



School Food & Nutrition Service

Point of Sale System

◆ ***How does the system work?***

A computerized accounting system is utilized in all Prince William County Schools. The debit system allows each student to establish a cafeteria account. Prepayments for meals and food items can be made into the account. After making food selections from the serving line, students access their account by scanning a card at elementary school or entering a pin number at middle and high school. The student's account is displayed on the cashier's screen; telling the cashier the student's name, account balance and any instructions for this student such as food allergies. The cost of the student's selections is deducted from the account balance or the cashier is notified that a cash payment is needed.

◆ ***How do I place money on an account?***

- a. If your child has been approved for free meals you do not need to put money on an account for meals, but may make prepayments into an a la carte (cash) account.*
- b. Reduced and full paid students will need to make a prepayment for meals, as well as a la carte items if desired.*

◆ ***There are three ways to put money on your child's account.***

- a. **Credit/Debit:** To avoid the need for students to carry cash or check, parents may access www.MyLunchMoney.com. Use a credit or debit card to place money on an account. The service is easy to use, private and secure. There is a fee of \$1.95 for each prepayment. To create an account you'll need the student's name, school, grade, date of birth and student ID number. Once the account is opened, parents may check the account, view a spending history and request e-mail notification of low balances.*
- b. **Checks:** Make checks payable to PWCSF&NS. Deliver the check to the food service manager. By paying for your purchase with a check, you are agreeing to our check acceptance policy. In the unlikely event your check is returned unpaid, you understand and agree that your check will be electronically redeposited at your bank for the face value plus a \$35.00 processing fee, as well as any protest or bad check return fee charged by our financial institution. This action will be taken without further notice.*
- c. **Cash:** Cash may be brought to the food service manager for deposit on a student's account or the student may pay cash on the serving line on a daily basis.*

◆ ***How do the accounts work?***

Prepayments made into meal accounts (breakfast or lunch) can be used only for the complete meals. Cash accounts can be used to purchase breakfast, lunch or a la carte items. Accounts can be purchased for any number of days or amount of money.

Please tell us how you want your prepayments credited: to a meal account, a cash account or all three (breakfast, lunch, and cash).