

# PAYING FOR LUNCH INFORMATION

## **Automated Point of Sale System (POS):**

The Monroe Township School District has an automated point of sale system in the cafeteria. Students use a keypad to enter their student ID number, which is also the number students use to access their computer at school. All students are automatically set up in the computerized POS system.

There are three methods to pay for lunch. Option 1 or 2 are the preferred method because it speeds the line, giving your child more time to eat and relax.

**Option 1:** An online prepayment service is available for easy and secure deposits into your child's school meal account. This service allows parents/guardians the ability to view your child's account balance, deposit money into their account, and also set low balance alert notifications. There is no charge to set up an account, and you do not have to put money on account in order to access the available features. To set up an account go to [www.myschoolbucks.com](http://www.myschoolbucks.com). There is a small convenience per deposit. Please be aware that on-line deposits may take up to 24 hours to clear, depending on your bank.

- Automatically add money to a student's account when the balance runs low. This is strongly recommended to avoid negative balances.
- Set up automatic recurring payments.
- Low balance notifications.
- View purchases for the past 90 days.
- There is also an app for mobile devices

**Option 2:** Either cash or a check payable to *The Monroe Township Board of Education* can be given to the cashier to be deposited into your student's account. Please write the name of your student on the check. We strongly encourage sending a check placed in a sealed envelope with your student's name, teacher and the words "lunch money" on it. The amount of the prepayment deposit is entirely up to you and can range from one day to an entire year. Should your child have a balance at the end of the year, it will automatically be rolled into the next school year, unless otherwise requested. Once money is on your child's account, it will be debited when used. The child will be notified when a low balance appears, and a payment should be sent in at that time.

If there is more than one student in the family that attends the same school, one student can make a deposit to both their account and a sibling's account, as long as you give the cashier the name, grade and amount to be deposited to each account. A sibling deposit cannot be made for a student in another school.

Example:

A \$20.00 check.....	Billy Doe - Grade 4	Mrs. Smith	\$10.00
	Judy Doe - Grade 6	Mr. Jones	\$10.00

**Option 3:** Students can pay cash at the cash register.

**Negative Balances:** We ask that parents/guardians take an active role in monitoring and funding their student's lunch account. This is simple to do by setting up an on-line account with [myschoolbucks.com](http://myschoolbucks.com). Once an on-line account is set up you have the option to set an automatic email notification when your student's lunch balance is low, or if you wish you can have the student's account automatically replenish.

In the event that a student's account is in arrears, the parent or guardian will be notified via electronic mail on Fridays. The student's parent or guardian shall have a period of 10 (ten) school days from the day child's account went into arrears to pay the amount due.

If the student's parent/guardian does not make full payment by the end of the ten school days, the district shall again contact the student's parent to provide a second notice that their child's lunch bill is in arrears.

A parent or guardian who has received a second notice their child's lunch bill is in arrears and who has not made payment in full within one week from the date of the second notice will be requested to meet with the Principal or designee to discuss and resolve the matter.

A parent's refusal to meet or take other steps to resolve the matter may be indicative of more serious issues in the family or household. In these situations, the Principal or designee shall consult with and seek necessary services from both the County Board of Social Services and the Department of Children and Families, Division of Child Protection and Permanency, as appropriate. To see the full Unpaid Meal Charge Policy, see District Policy 8550.

**Limiting Student Purchases:** A parent or guardian may limit the amount a student can spend in a day. Limits are set by dollar amount, not number of items. If you wish to place a purchase limit on your child's account, please send a note to the cafeteria manager indicating the maximum dollar amount to be allowed in a day.

**Special Warnings/Allergies:** The POS system enables the cafeteria staff to be notified through a pop-up notice, that a child has an allergy or any other special concern. If you would like a pop-up warning to appear, please send your request to the cafeteria manager, so that our cafeteria staff can aide in monitoring their meals.

**Built in Security:** When a student enters their student ID number, the student's photo appears on the screen, enabling the cashier to verify the person using the account number. If a meal has already been rung up that day with the student's ID number, the cashier will be alerted to that.

**No Overt Identification of Students Receiving Free & Reduced Meals:** The system is set up to insure that students who receive free and reduced lunch are not identified as such.