



Spartanburg School District Three

All in. Every child, every day, whatever it takes!

To: Spartanburg District 3 Staff & Admin

From: Greg Mack, Assistant Superintendent for Finance & Operations

Kristin Palacios, Director of Dining

Sandra Ellison, Food Service Admin

Date: October 13th, 2021

Re: Teacher & Admin Menu, Account Balances, & Charging Updates

Here's to celebrating a fantastic start to the 2021-2022 school year! In partnership with Chartwells, we are launching a specialty Teacher & Admin Lunch Menu this fall! Please reference your school's specific launch date below. The menu features seasonal soups, salad bar, and loaded baked potato bar on Tuesdays and Thursdays. *Please note: The South Carolina Department of Education has released a memorandum for the 2021-2022 school year stating Adult Meal Pricing will increase to \$2.60 for Breakfast and \$4.10 for Lunch.

Tentative Menu Launch Dates

| | |
|--------------------|------------------------------------|
| Elementary Schools | Thursday October 21 st |
| Clifdale Middle | Thursday November 18 th |
| Broome High | Thursday October 14 th |

Titan Lunch Account: The Food Service Department can provide staff members with needed ID numbers for lunch accounts. A Titan Online account can also be set up for easy, instant management of accounts. Please contact Sandra Ellison, Food Service Admin with inquires or for needed account numbers.

Titan Parent Portal

<https://family.titank12.com>

Charging, Account Balances, & Payments: Per District policy, staff members may charge up to a negative \$25.00 on their lunch accounts. When the \$25 charge limit is met, the POS system will no longer allow charges to one's account. Cash transactions can be processed at any time regardless of the negative balance on one's account. **This charging limit will go into effect in the POS System beginning November 1st, 2021.** Payments can be processed using the Titan Online portal for instant payment and management. Cash payments can also be made in the café at any POS terminal. The Titan POS System auto-generates all account holders' weekly emails with account balance updates.

For Inquires Contact:

Sandra Ellison, Food Service Admin | sellison@spartanburg3.org | 864.279.6830

Kristin Palacios, Director of Dining | Kristin.palaicos@compass-usa.com

This institution is an equal opportunity provider.