



Book	Policy Manual
Section	800 Operations
Title	Point Of Sale
Number	808.2
Status	Active
Adopted	October 20, 2010
Last Revised	September 19, 2017

Purpose

The point-of-sale system has been established to provide parents/guardians and students with the option of setting up a pre-paid lunch account in addition to traditional cash sales. Having prepaid accounts means that parents/guardians or students may deposit money into the account, in any amount, and eliminate the need to provide lunch money on a daily basis.

Authority

Pursuant to the National School Lunch Act and the Child Nutrition Act of 1996, the Tamaqua Area School District operates a school meal program for all of its students to engage in a computerized point-of-sale debit food system for the purchase of meals.

The Tamaqua Area School Board of Directors authorized the implementation and administration of the computerized point-of-sale debit system in accordance with the guidelines set forth within this policy.

Definitions

Student Account - individual account assigned to each student in the Tamaqua Area School District for accounting purposes for the purchase of meals and food items.

Individual Participation Report - a report may be generated by the Tamaqua Area School District and sent to the student's parent/guardian upon request.

Meal - breakfast and lunch are offered by the Tamaqua Area School District to all students. Milk is offered to students with all meals. Parents/Guardians shall discuss what meals (breakfast/lunch) their child(ren) will purchase on a particular day.

Alternative Meal - meals offered to students after they have exceeded the charge limit as defined in this policy. The alternative meal will not be the food items as published on the school district's menu, but will meet the nutritional guidelines as set forth by the U.S.D.A. The student shall be charged the full price for this meal and the parent/guardian shall be

responsible for the payment of such.

Snacks/Extra Items/A La Carte - all food items other than meals that are available for sale in the Tamaqua Area School District. Parents/Guardians must discuss what snacks or extra items their students may purchase. These items may not be purchased by a student with a negative account balance. Food Service employees will not be held responsible for student's purchases.

Guidelines

All students and parents/guardians shall be notified of the policy at the beginning of the school year or upon subsequent entrance to the school district if the student enters midyear. This policy will be included on the Tamaqua Area School District web page.

All students will receive a 4-digit code.

Students access their account through scanning at the cash register attendant.

Use of the point-of-sale system shall be in accordance with the following guidelines:

1. Students will utilize the point-of-sale 4-digit code unless an opt-out form has been requested in writing and submitted to the Director of Nutritional Services.
2. If an opt-out form is completed, students may pay for meals or food items each day with cash.
3. Students may apply money to their account at any time to be used to purchase meals or food items at a later date.
4. Checks received to replenish student accounts must specify a la carte only or lunch only if desired.
5. In the event a student does not have cash to pay for his/her meal or has insufficient funds in his/her account:
 - a. Students may be refused breakfast.
 - b. No extra menu items may be charged.
 - c. The alternative meal will be provided and the account charged for a full-price meal.
 - d. Parents/Guardians are notified.
 - e. Students are excluded from the lunch program when the account balance due equals the cost of three (3) lunches (elementary) or two (2) lunches (secondary).
 - f. Pennsylvania Department of Education regulations provide that a student in grades K-3 cannot be denied a student lunch.
 - g. During the last week of school, students must have a positive cash balance or

cash in hand in order to make purchases of any kind. There will be no charges permitted.

6. Secondary students who do not have money on account or cash to purchase a meal will not be permitted to charge meals or a la carte food items and will be referred to the school office.
7. Students cannot charge snacks or extra items if his/her account reflects an outstanding balance.

Deposits

Payments can be made by:

1. Online Lunch Payment System, accessed by going to the school district web site at www.tamaqua.k12.pa.us or directly at the web site www.schoolcafe.com.
2. Student meal account cash or check can be sent to school. Checks should be made out to "TASD Cafeteria". In order to make deposits on an account, the cash or check must be placed in an envelope with the following information:
 - a. Student name.
 - b. Student grade.
 - c. Amount of deposit.

All envelopes must be turned into the cafeteria.

A \$25.00 processing fee shall be charged against student accounts in the event that a check is returned for nonsufficient funds.

Failure to pay any outstanding balance may result in civil action by the school district to collect such balances.

Refunds

Refunds from student accounts are permitted only in the event that a student leaves/withdraws from the school district, or the refund is requested by a parent/guardian under special circumstances. Any refund will be paid in full, but must be requested in writing by the parent/guardian.

Parents/Guardians of graduating seniors, who have a positive account balance, may have funds transferred to siblings in the Tamaqua Area School District. Parents/Guardians should request these transfers in writing.

Positive balances for underclassmen will be carried over to the following year.

Procedures may be put in place for the end of the school year to ensure balancing and payments on accounts.

The Superintendent, in cooperation with the Director of Nutritional Services, is authorized to

create regulations for implementation of this policy.

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Last Modified by Kathy Gill on September 28, 2017