

Division of Food and Nutrition Services
MONTGOMERY COUNTY PUBLIC SCHOOLS

NEWTON POINT OF SALE - CAFETERIA ID CARD SPECIFICATIONS

1. **For students**, the barcode must be the student's 6-digit or 8-digit student ID number.
2. **For MCPS employees**, the barcode must be their MCPS Employee ID number.
3. Use only Standard Code 39 symbols (not condensed).
4. The barcode image must be at least $\frac{1}{4}$ inch tall.
5. The position of the barcode image on the card is not critical.
6. No text or pictures should overlap the barcode image.
7. The background of the barcode image must be white.
8. It is not necessary to include leading zeros in the barcode.

Please make sure to have a sample card tested by the Division of Food and Nutrition Services to ensure compatibility with the Newton system **before** approving the final design of your card.

Forward questions to:

DFNSHelpDesk@mcpsmd.org

Forward cards for testing to:

MCPS Division of Food & Nutrition Services
Attn: Food Services Help Desk
8401 Turkey Thicket Drive
Gaithersburg, MD 20879
240-740-7415

Vendor Name: _____ will comply with MCPS ID card requirements and will obtain approval ID card from DFNS upon contracting with a school.

Print & Sign _____