

Plainville Community Schools Dining Services  
Information for School year 2009-2010

School Lunch prices for the school Year 2009-2010 are as follows:

Elementary School- \$2.25

Middle School- \$2.50

High School Basic Meal- \$2.50

***Please note that school Lunch prices have increased from last year.***

All reduced priced meals remain at \$.40

For the past three years, The Plainville School Cafeterias have been utilizing a computerized Lunch Point of Sale (POS) System. This system has replaced our traditional cash registers and has eliminated the need for lunch tickets and cash handling, and allows our students at all schools to pass through the lunch lines as quickly as possible.

Each student in the school district has been entered into the computer database and has been assigned a four digit identification number (PIN), which they will retain for as long as they are in the school system. Free and reduced meal eligibility is also entered into the computer data base, as well as any allergy alerts. All information entered into the database is kept confidential by a series of secure passwords and codes.

A major feature of the POS system is that those students who are eligible for free and reduced priced meals cannot be identified by other students at the register. The student status can only be determined by the cashier via an undisclosed method. ***Free and Reduced Lunch Applications are available throughout the year in each school office, and can be submitted at any time during the school year. However, Free and Reduced Price Lunch Applications do not roll over from school year to school year, and need to be completed and submitted each new school year.***

The computerized POS System enables parents or guardians of students to put as much money into the student lunch account as they desire. Whatever amount is in the student's account can be used to purchase his or her lunch, milk, or snack each day. This eliminates the hassle of sending lunch money to school on a daily or weekly basis.

## **Payments to lunch accounts:**

### **Physical (check or cash) payments:**

Please place all payments in a sealed envelope clearly marked with the student's name, PIN number, grade, teacher's name, and the amount of money enclosed. At the elementary school level, the money is collected in the classroom and then sent down to the cafeteria each day. At the Middle School level, there are deposit boxes located in the cafeteria and the main office, or students can also give the payments to the cafeteria staff. At the High School level, all payments can be given to the cafeteria staff. The money is then deposited into the student's lunch account. ***We highly recommend that all physical payments be submitted by check whenever possible, as the payments are easily traceable and cash does not get lost or stolen.***

### **Online payments:**

The Plainville Community Schools Food Services Online School Lunch Account Prepayment Website is [www.officialpayments.com/k12](http://www.officialpayments.com/k12). Payments to student lunch accounts are made simply and easily by using a credit card or other forms of payment. For those parents or guardians not yet registered on the web site, simply log onto [www.officialpayments.com/k12](http://www.officialpayments.com/k12) and click on register to get setup. Once the registration process is complete parents or guardians will be able to check balances and make payments. ***Please note that you will need to have the student's nine or ten digit I.D. number handy when you register. This number can be obtained by calling the Food Service Office at 860-793-3234, or by email-at hartn@plainvilleschools.org.*** The system will not accept the student lunch four digit PIN number.

Parents or guardians can use the website to make payments to lunch accounts, view a student lunch balance, view lunch account payment history, and view lunch purchase history for up to 30 days.

Payments can be made by Credit Card (Visa, MasterCard, or Discover); Bank Check Cards with VISA or MasterCard Logo, and Savings/Checking accounts (e-check via ACH). Deposit confirmations are e-mailed direct to your e-mail, and payments and balances are updated in virtually real-time. **Low balance e-mail reminders can be setup** to remind you when your balance reaches a certain level

and the **Wallet and Auto Replenish feature** allows you to set a low balance amount that will automatically replenish your child's account from your credit card.

There is no charge for viewing lunch account balances or histories. However, please note that a \$1.50 charge is added when making payments. This \$1.50 charge includes multiple students when making a deposit, and not just a single Student.

Money deposited into lunch accounts will usually arrive at the site within a matter of minutes. ***On occasion you may see a delay of up to 48 hours. Please set your low balance e-mail reminder early enough for funds not to fully deplete.***

Security is a priority at [www.officialpaymentscom/k12](http://www.officialpaymentscom/k12). The data is encrypted at 128 bit encryption, with SSL/Secure socket layer. Visa protocol for its CISP/Cardholder Information Security Program is followed and CISP certification from Visa is Held. This is Visa's highest security certification. If you have problems or payment processing questions, call 866-866-5257.

***Please note that the POS system is not a credit card system, but works similar to a debit card system. The student will be considered to owe for a lunch if there is no money in his/her account, or they have no cash.***

***The following are the Cafeteria Regulations pertaining to lunch charges:***

All students who have charged four meals or more regardless of full paid or reduced lunch status, at both the Elementary and Middle School levels, will not be entitled to any of the daily school lunch meal choices. They will instead be issued a cheese sandwich on wheat bread with an eight ounce container of milk, until all monies owed are paid in full.

At the elementary level, a daily charge slip will be issued after each lunch charge, which will be deposited in the teacher's mailbox for the student to take home. This lunch charge slip will be a bright or unique color, and will contain a warning stating that unless all monies owed are paid in full, an alternative lunch will be issued after the fourth lunch charge. The form will also list the methods for payments to school lunch accounts. Students at the Middle School level will be

given a verbal notification after each of the first three lunch charges, and will be issued a form from the cashier immediately upon the fourth lunch charge. This form will state that unless all monies owed are paid in full, the alternative lunch will be issued the next day the student attempts to obtain a school lunch

***The alternative lunch will accumulate a meal charge of \$1.25 per day for full paid students, and \$.40 per day for reduced paid students and will not be considered a reimbursable lunch.***

High School students will not be affected by this proposed policy as there is currently a no charge policy in place at the High School level.

**Parents owing money for four or more lunches from last year or previous years will have until September 4, 2009** to pay all monies owed in full, after which the alternative lunch will be issued. The elementary daily charge slip and the Middle School fourth lunch charge form would have a section allocated to reflect monies owed from the previous year.

Students will be issued this alternative lunch until all monies owed are paid in full, regardless of whether the student is paying for lunch with cash on any given day. Middle School students will not be allowed to purchase snacks or non-lunch items with cash unless all monies owed are paid in full.

If a student has any allergies related to this alternative lunch, another alternative lunch will be served whenever possible.

(Note: USDA regulations require substitutions or modifications in school meals for children whose disabilities restrict their diets. A child with a disability must be provided substitutions in foods when that need is supported by a statement signed by a licensed physician. The physician's statement must identify the child's disability, an explanation of why the disability restricts the child's diet, the major life activity affected by the disability, the food or foods to be omitted from the child's diet or choice of foods that must be substituted.

Generally, children with food allergies do not have a disability as defined under either section 504 of the Rehabilitation Act, or part B of IDEA, and the school food service may, but is not required to make food substitutions for them. However, when in the licensed physician's assessment, food allergies may result in severe life threatening (anaphylactic reactions, the child's condition would meet the

definition of “disability”, and the substitutions prescribed by the licensed physician must be made. The Plainville food services has available the required medical statement for a child with or without a disability).

In addition: Parents and students must be notified in writing at the time of free and reduced meal application that the cafeteria will be adopting this regulation. At least one advance warning must be given to the student before issuing this alternative lunch.

Resolution of Issue:

All parent complaints, concerns and questions should be directed to the Foodservice Management staff at 793-3234, which has access to student lunch histories and lunch payment records.

Every reasonable effort will be made to resolve any conflicts.

This regulation is in concurrence with the State and USDA policy on this issue.