



HALIFAX AREA SCHOOL DISTRICT

3940 Peters Mountain Road
Halifax, Pennsylvania 17032-9098
Telephone: (717) 896-3416

David R. Hatfield - Acting Superintendent

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Director of
Curriculum,
Instruction &
Assessment

Michael L. Bower

Business and
Operations Manager

John J. Osuch

High School
Principal

Rick M. Ansel

Middle School
Principal

Carla A. Sauer

Elementary Principal

Matthew D. Czaplicki

Special Education
Supervisor

Lori M. Weber

Director of
Food Services

Tammy L. Martz

Assistant to the
Business Manager

Daniel D. Hagerman

Athletic Director

Student Cafeteria Account Procedures

Dear Parents/Guardians:

The Halifax Area School District uses powerLunch, a sub-division of powerSchool, to manage all student cafeteria accounts and activities. The following are procedures for new and returning students:

Student Account numbers: Returning students will keep their previously assigned lunch account numbers. (These numbers are also their student I.D. number.) New students will be assigned a student I.D. number which will also serve as their lunch account number.

Depositing money into a student's account: Money may be deposited into a student's account any morning by enclosing a **check or cash** in an envelope with your student's name and account number and amount to be deposited written on the envelope. At the elementary school students may submit their envelope to their teachers or they may drop the envelope in the cafeteria drop-box. Middle school and high school students are encouraged to submit their funds in the morning to the cafeteria. Any funds submitted during the lunch periods may not be available for purchases at that time. Parents with multiple children within the district may send one check to be divided among their children's accounts. Please include all of the student's names and appropriate amount for each on the envelope.

Parents may also use the on-line system called mySchoolBucks to deposit money into their student's cafeteria account using a credit card. Deposits made using mySchoolBucks are not directly submitted into the students account, they do require some processing time. Also, your student's mySchoolBucks account does not reflect their current balance information. mySchoolBucks is just a credit card processing company and it is not the actual system through which your child's meal activities are actually recorded.

Negative Balances: Students are encouraged not to carry a negative balance on their cafeteria accounts. However, our current practices will not allow a child to go without a standard meal because of a negative balance, they will be served. Parents are informed, of their child's low or negative balances by email or text message. Be sure that your contact information is updated with the district when any changes take place. Please be sure to pay attention to the information that is provided to you so that your child's account can be replenished within a timely manner. Students are not allowed to purchase A la Carte items when they have a negative balance. All negative balances are expected to be paid in full by the end of each school year. Accounts that are not paid will be submitted to the district's collection agency and all fees for this service will also become the responsibility of the students account in question.



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Parent Access to Powerlunch: Parents may now access their student's Powerlunch Account when they are registered for Parent Access to PowerSchool. To access Meal Transactions, login to PowerSchool, then choose the icon link to "\$ Balance". Parents have the option to register to receive email notifications when their student's meal account balance is low on funds (below \$10.00). To receive such notifications choose the "Email Notification", then on the Email Notification page, check the "Balance Alert" box and select how often you desire alerts.

If you currently do not have a PowerSchool login you will need to contact Tamalyn Malpezzi at malpezzit@hasd.us. Need help understanding your student's cafeteria transactions please contact Lori Weber, Food Service Director.

mySchoolBucks Credit Card Payment Option: Up until recently, the Halifax Area School District has not been able to accept credit card payments. Businesses that accept credit cards must forfeit a percentage of the sale to the credit card company, as well as pay a transaction fee and monthly fees. We simply cannot afford to absorb these fees. However, we realize that some parents find online payments more convenient and direct to their children's account.

The Halifax Area School District has enrolled in an internet-based service called [mySchoolBucks](#). This service is a website where you can submit funds into your child's cafeteria account by using a Visa, Mastercard, Discover or American Express. Participation in this service is voluntary; you may enroll at any time.

[mySchoolBucks](#) enables parents to add money to their child's cafeteria account at any time. In addition, the website offers Automatic Replenish. This option is available for parents who want to submit regular funds at regular intervals. [mySchoolBucks](#) is not directly connected to the student's cafeteria account, it does not reflect their current balance information. [mySchoolBucks](#) is just a credit card processing company and it is not the actual system through which your child's meal activities are actually recorded. If your child's cafeteria account spending varies greatly from day to day please consider signing up for the parents access to PowerSchool. This service can give you direct access to all of your child's purchases and balance information.

To get started, you will first enroll at [mySchoolBucks](#). You will be asked to enter your email address and a password, which will be used each time you log in. Please note that a valid email address is required and that Café Prepay stores any necessary personal information in a secure, offline database which is accessed only to process payments and send payment confirmations via email.

For more information about [mySchoolBucks](#) please visit them online. If you have questions that are not answered on the website, we encourage you to use the "Contact" link on the website. We hope you find this service a convenient alternative.

If you have any questions, please feel free to contact Lori Weber, Food Service Director at 717.896.3416 ext. 126