

Anderson Community School Corporation  
1600 Hillcrest Avenue - Anderson, IN 46011

To: Parents/Guardians  
From: Food Service Department  
Le Anna Muckenhirn, Director  
Date: April 7, 2014  
Re: New computerized payment system for the Cafeteria

Anderson Community Schools Food Service Department has recently adopted a new computerized Point of Sale payment system for all school meals purchased in the district's cafeterias. The first day of service for this new system will be Thursday, May 1<sup>st</sup>, in the elementary (Pre-Kindergarten through grade 5) buildings, and Friday, May 2<sup>nd</sup>, for the secondary buildings (grades 6 – 12). I would like to take the time to introduce this system to all parents and to describe the upcoming services that will be provided. The first few days the lunch lines may be slower, but as the students familiarize themselves with the system, the lines should move rapidly. Breakfast will be included on the same system.

Every student will have their own personal meal account based on their current student ID number. Students will enter their 8 (eight) digit student ID# (PIN number) on the PIN pads located at every cashier station. The student ID# can be found:

- On the parent or student portal (grades/attendance page, top, by name) of Power School
- On the notification letter of eligibility for free or reduced lunches
- On the student grade report (currently on secondary, to be added to elementary)

No student will be denied a meal if they forget their number, we can access it through every register. However, it is strongly recommended that all students remember their numbers, as this will make the meal lines move faster. **For grades PreK - 5, we will use a picture classroom roster until we feel confident that the students do know their ID number.**

We encourage parents to deposit money into the student's account, although they may still pay cash or by check at the school. Pre-paid money for grades 6-12 will be available for meals and supplemental A la Carte sales. Pre-paid money for grades PK – 5 will be used for meals and extra milk ONLY. Any supplemental A la Carte sales to the lower grades will be cash only. When sending in money by check or cash, please include the student's ID number on the check or envelope so it is deposited into the correct account. Our current charge policy will still apply for students without meal money. There are no charges for secondary students or adults.

We are also implementing an online payment option through the ACS webpage at [myschoolbucks.com](http://myschoolbucks.com). The corporation web address is <http://www.acsc.net>. You will need to go to the Food Service page to access this program. There will be a \$1.95 per transaction charge to your credit card for using this option, but you can enter funds for multiple students in one transaction. This option will be open one (1) week prior to the system going live, but the funds will not be available until the system is activated.

If your student has qualified for **free or reduced** price lunches or breakfasts, this information is securely contained within the system, and the meal will be processed just as it is for all other students. There is no need to be concerned for a potentially uncomfortable situation for the student.

Thank you in advance for your patience in implementing this system.

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**Additional information on reverse side.**

**FEATURES OF THE COMPUTERIZED SYSTEM**

**Benefits for Parents and Students**

- When the account is prepaid you can be sure that your student is only using that money for nutritious lunches/breakfasts served in our cafeteria.
- Lunch is defined as a choice of entrée, milk choice, and up to three sides for PreK – 8 and four side dishes at grades 9-12.
- Pre-paid accounts for all students will allow parents to deposit money in their student's account, in any amount, at any time, without concerns about giving their student the exact change every morning.
- For those students receiving free or reduced meals, their meals will be rung up as all the other meals are. No one will know whether they are receiving a free or reduced meal or debiting their account, except for the cashier.
- Lunch lines move faster when meals are pre-paid, thus providing students extra time to enjoy their lunch period.
- Parents can pay any amount at any time. Students can prepay on the line with cash or parents can send in checks (with the student ID# on it), and students can give this to the cashier right in the lunch line. You are only charged for the lunches/breakfasts that are debited to your student's ID academic eligibility number. All student ID numbers are confidential.
- Pin pads are located at every terminal; they provide ease of use and allow for quick transactions.
- Prepayment allows for better security rather than cash.
- Once the transaction has been completed, your student will know his/her account balance.
- Students may use any register. When a lunch or breakfast is recorded at one register, it will automatically be recorded on the other registers.
- When student accounts get low, students will be informed at the register of their balance.

**PRE-PAYMENT OPTIONS**

- You can send in pre-payment monies at any time. We recommend that parents send in checks rather than cash. All monies should be submitted only to cafeteria personnel.
- Regular meal prices are; Lunch PK – 8 \$2.25, 9-12 \$2.50. Breakfast K-8 \$1.40, 9-12 \$1.50. Reduced lunch cost \$.40 each, breakfast cost \$.30 each.
- Checks are to be made payable to **School Name/Cafeteria.**
- When sending a pre-payment, please include the student's ID# on the face of the check. If you send in cash please indicate on the face of the envelope, the student's name and ID#.
- Parents may use the online meal payment service at [myschoolbucks.com](http://myschoolbucks.com) at a charge of \$1.95 per transaction.

**If you should have any questions, please do not hesitate to call  
the Food Service Office at 641-2094 or 640-4301.**