

FAIRFIELD PUBLIC SCHOOLS

# Lunch Payment System

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The Fairfield Public Schools uses an electronic process for paying for school lunch called Horizon Point-of-Sale.

It's quite a simple process. A parent/guardian shall deposit money into their child's account. At the elementary schools your child's name and picture appears on the computer screen located at the end of the lunch line. When your child comes through the lunch line, the cashier simply presses your child's picture, presses the meal your child is selecting and off they go! The price of the meal is deducted from your child's account. At the secondary schools when your child comes through the lunch line, he/she simply enters their student identification number into the key pad. Your child's name and picture appears on the computer screen located at the end of the lunch line. The cashier rings up your child's meal purchases. The cost is deducted from his/her account or he/she pays cash and off they go! Students may still use cash to purchase their meals, however; pre-payment speeds the lunch lines and allows your child more time to eat.

### How do I pre-pay for meals or milk?

There are three ways to put money into your child's account:

1. You may set up an account through [www.Mealpayplus.com](http://www.Mealpayplus.com) and pre-pay whatever dollar amount you choose using a checking account, debit or credit card. (You will be charged a 4.75% convenience fee for using your checking account, debit or credit card. These charges cover the cost of bank fees. The school district does not earn any income from these fees.) You will need your child's student identification number to set up an account on Mealpayplus.com. You may call our office at (203) 255-8370 to obtain this number.
2. You may call Mealpayplus' toll free number at 1-866-563-7538 and pre-pay by using a checking account, debit or credit card over the telephone. (You will be charged a 4.75% convenience fee for using your checking account, debit or credit card. These charges cover the cost of bank fees. The school district does not earn any income from these fees.) You will need your child's student identification number to set up an account with Mealpayplus. You may call our office at (203) 255-8370 to obtain this number.

**\*Please note: If you choose to pre-pay through Mealpayplus, you will be given the option of putting money into either a Meal Account or a General Account. The Meal Account will only allow a student to purchase the meal that is posted on the menu. If your child purchases a la carte items (e.g., milk, water), we recommend you put your money into the General Account.**

3. You may send in a check to the Cafeteria Manager. The Cafeteria Manager will enter your check amount into your child's account. Checks should be made payable to Fairfield School Lunch. (There is no fee for this method of payment.) Please put your child's name and grade on the check.

### How do I know the balance in my child's account?

You can check your child's account balance by registering your child on Mealpayplus. There is no cost to do this. Simply log onto [www.Mealpayplus.com](http://www.Mealpayplus.com) and follow the instructions for registering your child.

You will need his/her student identification number to do this. You can obtain your child's student identification number by calling your school office or the Food Services Department at (203) 255-8370. Registering your child on Mealpayplus does not mean that you have to pay through Mealpayplus. It allows you to view a balance at any time on-line and also receive e-mail reminders when your child's account balance goes below a certain amount.

You can also set up an "e-mail low balance notification" on the Mealpayplus website. They will send you an e-mail notice when your child's account is getting low. There is no cost to do this.

**Can I view what my child has purchased for lunch?**

Yes, by logging onto [www.Mealpayplus.com](http://www.Mealpayplus.com) you can view what your child purchased for lunch. (You must register your child on Mealpayplus before using the Purchase History feature.) Once you register your child on Mealpayplus, click on the item called Purchase History. Select your child's name and a date range and the purchase information will appear.

**What happens if my child doesn't have any money in his/her account and wants to buy lunch?**

At the elementary schools, if your child's account balance reaches zero, he/she will be allowed emergency lunch loans. With the first three (3) emergency lunch loans, your child may select from the full menu. After three (3) emergency lunch loans, he/she will receive the chef salad lunch.

At the secondary schools, if your child's account balance is zero, he/she will have to pay cash for meals until their account is replenished.

Students can contact their parents who can immediately make a payment through Mealpayplus.com. It takes approximately 15 minutes for the transaction to file down to our computer system. **THERE IS ABSOLUTELY NO CHARGING OF LUNCHESES AT THE SECONDARY SCHOOLS.**

**What if my child receives free or reduced price meals?**

The computer system is confidentially coded indicating whether he/she receives free or reduced priced meals. If your child receives free meals, there is no charge to his/her account. Students who receive reduced price meals must have money in their account or pay cash. The cost of reduced lunch is \$.40 per day. At the elementary schools when your child comes through the lunch line, he/she simply gives his/her name to the cashier. Your child's name and picture appears on the computer screen located at the end of the serving line. The cashier rings up your child's meal purchases. The cost, if any, is deducted from his/her account and off they go.

At the secondary schools your child is eligible for the Traditional Lunch meal or the Deluxe Lunch meal. (A la carte items are not included in the free/reduced lunch program and must be paid for separately in cash or with money on account.) When your child comes through the lunch line, he/she simply enters his/her student identification number into the keypad. Your child's name and picture appears on the computer screen located at the end of the serving line. The cashier rings up your child's meal purchases. The cost, if any, is deducted from his/her account and off they go!

**Do I need to use all the money in my child's account this school year?**

No. Any money left in your child's account at the end of this school year will carry over to the next school year.

**If you have any questions regarding the lunch payment system, please call the Food Services Department at (203) 255-8370.**

**IN ORDER FOR THIS SYSTEM TO RUN SMOOTHLY AND PROPERLY, IT IS IMPERATIVE THAT MONEY BE IN YOUR CHILD'S ACCOUNT.**