

MEAL ACCOUNT PREPAYMENT FORM 2011 - 2012

St. Andrew School utilizes a computerized point-of-sale (POS) debit system that makes paying for school meals much easier. Each student has his/her own STUDENT MEAL ACCOUNT that is accessed by entering his/her personal identification number (PIN) on the numeric keypad at the cashier station. The student's photo appears on the screen when his/her PIN number is entered. The cashier then verifies the student's identity before the student's purchases are deducted from his/her account. Money can be deposited into the account at any time, as often as needed.

To Check Account Balance and Add Money to your STUDENT MEAL ACCOUNT - There are three convenient ways to place money on a student meal account:

1. **Online Payment Service (www.spsezpaymilfordexempted.com) using Visa, MasterCard or Discover-** EZ Pay online service allows you to check your child's meal account balance and view a meal transaction report that provides a detailed list of items your child has purchased. While there is a nominal service fee to make online payments, there is **no charge** to view meal account balances and the meal transaction report. Visit www.spsezpaymilfordexempted.com and enroll in this easy-to-use service. Detailed instructions on setting up an account can be found on the St. Andrew School's website at www.saseasschool.org, choose the "Lunch Menu" icon, then choose "EZ Pay Instructions".
2. **Checks** made payable to **Milford** Nutrition Services can be sent into school with your child. **Please include your child's name, grade and student ID # in the memo of the check and return with the completed form below to school.**
3. **Cash** - We do accept cash payments in the breakfast/lunch line. However, recording cash payments daily for each student during breakfast/lunch will slow the lines.

We encourage you to prepay for your child's meals, as this reduces wait time in line for students. You can prepay for the week, month or entire year. To calculate the amount, count the serving days on the menu or school calendar and multiply by the meal cost listed below:

Meal Account Restrictions/Food Intolerances - If you wish to place restrictions on your child's meal account, you must complete and return a Student Meal Account Restriction form **each school year**.

Food Allergy - **Each year**, parents must provide a physician's note to the school nurse. Once the physician's note has been received, a food substitution can be offered to your child. If you have any questions, please contact the school's nurse for assistance.

All Nutrition Services' menus and forms are available online at www.saseasschool.org and click on the "Lunch Menu" icon.

ST. ANDREW LUNCH PRICES

Lunch (includes 8 oz. milk and all side items)	\$2.75
Super Lunch (includes 8 oz. milk and all side items)	\$3.00
Milk Only	\$0.50

PLEASE NOTE: If your check is returned for insufficient funds (NSF), you will be charged for both the face amount and return check fees. The returned check fee is \$35.00. We will not accept another check as payment for your child's meals until all fees have been paid. Fees that remain unpaid will be reported to the proper authorities.

Building Name: _____ Student Name _____

Grade _____ Teacher's Name _____ Room Number _____

AMOUNT ENCLOSED \$ _____

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Ave. SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer."