

March 27, 2015

Dear Parents/Guardians,

The Food Service Department recently purchased a new computerized Point of Sale (POS) software system. This new system will assist us in increasing the level of service we provide. We are currently preparing to implement the software system in our district with a launch date of April 15, 2015.

Every student at Putnam/Northern Westchester BOCES will be entered into the computerized system. We strongly recommend our families deposit money into their student's account via check once per month. The system is quite flexible and students can still pay in cash, however checks are preferable. Monies paid into a student account can only be used for the purchase of regular and alternative meals, so that parents are assured that their money is being used to purchase only lunch or breakfast items.

Checks should be written to Putnam/Northern Westchester BOCES (or PNW BOCES) and must include the student's name. Money in the student's meal account at the end of the school year will be carried over to the next school year.

If your student has qualified for free or reduced price lunches or breakfasts, this information is securely contained within the system and the meal will be processed just as it is for all other students. There is no need to be concerned for a potentially uncomfortable situation for your student.

If your student has been receiving a modified meal due to meal requirements, he or she will continue to receive the modified meal. If you are concerned about a food allergy that your student has, please notify the cafeteria with this information. A warning will appear on the cashier's screen for a quick review of the items on the student's meal tray.

There will be some inconveniences in the first few days as the students and staff members become familiar with the new system. If you have any questions please call the cafeteria at (914) 248-2266. Thank you in advance for your patience in implementing this system.

Sincerely,