

August 2013

Dear Parents & Students:

The purpose of this letter is to inform you that the Midd-West School District cafeterias are going to be using a new computerized debit system this school year. The system was installed in May and was used for the last two weeks of the last school year. The new system has some new updates and more advanced capabilities. One of the new features is an online payment system called **schoolpaymentsolutions.com**. This is explained in the attached letter. We will not be using myschoolbucks.com anymore. The following will outline and hopefully answer questions concerning the new computerized system. The system will benefit you, your child, and the District in many ways. I hope that you and your child will consider taking advantage of some of the convenient options the system has to offer. Please read the following information carefully, and if you have any questions, please feel free to call the Food Service office at 570-837-0046 ext. 1601.

The computerized debit system will allow you to pay in advance for meals and/or a la carte foods (juice drinks, entrees, snacks, etc) if you choose to do so. Students will still be able to pay cash on a daily basis as they have in the past.

The computerized debit system is designed to prevent fraudulent use of a student's account. Each computer monitor will display a digital image of your son or daughter and have all needed information entered so the student can purchase food in the cafeteria. This digital image will appear on the monitor for the cashier to view every time your child accesses his or her account, therefore insuring that no other student can use your child's account.

Please note that this will not require you to make advanced payments. The system will continue to accept cash (check) payments on a daily basis.

All students will have an established debit account. Depositing any dollar amount will make funds available to your child when purchasing lunch and/or a la carte foods in the cafeteria.

Money can be deposited into your student's debit account regardless of meal status, free, reduced or full pay, and can be used for meals and/or a la carte food purchases. Money will be deducted automatically when the student uses his or her account. The system will know the meal status of your child and deduct the correct amount. There is no limit on the amount of money that can be deposited into a debit account. Cashiers will have pre-printed forms available to be used when making advanced payments. To make an advanced payment, fill out the information on the form and return the form with payment to the cafeteria. These forms can be found on the mwsd.cc web site or obtained at the register.

Please note that this system is very confidential.

A form is included with this notice that should be used with your deposit. Make check payable to: **MWSD Food Service Account**. For safety purposes, we recommend that advanced payments be sent in the form of a check. If you are paying for more than one student in the same school with one payment, please

clearly document how much money is to be designated to each student's account. If you do not specify, the deposit amount will be divided equally between the student accounts. .

Meals will be charged against the account even if there are not sufficient funds to cover the cost of the meal to allow students to have a meal each day. If you wish that an account not be charged when insufficient funds exist, the district must be notified in writing. Your child must use cash to purchase a meal.

Weekly reports of insufficient funds over \$.01 will be sent to an automated service and a call will be made to your home telling you what is owed. When the debt reaches \$20.00, the only meal the student can purchase is a peanut butter sandwich meal or if allergic to peanut butter, a cold cheese sandwich meal. When a debt reaches \$50.00, it may be turned over to the District Magistrate for payment. Court costs will be added to the debt.

Balances in a student's account in the amount of \$5.00 or more will be refunded or put into a sibling's account when a student leaves the District or graduates. The refund will be sent to the parent/guardian of record with the same home address as the student.

Thank you for your cooperation and your participation.

Sincerely,



Terry Arbogast
Food Service Director