

IMPORTANT PLEASE READ



August 1, 2011

Dear Parents & Student(s);

As we approach the 2011-2012 school year I would like to take the time to outline and hopefully answer questions concerning the computerized point of sale (POS) system utilized in your school's cafeteria. There has been some confusion as to how this system works. Please read the following information carefully, and if you have any questions that remain unanswered, please feel free to call the school food service office.

How QSP Works

The system is a computerized debit system that will allow you to pay in advance for meal purchases. The system works with a twelve key PIN pad that is similar to an automated teller machine (ATM). It will allow your son(s) or daughter(s) to enter their **8 digit personal identification number (PIN)** to access their account. Your child's PIN is his or her Student ID Number that is provided by the school and will remain the same throughout the remaining years your child is enrolled at the school. Please have him or her memorize this number. The PIN keypad will be located on the serving line. All students will have an established debit account, although you will not be required to make advanced payments because the system still has the ability to act as a cash register and can accept cash payments on a daily basis; however, he or she will need to enter their pin number for every transaction. **NOTE: Incoming Freshmen will not be available on the Pay For It Website until the middle of August.**

The Benefits to You and Your Child

This debit system increases the speed at which your child can get through the cafeteria line giving him or her more time to eat and enjoy breakfast and/or lunch. The system also allows us to print reports for you about what your child is purchasing. Plus, if your child has a special dietary need, confidential notes can be added to his or her information so our cashiers know what he or she is or isn't allowed to purchase. With the ability for your child to have a debit account also comes the ability for you to pay for meals in advance. The options for advanced payment are as follows:

Advanced Payment Options

DIRECT PAYMENT

You can send **CASH, A CERTIFIED CHECK, or a MONEY ORDER** to your school's cafeteria via mail or your student can bring it directly to the school cafeteria. Cashiers will have pre-printed forms available to be used when making advanced payments. Your child(ren) can bring the form home for you to complete or you can have your child complete the form in the cafeteria. Deposits must be made by 9:30 a.m. and will be available to your child immediately. **We are no longer accepting non-certified personal checks.**

ONLINE PAYMENT OPTIONS

We are proud and excited to be able to offer you an online pre-payment service for the Cafeteria Program. You will be able to go online and make advanced payments at **www.payforit.net**. In addition to the ability to make advanced payments you will also be able to view & check your student's balance online and also have low balance emails sent to you when your child's balance reaches a certain dollar amount. You will also be able to view account activity for the past 60 days. An Internet Convenience Fee (ICF) of 5.75% will be listed separately for each Credit/Debit Card transaction made using the website. There is a \$1.25 Flat Fee for transactions made using electronic checks (ACH). The transaction fee is only charged when use Pay For It (PFI) to make payments to your child's account. There is NO CHARGE for using PFI to obtain balance records, request activity reports, or to sign up for the service.

There are three easy steps to follow to get started:

Step 1: Signing up for an account with Pay For It. The School District for your school is The Archdiocese of Philadelphia. Where it asks for the Payment method please choose either ACH-Archdiocese of Philadelphia, or CC/Debit Card-Archdiocese of Philadelphia.

Step 2: After you have signed up for Pay For It you will be sent a confirmation email. Go to the link in the email and enter the confirmation code to complete the setup of your account.

Step 3: Now that your account has been established you can now add your child to your account. You will need to know your student's Student ID # that is provided by the school to add them to your account.

After you have added your student to your account you will be able to add money to their lunch account, and also view their purchase history. This information will show on your Pay For It homepage. It usually takes about 24-48 hrs for your students purchase history to sync to your account when you first add him/her to it. After this sync is complete the purchase history will be updated on a daily basis. Deposits made by midnight will be available the following day for Breakfast and Lunch.

Money will be automatically deducted as your child uses his or her account to make cafeteria purchases. There is no limit on the amount of money that can be deposited into a debit account. Utilizing this system also eliminates the need for your child to carry money for School Meals, greatly increasing the speed at which he or she goes through the cafeteria line. Every student will enter his or her PIN number, thus insuring your child's privacy.

For more information about this system, the food program offered at your child's High School, Monthly Menus, and general information visit our website: <http://www.schooldish.com/en-us/EDUE/ArchPhila>

Additional Questions and Concerns

ARAMARK is the contracted cafeteria provider for the Archdiocese of Philadelphia High Schools. All questions regarding the POS system are to be directed to the ARAMARK supervisor only. The ARAMARK supervisor will be able to add money to all students' accounts and they will be able to refund balances should the student leave the school for any reason and upon graduation. The school office staff will not be able to accept or refund monies to students; this can only be done through the ARAMARK supervisor on staff. Parents can either pick up their refund at the school, or they can have it mailed directly to them. Balances for returning students will be carried over to the next school year. We highly recommend that you monitor the account balance as the school year comes to a close, to minimize the amount of money that is carried over. Monies may also be transferred to siblings or if your child transfers to another Archdiocesan High School.

Below is a form that should be sent in with your first deposit. This form will be available through the cashiers for future deposits. If you are paying for more than one student in the same school with one payment, please clearly document how much money is to be designated to each student's account. If you do not specify, the deposit amount will be divided equally between the student accounts. Thank you for your cooperation and your participation.

Sincerely,
Paul Paetow

General Manager- **ARAMARK**

TO BE USED FOR ADVANCED PAYMENTS

STUDENT DEPOSIT FORM TO BE RETURNED WITH ADVANCED PAYMENT

Student Name _____ PIN# _____ Grade _____

Parent or Guardian Name _____

Cash Amount _____ Date _____ Check #: _____

PAYMENT OPTION:

OPTION – CASH ON ACCOUNT FOR STUDENT PURCHASES.