U.S. Department of Justice
Federal Bureau of Prisons

O P E R A T I O N S M E M O R A N D U M
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Meal Ticket Price Increase

/s/
Approved: Bradley T. Gross
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1. PURPOSE AND SCOPE

This Operations Memorandum provides guidance for adjusting the current meal ticket price, as authorized in the Program Statement **Imprest Funds, Collections, and Deposits** (November 4, 2011), Section 7.f.(3).

2. PROCEDURES

The cost per meal ticket is reviewed annually. To determine the new cost, the Administration Division determines an annual per capita rate for providing meals to inmates no later than December 1 of each year.

Institutions using the Debit Card Meal Ticket Program must change the price in the debit card system to correspond with the effective date listed below. Instructions for this are attached. The Business Administrator/designee collects and deposits all monies from the Cash-to-Card machine as prescribed in the Program Statement **Imprest Funds, Collections, and Deposits** (Chapter 7.f.) prior to the change.

3. ACTION

The new meal ticket price of $2.50 is effective 30 days after the issuance date of this operations Memorandum.

4. ASSISTANCE

Questions may be directed to the Accounting Systems and Policies Section, Finance Branch, at 202-616-6203.

CHANGING PRICES ON THE DEBIT CARD SYSTEM

Before changing the price on the Debit Card Terminal, first download the accounting data using the Data Collector.

To Change Price (Older Debitek Machines)

1. Connect Data Collector to 9-pin connector on back of Debit Card Terminal.
2. Turn on Data Collector.
3. At main menu, press "P" for Program.
4. At sub-menu, press "P" for Price.
5. The Data Collector screen will display the current price setting. Example: "Price 2.00."
6. To change, input the new price (do not input the decimal point), followed by the "EXE" key.
7. Press the "clear" key twice.
8. The Data Collector screen will display "Send New Data - Y/N?"
9. Press the "Y" key and the Data Collector will send the new price to the card terminal and then return automatically to the main menu.
10. Press the "O" key for off and disconnect the Data Collector.

To Change Price (Newer ITC Systems Machines)

1. Place the supplied key into the Lock on the front door of the 1500RP. Next, turn the key 90 degrees to unlock the front door.
2. Take the 4035 keypad and plug the end into JP5, located in the center of the card reader CPU board.
3. On the keypad use "A" or "B" to select "Service Mode," then press "ENT." The default Service Mode Password is "1501," or whatever the institution may have reset it to.
4. Use the "A" and "B" buttons again until you find **$Price,** then press "ENT," then enter the $ value to be issued per meal and press "ENT" to save.
5. To exit out of the programming mode, press the "CLR" button until the Idle Prompt is displayed.

If further assistance is needed, contact ITC Systems at 1-800-650-7772 or 314-872-7772.