



IMPORTANT INFORMATION REGARDING THE SCHOOL LUNCH PROGRAM

August 2015

Dear Parents, Guardians and Students:

The purpose of this letter is to inform you that the Palmyra-Eagle Area School District will continue to use a computerized debit system. The information in this letter will outline and hopefully answer questions concerning the system. However, if you still have questions, please feel free to call the foodservice office at 495-7101 ext. 2414.

The system will enable you to pay in advance for meals and/or a la carte items. Students in the elementary buildings will not be able to pay cash in the line as they have in the past. Only students at the middle school/high school building will have that option. Please note that we do encourage you to use the prepaid account system, as it will allow students to proceed through the lunch line more efficiently. This system is designed as a debit account-NOT A CREDIT ACCOUNT-so we will depend on your cooperation in making sure that there is money in your account.

Although we do not want any child to miss lunch, the Foodservice program is not in the position to carry negative balances. Once your account has a negative balance, your child will not be able to make purchases. However, we will provide a peanut butter sandwich and milk. You can check your account balance at any time by logging on to the district website.

All students will have an established debit account maintained by family rather than by individual student. Money will only be deducted from this family account when a student uses the account to purchase meals and/or a la carte items. The system will know the meal status of your student (full-pay, reduced, or free) and will deduct the correct amount from the account. There is no limit on the amount of money that can be deposited into this debit account. **Payments for recess milk will need to be separate from payments for the lunch account as recess milk is not part of the automated system.** If account balances fall below \$10 per family, the foodservice clerk will notify the student of the balance and an e-mail will be sent. To be sure that you receive the e-mails, please make Skyward@skyward.com a permitted sender on your e-mail account.

The system operates using student PIN numbers. This number will be the same as the student's school ID number, and will remain the same throughout the time your child is enrolled in this district. Please help your child to memorize this lunch ID/student ID number. This is the number that will be used in the lunch line to access the family account and enable the student to buy a meal. **Please note that this system is very confidential. All students will be required to enter their PIN number regardless of meal status or payment method, thus insuring your child's privacy.**

You also have the ability to restrict the types of food your child is allowed to purchase (hot lunch only or a la carte and hot lunch).

In order to implement the system and assure proper credit to each family account, we ask that you make a deposit at the time of registration. The timing of future payments will be at your discretion based on the balance you would like to maintain in the family account.

Below is a detachable form for you to include with your first deposit. Please make checks payable to PEASD. Our bank asks that you use black ink when making out the check, if possible. For safety purposes, we recommend that payments be in the form of a check-NO CASH PLEASE. The Foodservice Department cannot accept post-dated checks. All payments received will be deposited the same day.

Student name _____

Amount enclosed _____ Check # _____

PAYMENT TYPE:

____ School lunch only (may not be used for milk or a la carte)

____ Unrestricted (may be used for lunch, milk, and a la carte)
