

Berkeley Heights Board of Education

Clausen Administrative Building
345 Plainfield Avenue
Berkeley Heights, NJ 07922

Donna A. Felezzola
School Business Administrator
Board Secretary

(908)-464-1601
FAX (908)-464-7673
dfelezzola@bhpsnj.org

July 23, 2013

FOOD SERVICE ON-LINE PAYMENT INSTRUCTIONS

The school district is using an on-line payment system to purchase lunches at both the middle and high school. Following are instructions for using the system and a flyer is attached which contains additional details.

There are three options for using the on-line system.

- Your child can bring a check into the cafeteria and the staff will enter the amount of the check into the system and that amount will be available for your child to spend on lunch.
- An electronic deposit can be made to your child's account through the PayForIt system. The system is currently active. You can deposit money into your child's account at any time. To use this system you must create an account on PayForIt for each child. When creating the account you must enter your child's student id number. This number is located on the Demographics page of PowerSchool. When using this system you have the option to automatically replenish your child's lunch account. The parameters for establishing this option are available when you sign up for the program. A student's account cannot go negative.
- Cash will be accepted by the cafeteria staff and deposited to your child's account.

Students will pay for their food purchases by entering their six digit power school id into the terminal. The students' id picture will be pulled up when their id number is entered in the system to verify their account. The cafeteria staff will have a master list of all students with their respective six digit id numbers.

Unspent Balances

Deposits made for student lunch purchases can be carried over from one year to the next. Unspent balances can be transferred from one sibling to another.

Employee Options

Staff can take advantage of the system also. If an employee would like to take advantage of the electronic payment system they should bring a check into the cafeteria and the staff will enter it into the system and assign them an id number.

Questions

Any questions you have regarding the new program can be addressed to:

Marilyn Scarpati at mscarpati@bhpsnj.org or 908-464-1601 X1420

GO CASHLESS

YOUR CAFETERIA
has exciting new payment options

Credit Card

You can place money on your child's account from your home computer. There is a convenience fee of 3.95% for this service.

ACH Electronic Checking

This option allows you to use your checking account to add to your student's balance. There is a flat fee of \$1.75.

Checks

The cafeteria will accept checks. Your child can bring the check to school and access that money the same day. Make checks payable to "Berkeley Heights School District Cafeteria." Please be sure to put your student's ID number in the memo section of your check.

Good Old Cash

Of course, we will continue to accept cash. Your student can direct us to put the change on his/her account.

Advantages of Pre-Pay Option

- Speeds up the service for your child and all students
- No need to find cash in the morning
- No wondering "Where did my change go?"
- No more lost lunch money

Log on to www.payforit.net
You will need your child's student ID number



POMPTONIAN
FOOD SERVICE