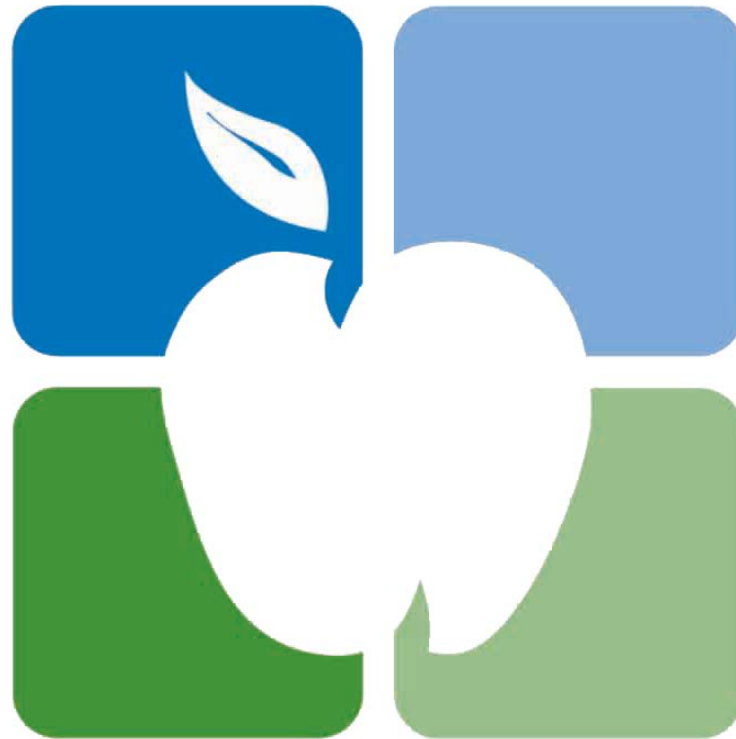


Winter 2014



Electronic Point of Sale

ABOUT POS & SYSTEM BENEFITS

SUPPORTS

Increased Meal Participation

ENSURES

Compliance with Federal Regulations

ELIMINATED

Manual and Paper Rosters
Manual Negative Balance Letters

IMPROVES

Line speed
Cash collection process

AUTOMATED

Student eligibility is received from ATS daily
SchoolFood Report preparation, SF1 and SF2

POS PARTNERSHIPS

A team approach is required for a smooth rollout



Flexibility

Meals can be counted in a number of ways depending on the grade level and the order which students line up.

- Schools should use the PIN Worksheet to train younger students how to operate the PIN pad
- ***Refer to Best Practices for details***



Scan ID cards with barcodes
Quickest method to move the line



(PIN)
Personal Identification Numbers



Class, photos and names

Parent Payments – MyLUNCHMONEY.com



- Payments can be made online using credit cards from computers or a smart phone app which is free of charge.
- Flyers are provided in all mandated languages
- All families should be notified using the letter and MyLunchMoney.com flyers.
- Benefits of online payment include:
 - School staff do not need to handle these monies
 - Cashless lines mean faster lines
 - Money available in cafeteria in less than 24 hours
 - Parents can set recurring pre-payment option and set low balance reminders
 - Support provided by Heartland Payment Systems, Inc.
 - Internet or toll-free 800 Support number

Action Items	When to Occur	
IMPLEMENTATION	<p>Enroll Students into ATS by class</p> <p><u>Cafeteria Operations</u></p> <ul style="list-style-type: none"> • Meal service period length • Service Line Flow <p><u>Input Method Announcement:</u></p> <ul style="list-style-type: none"> • Official Student ID Cards (all grade levels) • System generated barcodes (all grade levels) • PIN Letters (6-12th grade) • PIN Practice Worksheet (K – 5th grade) <p>Pre-POS student balances Photos on CD or CAASS import</p> <p><u>Parent Announcements:</u></p> <ul style="list-style-type: none"> • MLM Flyers and Letter 	3-4 Weeks Prior to Go Live
TRAINING	<p><u>Pre Go Live</u></p> <ul style="list-style-type: none"> • School Office processes • Student Meal Balances • Student Meal Balance Letters <p><u>Day of Go Live</u></p> <ul style="list-style-type: none"> • Point of Sale Operations 	2 day training, will occur day before and day of actual Go Live
FOLLOW-UP	Principal and SF Manager feedback survey	1 Week after Go Live

Useful Links and Self-Help

Useful Links and Documents are available on the SchoolFood website in the Document Center. School users will need to log-in using their OPT username and password to access these Documents.

Documents are also available in the WebSMARTT Announcement Area which is available once your school has gone live.

NAME	ADDRESS
POS Principal Letter	https://www.opt-osfns.org/schoolfoodny/resources/POSPrincipalLetter.pdf
MyLunchMoney.com Parent Flyer	https://www.opt-osfns.org/schoolfoodny/user_view/language_view.aspx?key=myLunchmoneyflyer
SFSM Reference Guide	https://www.opt-osfns.org/schoolfoodny/resources/SFSMReferenceGuide.pdf
NYC Training Heartland School Solutions	http://nyctraining.heartlandschoolsolutions.com/

HELP AND SUPPORT

SchoolFood is here to assist you.

Any questions regarding POS Hardware and Software, please call the POS Helpdesk.

POS HELP DESK
Call: (718) 349-5783

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SAL D'ALESSIO	DIRECTOR OF ACCOUNTABILITY	SDaless@schools.nyc.gov
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