

# MEAL ACCOUNT PREPAYMENT FORM 2017-2018

**Williamsburg Schools** utilizes a computerized point-of-sale (POS) debit system that makes paying for school meals much easier. Each student is automatically assigned 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 PIN number is "1" plus the six digit Williamsburg student ID number. Students are asked to memorize their number which remains the same while they attend Williamsburg Schools. 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 the Account Balance and/or Add Money to your STUDENT'S MEAL ACCOUNT** - There are three convenient ways to place money on a student meal account:

1. **EZ Pay Online Payment Service using Visa, MasterCard, Amex, 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.spsezpay.com/Milford/ezpay/Login.aspx](http://www.spsezpay.com/Milford/ezpay/Login.aspx) and enroll in this easy-to-use service. Detailed instructions on setting up an account can be found on Williamsburg Schools' website at [www.burgschools.org](http://www.burgschools.org); select the "Food Service" link on the right, then choose "Prepayment Options" and select "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** - Cash payments are accepted in the lunch line, however, recording cash payments during lunch slows the lines and cash is easily misplaced.

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. Unused funds remain in the account and move with your child to the next grade level. If your child is leaving the district you may apply for a refund, transfer funds to a sibling, or donate this amount to assist another student.

*All Nutrition Services' menus and forms are available online at [www.burgschools.org](http://www.burgschools.org).  
Select the "Food Service" link on the right and choose "Menus".*

**Meal Account Restrictions** - If you wish to restrict items your child may purchase with money placed in your child's meal account, you must complete and return a Student Meal Account Restriction form.

**Food Allergy Management** - Life threatening food allergies or special dietary needs you would like to document on your child's meal account must be clearly communicated through the school nurse. Please reference the Food Allergy Management Plan online for more information.

*Completed forms may be returned to the cafeteria manager, sent directly to  
Nutrition Services at 777 Garfield Avenue in Milford, 45150 or faxed to (513) 831-6448.*

## WILLIAMSBURG SCHOOLS' MEAL PRICES

<b><u>Williamsburg Elementary School:</u></b>	
BREAKFAST	\$1.50
REGULAR LUNCH (includes 8 oz. milk & all side items)	\$2.75
<b><u>Williamsburg Middle/High School:</u></b>	
BREAKFAST	\$1.50
REGULAR LUNCH (includes 8 oz. milk & all side items)	\$3.00
SUPER LUNCH (includes 8 oz. milk & all side items)	\$3.50

**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 \$ \_\_\_\_\_

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