

IMPORTANT PLEASE READ



August 11, 2015

Dear Parents & Student(s);

As we approach the 2015-2016 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. 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

QSP 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 **personal identification number (PIN)** to access their account. **Your child's pin number is their school issued 6 digit Student ID Number.** 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.

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 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 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.

ONLINE PAYMENT OPTIONS

We offer a convenient online lunch account management option through the web site www.payforit.net. Pay For it offers you a convenient way to make advanced payments, check your student's lunch account balance, and also monitor their purchases from your home computer and/or mobile device. **Pay For It** is a secure web site, with encryption provided by DigiCert. To use the service you will need to provide a credit card number for verification purposes. Your Credit card will **NEVER** be charged unless you use it to make a payment. 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 \$1.75 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.

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

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 # to add them to your account. This can be obtained from St. Gregory School.

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 1-2 hrs for your student's 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 8AM will be available for Lunch that day.

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.

We will never turn away your son or daughter from dining with us if they don't have money. We will allow students go into the negative based on your school's request. If there is a balance, we ask that it is paid promptly, and if it is not, we will keep a log of what your child owes. If there is a negative balance, we will not allow pre-packaged snacks, drinks, or ice cream. We will allow for your son or daughter to purchase our "meal deal" option only, or a slice of pizza.

Additional Questions and Concerns

ARAMARK is the contracted food service provider for St. Gregory the Great Catholic School. 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. 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.

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