

August 2017

Dear Students, Parents and Guardians:

The Child Nutrition Department is using a Point of Sale (POS) computer system at all District cafeterias. This system requires every student and employee of the District to have a personal account identification number which, for students, is their Student ID number and for employees, is 9 plus their Employee ID number (ex., 9+XXXXXX). Money can be placed on the account and the system will debit the account as meals are purchased. No cash transactions are necessary as long as there is money in the account. Regardless of meal status, everyone will enter their ID number when purchasing food.

To comply with State and Federal Regulations, the Child Nutrition Department requires the use of ID numbers when making all meal purchases. We also ask that all prepayments be received in the morning - this helps to increase the line speed by not having to count and receive money during meal service.

Cafeteria Managers will be **available** to accept meal prepayments **Monday, 8/14/17, Friday, 8/18/17, and Monday, 8/21/17, from 7:30 a.m. to 1:30 p.m.** New students may visit with the Registrar to obtain their Student ID number.

We have partnered with RevTrak to give parents/guardians the convenient option of pre-paying their students' meal account ONLINE. Access to this service can be reached from any device with internet access at <https://fortbendisd.revtrak.net>. Parents/guardians can also access meal balances on RevTrak.

KEY PAD INSTRUCTIONS:

Everyone will enter their ID number using a keypad similar to this sample one.

The Key Pad displays "ENTER STUDENT ID". Enter the ID number one number at a time. Press the key marked "ENTER".

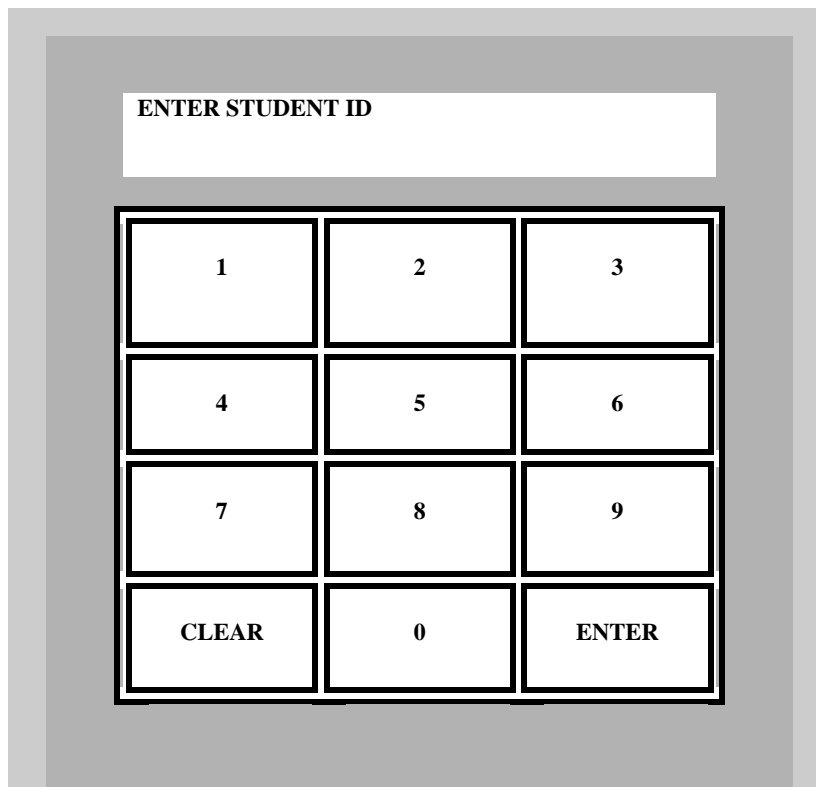
If a mistake is made, press the key marked "CLEAR" and start over. The ID number will appear in the block under Enter Student ID.

Please remember this account is much like a bank account and friends should not have access to your number. **Allowing anyone else to access your account will be considered theft.**

Direct any questions to the Cafeteria Manager, Supervisor, or the Child Nutrition Department at 281-634-1855.

Thank you for your assistance. Have a wonderful year.

Gail McIntire-Stotler, Director



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