

September 4, 2008

To the Parents of: \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_, Ohio \_\_\_\_\_

**! IMPORTANT ! PLEASE READ CAREFULLY !!**

**STUDENT NAME:** \_\_\_\_\_

**PIN#:** \_\_\_\_\_  
(please memorize this number)

Dear Parents & Student;

The purpose of this letter is to inform you that the **Madison-Plains Local Schools** is implementing a new computerized debit system that will replace the traditional cash registers currently being used in the cafeteria lunch lines. This new system will benefit you, your child, and the district in many ways, and I hope that you and your students will consider taking advantage of some of the convenient options the system has to offer. The information in this letter will outline and hopefully answer questions concerning the new system. However, if you still have questions, please feel free to contact your child’s school or call the food service office. Refer to the phones number listed on the last page.

The new system will allow you to pay in advance if you choose to do so. Students will still be able to pay cash on a daily basis as they have in the past. The system works with a key PIN pad (located near the end of the serving line) that is similar to an automated teller machine (ATM). It will allow your son or daughter to enter their four to five digit personal identification number (PIN) to access their account. **Your child’s PIN number is listed at the top of this letter. Please help him or her memorize this number.** The PIN number will stay the same throughout the remaining years your child is enrolled at **Madison-Plains Local Schools. Please note that this system is very confidential. All students will be required to enter their PIN number regardless of meal status or payment method, thus insuring your child’s privacy.**

All students will have an established debit account, although you will not be required to make advanced payments because the system has the ability to act as a cash register and can accept cash payments on a daily basis. However, for your convenience, you may wish to choose one of the following options for making advanced payments. To prevent fraudulent use of student accounts, each register will be equipped with a digital camera that will take a digital image of your son or daughter and download it into the system the first time they purchase foods in the cafeteria. This digital image will appear on the monitor for the cashier to view every time your child accesses his or her account, therefore insuring that no other student can use your child’s account.

Money will only be deducted from an account when the student uses the account to purchase meals and/or ala carte items. The system will know the meal status of your student (full-pay, free, or reduced) and will deduct the correct amount from the account. There is no limit on the amount of money that can be deposited into a debit account. When account balances fall below \$5, the cashier will remind the student

by providing him or her with a preprinted note. To make an advanced payment, fill out the information on the form, enclose payment, return in an envelope to the school. You may also make payments on-line at [www.payforit.net](http://www.payforit.net) by way of credit card.

**Advanced Payment Option**

**CASH ON ACCOUNT** -- A cash debit account is created by making a payment (payment can be made in the form of a check or cash) of a certain dollar amount (\$5.00, \$10.00, \$20.00, etc.) to the cafeteria. These funds are then deposited into your son or daughter's debit account and are available to your child when purchasing meals and/or ala carte foods in the cafeteria. There are no limitations as to what may be purchased or how many purchases can be made. The account balance simply decreases as purchases take place.

Below is a detachable form to be filled out and returned with your deposit. Make checks payable to: **Madison-Plains Local School District.** For safety purposes, we recommend that advanced payments be sent in the form of a check. If you are paying for more than one student in the same school with one payment, please note how much money is to be designated to each student's account. If you do not specify, the deposit amount will be divided equally between siblings' accounts. If you do not select a payment option, all monies will be deposited under **OPTION PLAN #1 – Cash On Account.** Thank you for your cooperation and your participation. We hope that you will be patient with us as we make the transition. We are very excited about this new system and hope you will take advantage of all of the convenient options.

Sincerely,

Bernie Hall, Jr., Superintendent  
Madison-Plains Local Schools

<i>Madison Plains High School</i>	<i>740-852-0364</i>
<i>Madison Plains Middle School</i>	<i>740-852-1707</i>
<i>Madison Rural Elementary</i>	<i>740-852-2806</i>
<i>Midway Elementary</i>	<i>740-874-3310</i>
<i>Mt. Sterling Elementary</i>	<i>740-869-2106</i>
<i>Food Service Office</i>	<i>740-852-0290</i>

TO BE USED FOR ADVANCED PAYMENT ONLY

**STUDENT DEPOSIT FORM TO BE RETURNED WITH ADVANCED PAYEMENT**

Student Name \_\_\_\_\_ PIN # \_\_\_\_\_ Grade \_\_\_\_\_

Parent or Guardian Name \_\_\_\_\_

Cash Amount \_\_\_\_\_ Check Amount \_\_\_\_\_ Check # \_\_\_\_\_  
(please make check payable to: **Madison-Plains Local Schools**)

**CHOOSE PAYMENT OPTION:**

**CASH ON ACCOUNT** Cash/Check Debit Amount; \_\_\_\_\_