



## Freehold Township Schools

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*"...preparing all students to be responsible citizens and life long learners."*

Dear Parent/Guardian:

Our District uses a computerized 'debit type' meal payment program called Mealtime for student meals in the cafeterias. The program is also referred to as a Point of Sale or POS system.

Each student in our school system has an "account" set up in his/her name and is assigned a random 5-digit personal identification number (PIN) that they are required to memorize. Your child's pin can be found by logging into the Genesis Parent Portal, the lunch Pin is located on the Student Data, Summary tab under your student's picture.

The district utilizes a Mealtime Online system which allows you to:

- Pay by credit/debit card for school lunches
- View your child's account balance
- See what your child is buying in the cafeteria

There is no charge to set up an account and view your child's transactions or check the balance on an account. On our website, [www.freeholdtwp.k12.nj.us](http://www.freeholdtwp.k12.nj.us), there is a link MealTime link on the home page. After you click on MealTime you will find a link, My Mealtime, at the bottom of the page. Click on it and follow the directions for creating a new profile. Once you create a profile you can sign-in and add your child to your account by using your child's student ID number (not their PIN number) and first name. The student ID number can be obtained by logging onto Genesis Parent Portal. Your child's first name should also be entered **exactly** as it appears on the Parent Portal.

To make a secure Visa or MasterCard/Debit payment, log onto your account at Mealtime Online. Payments made using Mealtime Online will be charged a small user fee. A minimum payment of \$25 is required when using Mealtime Online. **Please keep in mind that payments can take up to two business days to post to your child's account.** You will know that the payment has been posted to your child's account once the balance on Mealtime Online has been updated.

To purchase meals, the student enters his/her PIN number into a ten digit keypad that will be located at the cashier's station. The meal cost is then deducted from his/her account. Please stress to your child NOT to share PIN ID numbers with others. The system also protects the anonymity and confidentiality of students who qualify for free or reduced meals. The program allows the purchase of one lunch per day at the meal price set up for full price, reduced price, or free - qualifying status. If a student purchases an extra milk, or other ala carte items, he/she will be charged at the per item price, regardless of eligibility.

If the funds in the POS account are depleted, the student will be required to either pay cash for their lunch or deposit more money into their account. A cash or check payment may be made directly to the cashier to purchase items or to credit your child's account. Please make checks payable to "Freehold Township Board of Education". Additional funds may also be added through the My Mealtime website. Students will be advised by the cashier to inform parents of low balances whenever necessary. Statements will also be mailed home when a zero account balance is reached.

If you wish to have dietary or purchasing restrictions implemented on your child's account, you will need to send your written request to Sodexo Food Service at the address below.

For additional information on the Point of Sale system, please see the district website. If you have specific questions, please contact Sodexo at 732-462-8400 x8870 or 8871.

Sincerely,

Robert DeVita  
Business Administrator/Board Secretary

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**384 West Main Street, Freehold, New Jersey 07728**