

Prepayment Point of Sale Process

Prepayment of meals enables your child (ren) to put money on their Student Meal Account. After each transaction, the meal amount will be deducted from the student's account. No money is exchanged.



How to prepay:

- Prepayments are made to the business office;
- Payments received before 9:00 am will take effect on that school day;
- Cash and checks will be accepted in any denomination. Checks should be made payable to ***Treasurer, State of Connecticut***. Be sure to include the student's name and student ID number on the check memo line;
- A receipt is issued after payment; and,
- Prepayments can be made at any-time throughout the school year.

Benefits of Prepayments

- Serving lines move faster;
- Any student can prepay, regardless of his/her eligibility;
- The point of sale system operates without the use of meal cards;
- Students that have prepaid do not have to be concerned with handling cash at the register and parents do not have to worry about providing their children with lunch money on a daily basis;
- Parents can be assured that prepayment money is used towards school meals; and,
- Parents can designate prepayments for meals only or meals and a la carte foods.

Students are encouraged to join the Nutrition Advisory Council (NAC) which is a forum for students to discuss the school meal program with the Head Cook and other school administration.

Suggestions and/or comments about the Food Service Program can be sent to:
CTHSSFoodService@ct.gov

2009-2010

School Meal Programs & Point of Sale System (POS) Information



Nutrition & School Meals

25 Industrial Park Road
Middletown, CT 06457

Phone: 1-800-822-6832 ext. 2191 or 2105

Fax: 860-807-2193

E-mail: CTHSSFoodService@ct.gov

Website: www.cttech.org/school-lunch

What is the National School Lunch Program?

The National School Lunch Program (NSLP) is a federally assisted meal program operating in the Connecticut Technical High School System. It provides nutritionally balanced, low cost or free meals to students each school day. During each meal period, there are various choices of entrées, drinks, and snacks available for purchase. Menus and meal prices are posted in the school cafeterias and online at www.cttech.org/school-lunch.

The Federal meal requirements for school meals are:

- School Lunches must meet the recommendations of the Dietary Guidelines for Americans;
- No more than 30% of an individual's weekly calories come from fat;
- Less than 10% of an individual's weekly calories come from saturated fat;
- Provide 1/3 of the Recommended Dietary Allowances of protein, vitamin A, vitamin C, iron, calcium and calories;
- Meals must have specific components: protein, grain/bread, fruit, vegetable, and milk;
- For breakfast, students must take a milk, fruit and one of the other 3 components; and,
- For lunch, students must take at least 3 of the 5 components.

How do you receive free or reduced priced meals?

You may receive benefits if you:

- Submit a qualifying letter from the CT Department of Social Services to the school or the address below;

OR

- Complete the free and reduced price meal application* (instructions are located on the back of the application). Once completed:
 1. Return the application to the school or mail to:
Katie Atkinson, NSM
25 Industrial Park Road
Middletown, CT 06457
 2. You will be notified by mail of your meal eligibility status after your application has been processed.

*Applications are mailed to all households between July 15 - August 15, 2009, are located in the schools' guidance office or can be found online at www.cttech.org/school-lunch. Applications can be submitted at anytime throughout the school year.



What is the Point of Sale System?

The POS system:

- Anonymously classifies all students as paid, free or reduced as they go through the serving line. Thus eliminating the need for meal cards;
- Displays messages, notes and dietetic information to the cashier;
- Can accept prepayments on student accounts for meals and/or a la carte items;
- Provides an individual Personal Identification Number (PIN), which separates each student's account information;
- Provides student's purchase history upon request; and,
- Updates student's eligibility status in the point of sale system overnight.

How do students use the system?

- Students must first locate their student ID number which can be found on their class schedule;
- When in the serving line, students will enter their student ID number into the pin pad and press "Enter"; and,
- For all purchases, students will stop at the cashier to complete the transaction.