

To: Parents and Students
From: Maplewood Food Service Department
Important – please read carefully



Maplewood Career Center Food Service use a computerized Point of Sale system for the purchase of school meals. Students will use a 4-digit PIN (last 4 numbers in their social security number) to access their accounts to purchase meals. The system is confidential and all students will be required to enter their PIN regardless of meal status or payment method, thus ensuring student privacy. Once the PIN is entered the student's picture appears on the register screen for the cashier to verify the student. If at any time student forgets their PIN the cashier can obtain it at the register.

You are not required to make advance payments to your student's account because the system can accept cash payments daily. However, for your convenience, you may choose one of the payment options for making advance payments. Money will only be deducted from account when the student uses the account to purchase meals & or ala carte items. The system will know the meal status of the student (full pay, free or reduce) and will only deduct the correct amount from the account.

PAYMENT OPTIONS

➤ Option 1: Cash on Account

Payment is made in form of cash or check (made to Maplewood Career Center).

These funds are deposited directly into the student's account and then available for purchases

➤ Option 2: EZ Pay On-line Payment

This is a secure online payment system. The link is on the Maplewood web site under High School/Parent tab. Parents can deposit money onto accounts. EZ Pay does charge a small fee and please allow 24 hours for funds to transfer to student accounts.

Maplewood web site: <http://www.mwood.cc/high-school/parents>



There is no limit on the amount of money that can be deposited into the account. Balances will carry over to the next school year for juniors. Senior students should monitor their accounts to have an ending balance of \$0 at the end of the school year. On occasions that a student does not have adequate funds for a meal; an alternate meal will be provided at the nurse's station.

If your family has financial hardship or change of income, you may qualify for Free or Reduced Meal Program. A new application must be completed each school year.

Applications are available in Student Services Office or print the application from the Maplewood web site. Free & Reduced meals include breakfast and lunch. **(Breakfast is served daily from 7:45 am – 8:10 am.)** Menus are posted in classrooms, dining area and are available at the Maplewood web site: <http://www.mwood.cc/high-school/students>

This institution is an equal opportunity provider.