

Pine-Richland School District Middle School and High School Meal Purchase Procedures

1. A computerized Point-of Sale (POS) debit system is used to purchase meals. Money is deposited into personal accounts and withdrawn as students purchase meals and ala carte items.
2. Deposits can be made in the cafeteria before school begins or at lunchtime. Checks are the preferred method of payment. We do not give change for checks or from account balances.
3. Make checks payable to *Pine-Richland Cafeteria Fund*.
4. In the event your check is returned from the bank for NSF, the dollar amount of the check is immediately deducted from your student's account.
5. On-Line payments can be made at www.sodexhoeducation.com. A 5% fee is attached to this service. Please allow two business days to process.
6. Students access their accounts by entering their assigned 4 digit PIN number into the PIN pad at the cashier station. The student picture and account balance appear to complete the sale. Students must use only their own account.
7. Cash may be used for purchases but not recommended especially at the middle school level. PIN numbers must be used for cash purchases.
8. A refund request may be made only if the family is moving or the student is graduating. Balances of \$5.00 or less are not refundable, but may be transferred to a sibling or friend or donated to the Sodexho Stop Hunger Charity.
9. The computer recognizes the free and reduced status, so charges the meals accordingly. Reduced students must deposit the amount needed for their meals. Only one breakfast and one lunch meal per day is allowed using the free and reduced status. Additional purchases are at the full price.
10. All students are reminded to replenish their account when the balance reaches \$5.00 and below. Parents may e-mail or call the food service office for account balances. Students may ask for their balance during service.

11. **Students are expected to have enough money in their account or cash to pay for purchases.**

12. Balances are carried year-to-year and building-to-building.

CHARGING POLICY

Charges are discouraged but allowed for meals only. Ala Carte purchases may not be charged. Students whose balance has reached a negative \$7.75 will be refused meals until all debts are corrected.

Free and Reduced Applications

Applications are available from the school administrative office at any time during the year.

Note: In the event of a computer failure no student will be refused a meal while we experience the technical issue. Students will be responsible for repayment of any meals served during such a technical failure. Balance information is not lost if we experience technical difficulty.

Revised 01/31/05