

FLEETWOOD AREA SCHOOL DISTRICT

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Computerized Debit System 2018-2019

Listed below are the procedures for our computerized debit system. We hope the debit system will decrease the need for students to carry cash for breakfast and lunch. This information is also found on our District website.

1. Each student is issued a school personal identification number (PIN) which is their student ID number. A picture of the student will be imported into the PIN database.
2. On the deposit envelope you have the option to select deposit for MEAL ONLY or MEAL AND ALA CARTE. The option that you select will remain the same each time you send in any additional payments unless you contact the food service department or indicate a new option on the food service deposit envelope.
3. Money is deposited into a child's account. The deposits can be made with a check or via the internet at www.schoolcafe.com. **Cash will be accepted but Fleetwood Area School District will not be responsible for lost or stolen cash. We ask for a minimum deposit of \$20.00. Checks returned for nonsufficient funds are subject to a \$15.00 return fee.**
4. After a child chooses what he/she wants for breakfast or lunch, he/she will approach the cashier and enter his/her PIN on a keypad. The child's account will appear on the cashier's computer touch screen. The cost of the items selected will automatically be deducted from the account without any exchange of cash.
5. When a child's account reaches a \$7.50 balance, he/she will be given an envelope so a deposit can be made during the next three days, thus avoiding a negative balance. **Please complete all the information on the envelope and write the student ID number on the check. If you have registered your students at www.schoolcafe.com you can be notified by e-mail when they have a low balance. You must sign up for the parent on line e-mail notification to receive the low balance alert.**
6. Students who receive free or reduced meals will follow the same procedures as outlined above. Their automatic debit would be made at a free or reduced meal rate. Free and reduced meal prices apply to the meal on the menu only. Students must have money in their account or have cash to buy ala carte items.
7. Students' accounts can be set up with or without spending restrictions. Some students buy two lunches daily or a lunch and an ala carte item. If a parent only wants to have a child debit one school lunch per day, then a MEAL ONLY restriction will appear on the cashier's screen. Students with low or negative balances will not be permitted to purchase ala carte items. Limits can be set by calling the food service office at 610-944-8111 ext 1600
8. Parents/guardians of students withdrawing from the school district will be issued a check for their child's account balance upon receiving a copy of the withdrawal form and written request from the parent for the refund. **If the account balance is less than \$5.00, no refund will be made.**

ALL REFUND REQUESTS MUST BE SUBMITTED IN WRITING

9. **You may also check your student's account history via the internet (see enclosed instructions to set up an account for www.schoolcafe.com**

The computerized debit system is similar to the setup of ATM's we use as adults. Students can use his/her PIN to purchase food at breakfast or lunch or to purchase ala carte items. The difference between this system and an ATM is that your child cannot withdraw cash from his/her account and there is a picture ID protection feature.

It is recommended that deposits be made before your child begins school via the internet or by mail:

Checks should be made payable to "FASD Food Service" and mailed to:

*Fleetwood Area School District
Attention: Food Service
801 North Richmond Street
Fleetwood PA 19522*

**** If your child eats lunch at Berks Career and Technology Center, you must send their lunch deposits to the career center. They will only eat lunch at FASD in the case of inclement weather or days of special testing and must have money to purchase lunch. ***