

FLEETWOOD AREA SCHOOL DISTRICT

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Computerized Debit System 2011-2012

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 Calendar.

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 cash or via the internet at www.lunchprepay.com. **We ask for a minimum deposit of \$20.00.** 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.
4. When a child's account reaches a \$7.00 balance, he/she will be given a return envelope so he/she can make a deposit sometime during those next three days, thus avoiding a zero balance situation. **Please complete all the information on the envelope and write the student ID number on the check.**
5. 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.
6. Students' accounts can be set up with or without spending restrictions. It is now possible to have a daily dollar amount set for additional items, for example, if you would like your child to only have \$1.00 per day available for ala carte items the system will only allow that amount each day. 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.
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 parent for the refund. If the account balance is less than \$5.00, no refund will be made. You may also check your students account via the internet (see enclosed instructions to set up an account).

All refund requests must be made in writing.

The system is similar to the setup of ATM's which we use as adults. Once your child's account is activated, he/she can use his/her PIN to purchase food at breakfast or lunch. The difference between this system and an ATM is that your child can't 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.

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*

The debit system eliminates the need for students to carry cash with them on a daily basis, and allows you to send in deposits from a minimum of ten days up to as many as fits your budget.

******* 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.*******