



Kutztown Area School District

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DEPARTMENT OF FOOD SERVICES

GEORGE F. FIORE, Ed.D., SUPERINTENDENT

WANDA F. HERRING, FOOD SERVICE DIRECTOR

~Maximize potential, embrace change, create the future~

August 2019

Dear Parent/Guardian:

How to Purchase Meals

The Kutztown Area School District utilizes a Point of Sale (POS) automated payment system for all school meals purchased in the district cafeterias called School Cafe. The student goes through the lunch line, chooses their food items, and then proceeds to the register. He/she enters their student ID#. Every student has his/her personal meal account based on their student ID#. Students can access their account on the pin pad located at every register. Staff will help students become familiar with the process the first few weeks of school. If your child should forget his/her pin number, a food service staff member can access it through the register.

Prepayment Options

A prepaid account for all students allows parents to deposit money in their child's account, for any amount, at any time, without concerns about giving your child the exact change every morning.

1. **Prepay Online-** Deposits can be made using a credit card, debit or electronic check to a student's account from the district's website at www.kasd.org. After logging into the website, go to lunch menus and click on the School Cafe link. Details about the program can be found on the Parent Online Payment service information section.
2. **Check or Cash-** Deposits can be submitted by using check or cash. Place the money in an envelope with your child's student ID# on the check and have the child give it to the cashier. If there is more than one student in a family, one check can be deposited as long as you list the ID#'s of each student and indicate the amount to deposit to each account.

The free/reduced lunch information is securely contained within the system and the meal will be processed just as it is for all students. Applications for free/reduced price meals are posted on our website and are available from food service and building offices. A new application must be completed and returned to the food service office each year. Applications can now be filled out online using the School Café link. Following a review of each application, parents/guardians are notified of their child's eligibility for free, reduced or full paid lunch. It only takes a few minutes to complete the application, so whether you might think you qualify or do not qualify, take the time to complete an application. If you need help or have any questions on how to complete the application, please give me a call.

Thank You,

Wanda F. Herring

Wanda F. Herring
Food Service Coordinator