

IMPORTANT INFORMATION REGARDING YOUR CHILD'S MEAL ACCOUNT
PLEASE READ CAREFULLY

February 1, 2012

Dear Parents and Students;

The purpose of this letter is to inform you that the Wauwatosa School District in partnership with Sodexo School Services is implementing One Source by Horizon, a new computerized debit system for all school cafeterias. The upgraded system will NO longer utilize the family account system. **Beginning on FEBRUARY 17, 2012 all accounts will be individual per student.** This new system will benefit you and your child in many ways. The information in this letter will hopefully answer all of your basic questions concerning the new software system. However, if you still have questions, please feel free to call the food service office at 414-773-1063.

At the close of business on February 16, 2012 all funds (whether negative or positive) will be evenly divided among the children in your family that attend the Wauwatosa Public School District. We encourage you to verify that there are adequate funds to accommodate your family's needs during this transition. To prevent fraudulent use of accounts, your student's picture and name will appear after the id number is entered by your child. Students will continue to use the same id numbers. Siblings will **NOT** be able to access each other's accounts. Nor will lunch cashiers be able to transfer funds between sibling's accounts.

As before, monies will only be deducted from an account when the student uses the account to purchase meals and/or a la carte items. The system will know the meal status of your student (full pay, free, or reduced) and deduct accordingly. There is no limit or minimum dollar amount required to keep on your students account. Cash purchases will still be offered at the secondary schools only. All elementary school purchases will continue to require use of the debit system. As always we encourage parents to use the prepayment debit system as handling cash and making change slows down the line.

In continuing with school district policy, if your child's full pay or reduced account reaches \$0.00; your child will be offered the choice of an alternative meal at the cost of \$.75. This charge includes one carton of milk and one choice from the offering bar. In the secondary schools only, the student will also be given the option to pay cash for his or her meal.

OPTIONS FOR ACCOUNT PREPAYMENT:

- **Electronic Payment.** As of February 15, 2012 the district will no longer be using Efund for Schools. We will now accept electronic food service account prepayments using **MyPaymentsPlus**. The school and/or district office cannot accept credit card payments directly or over the phone. This link will be accessible from all of the Wauwatosa School websites beginning on February 17, 2012. This payment method will add funds approximately every 30 minutes to your student's account. There is a convenience fee of 4.29% per transaction.
- **Payments by phone** can be made by calling 855-574-4160 after you have created your MyPaymentsPlus account. The convenience fee of 4.29% still applies.
- **Check/Cash.** A lockbox is conveniently located in the lobby at the district administration building. Checks can also be mailed to 12121 W North Avenue, attention Lunch Cashier. Parents with more than one student enrolled in the district have the option of writing separate checks for each student or just one check. If one check is written you must stipulate on your check how you would like the funds divided. **The children's first/last name and/or student id numbers must be listed. If the division is unclear, the check will be returned.** Check/cash payments can still be turned in to the elementary school offices or to the cashiers at the secondary schools. **However, payments entered at the school locations can only be applied to the student(s) at that location.**

As always, it is the parents responsibility to make sure funds are available for all of their students. To monitor your child's account you will need to create a username and password in MyPaymentsPlus.com. **Even if you choose not to use the electronic payment option, you still need to create a login to monitor your child's account, check the balance, and set up email alerts for low balance notifications.** Step by step instructions for creating the MyPaymentsPlus account is posted on the District website. If you need further assistance you can call the parent support center at 877-237-0946 or email mypaymentsplus@horizonsoftware.com.