an APP that the parent in whose name the service payment has been registered needs to download on their smartphone from the stores on Android, iOS and Huawei devices.

The meals are then automatically reserved by the system, and it is the parent's responsibility to cancel them before 9.15 am, through the APP or using a PC. The cost of the meal will be added and charged unless it is cancelled by 9.15 am.

A message with all the information about using the app will be sent to the parents concerned before the start of the school year 2025/26.

### **TERMS OF PAYMENT**

Every two months, based on the number of meals taken at the school canteen, a **request for payment via pagoPa** will be issued in the name of the parent who has signed the student's registration for the service: this notice will be sent by ordinary post to the address indicated in the request or downloadable

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on line on the "personal area" on [www.comune.modena.it](http://www.comune.modena.it) , using their SPID/CIE/CNS credentials, for those who have chosen the digital format.

Alternatively, the student's parent may ask for a **current account direct debit charge** (SEPA), by sending an e-mail to [ristorazione@comune.modena.it](mailto:ristorazione@comune.modena.it), specifying the IBAN bank code for payment collection; the same office will send by return e-mail the form to be signed and returned also by e-mail with a scanned ID document unless you have a digital signature.

### IMPORTANT

**The Education and Instruction Office**, with a view to digitizing its services and reducing the amount of paper used in relation to money transfers, thereby limiting its environmental impact, **has arranged for the notice of payment through pagoPa and of the current account charge shall be delivered online wherever possible.**

The parents, therefore, may independently choose to have any correspondence sent to them online using their SPID/CIE/CNS credentials, through the "personal area" (Area personale) on [www.comune.modena.it](http://www.comune.modena.it) , from the page "modifica profilo" ["edit profile"], they need to select the item "elettronica," ["digital"] and enter the email address to which notices should be sent.

Those who wish to have **a hard copy of the notices delivered to them by standard mail will be charged 1.00 € for each delivery.**

**Accessing the "personal area" on [www.comune.modena.it](http://www.comune.modena.it)** it is possible to choose to send the aforementioned documents in digital format instead of hardcopies, and to pay and to download payment slips, SDD accounts, payment certifications, etc.

**It is of the utmost importance that any change in school enrollment, family's residence address or domicile should be promptly notified to the Canteen Services office** (phone: 059.2032768/69; e-mail: [ristorazione@comune.modena.it](mailto:ristorazione@comune.modena.it)), in order to make sure that the list of service users can be updated on time.

All requests for payment refer to the current school year and they need to be settled no later than the date printed on the relevant notice. **In the event of failure to pay, the student's parent will be sent an official reminder; the amount due will be increased by the legal interest rate plus 2% according to the number of delayed payment days, as well as 13.00 Euro for each reminder and formal notice**, as dictated by the "Implementation criteria of education and school services fees for the school year 2025-2026".

For information, please contact the Canteen Services whose details are at the bottom of the page.

You can also book an appointment through the online reservation service at: [www.comune.modena.it/prenotazione-appointamenti-uffici](http://www.comune.modena.it/prenotazione-appointamenti-uffici)

For further details you can refer to the "Implementation criteria of education and school fees for the year 2025-2026" approved by City Council Decision no. 255/2025 available online at:

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Best regards,

Head of the School services Office

Alfredo Pellati

Document signed online according to Lgs D.  
82/2005 as amended and integrated

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