

# Cafeteria Prepay Options

## “MySchoolBucks”

Saint Joseph Grade School utilizes a computerized debit system. This system benefits you, your child, and the school in many ways, and I hope that you and your student will consider taking advantage of some of the convenient options the system has to offer. Students are able to pay cash in the cafeteria on a daily basis however this prepay debit option may be of interest to you. The information in this letter will outline and hopefully answer questions concerning the system.

The system, **MySchoolBucks**, allows you to pay in advance for meals and/or a la carte foods (juice drinks, ice cream, cookies, etc) if you choose to do so. The system works with an ID card scanner (located near the end of the serving line). It allows your son or daughter to scan their ID card to access their account. All ID cards will remain in school.

All students have an established debit account, although you will not be required to make advanced payments because the system still has the ability to act as a cash register and can accept cash payments on a daily basis. However, for your convenience, you may wish to choose one of the following options for making advanced payments. To prevent fraudulent use of student accounts, a digital image will appear on the monitor for the cashier to view every time your child accesses his or her account, therefore insuring that no other student can use your child's account.

Money will only be deducted from an account when the student uses the account to purchase meals and/or a la carte items. The system knows the meal status of your student (full-pay, free, or reduced) and will deduct the correct amount from the account. There is no limit on the amount of money that can be deposited into a debit account. When account balances fall below \$5, the cashier will remind the student as they pass through the line.

### Advanced Payment Options

**OPTION #1: CASH/CHECK ON ACCOUNT** – A cash debit account is created by sending in a certain dollar amount, (\$10.00, \$20.00, \$30.00 etc) to the Main Office. These funds are then deposited into your son or daughter's debit account and are available to your child when purchasing meals and/or a la carte foods in the cafeteria. There are no limitations as to what may be purchased or how many purchases can be made. The account balance simply decreases as purchases take place. Simply place cash/check in an envelope marked **Cafeteria Debit Payment** and write your child's name and homeroom. Checks can be made payable to **SJGS Lunch Program**.

*Use the form on the reverse side of this sheet for Cash/Credit option sent to the Main Office.*

**OPTION #2: CREDIT CARD PAYMENTS** – To make this option available to you Saint Joseph Grade School is enrolled with an online payment service called “**myschoolbucks**”. This payment option is available only if you have access to the internet. The school cannot accept credit card payments directly. This service allows you to pay for your child's school meals using your **Visa, MasterCard** or **Discover Card** and their associated debit cards plus electronic check payments. The “**MySchoolBucks**” program is owned and operated by Heartland Payment Systems, which is one of the largest and most trusted payment processors in the country. The system is fully compliant with all security regulations and card industry requirements. **MySchoolBucks** has been certified as PCI Level 1 by an independent third party. To use the service, you must first enroll at the website. A valid email address is required, as you will receive payment confirmations via email. You will also need your child's school ID number listed above. The school receives a list of credit card payments made on the **myschoolbucks** website each morning. A \$2.50 handling fee is added each time you add money to your child's account. The fee covers the credit card processing fees, bank transfer fees and the cost of maintaining the website.

*Use the ID number listed above for Credit Card Options through the **myschoolbucks** website.*

More information is available at the MySchoolBucks website: <http://www.myschoolbucks.com> .

**School Lunch Program  
Cafeteria Prepay Options  
“MySchoolBucks”**

Below is a detachable form to be completed and returned  
with your deposit of cash or check.

Please make checks payable to: ***SJGS Lunch Program.***

If you are paying for more than one student,  
please note how much money is to be designated to each student’s account.

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**Student Lunch Deposit Form**

Student Name \_\_\_\_\_ ID # \_\_\_\_\_ Homeroom \_\_\_\_\_

Parent or Guardian Name \_\_\_\_\_

Cash Amount \_\_\_\_\_ OR Check Amount \_\_\_\_\_ Check # \_\_\_\_\_

**Note: Please list your child’s full name and ID# on the check**

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