

# Norwalk Public Schools Lunch Program

August 2016

Dear Parent or Guardian,

This is to notify you that there will be changes in the Food Service Department procedures, which will better serve the students in the Norwalk Public Schools district. Our school meal service will transition to a new electronic meal ID system. The system will eliminate the need for the current paper tickets that are often lost. The new procedures described below will start on the first day of school.

Students will use their local Student ID Number as their pin number at the register. This ID number will stay with the student until he/she graduates.

**ONLINE DEPOSITS:** Go To [www.MySchoolBucks.com](http://www.MySchoolBucks.com) or get the mobile app for your smartphone and register your child. This is the new online payment system being used this year. Deposits can be made anytime and you are able to use credit card, debit card or electronic check. This payment option is highly recommended. Any balances from the old system have been transferred into the new computerized system.

**ALL OTHER DEPOSITS** must be placed in an envelope. On the outside of the envelope is the student's name. Enclosed in the envelope should be the student's payment with the ID# indicated (Please do not write this number on the outside of the envelope.) Keep your ID number confidential! If there is more than one student in a family in any NPS school, one student may make deposits to their sibling's accounts, as long as you give us the ID number of each student and tell us the amount to deposit to each account.

Example: A \$20.00 check: Billy Doe - Grade 4 #1111 \$10.00  
Judy Doe - Grade 6 #2222 \$10.00

Check prepayments are accepted and encouraged; simply place your child's or childrens' ID number(s) on the check. The amount of the prepayment deposit is entirely up to you; it can range from one day to a month, or even a year. Money in the student's meal account at the end of the school year will be carried over to the next school year.

Elementary students who wish to have breakfast, when getting off the bus or dropped off by parents, will report directly to the cafeteria where our staff will receive your child's deposit; then the money will be deposited into his/her private school meal account. If your child does not wish to have breakfast from school, but still needs to make a deposit for lunch, he/she should report to the cafeteria upon arrival to school. Your child can hand the payment envelope to the cafeteria staff before heading to the classroom in the morning. Your payment envelope **MUST** include your child's **FIRST AND LAST NAME** on the outside of the envelope. This money will be deposited into his/her meal account.

At Breakfast/Lunch the student will simply pick up his/her meal, punch in his/her ID/Pin number on the keypad, and the money will be subtracted from his/her account. The high school may make a deposit anytime during the day, but we encourage students to make payments to their accounts when they arrive at school or at breakfast.

**Question:** What will stop the student from purchasing more than the parent allows?

**Answer:** If this is a problem with your child, simply notify us in writing with your limitations, and we will enter it into the system.

**Example:** A student desires to purchase 10 of our delicious meals and you only permit one per day, information will be placed in the system and we will comply with your wishes.

If a student's meal account gets low, our staff will remind him/her. If the student forgets his/her money, it will allow a negative balance up to 3 meals at the high school level and 5 meals at the middle and elementary school level. **After these unpaid meals, your child will receive a cheese sandwich until the balance is rectified.**

If your child has a special "food" medical concern, once we are notified of it, this information will also be placed in the system to alert our staff to help monitor his/her meals.

The school Food Service department believes this procedure will assure the parents that meal money will be used for breakfast/lunch. We expect this new system to speed up the meal line because there is little money being exchanged. Students do not have to worry about losing or protecting their money and it is an efficient and effective way for us to meet your child's needs now and in the future. There may be some inconveniences in the first few days, as students and staff members become familiar with the new system. If you have any questions, please contact me at (203) 899-2990. I will be glad to address your concerns.

Sincerely,

Jill Kress  
Executive Secretary