



# How to make a payment into your student's meal account

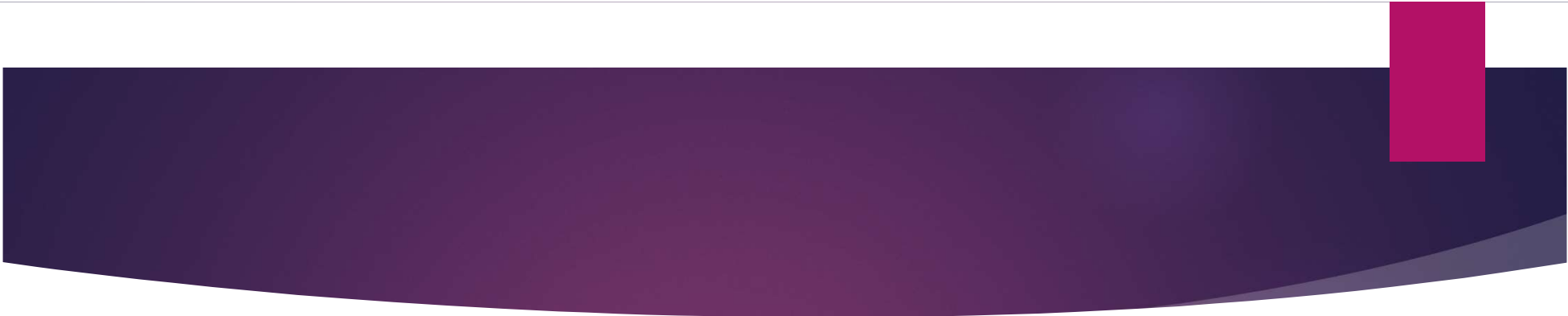
SOUTH MIDDLETON SCHOOL DISTRICT

# Cash is not accepted at the school registers.

- ▶ Students must have money in their meal account to make purchases.
- ▶ Purchases may include a breakfast or lunch or a la carte items.
- ▶ Students eligible for free meals must have money in their meal account if they want to get extras/a la carte. A la carte items are not part of the complete meal.
- ▶ Students eligible for reduced-price or full pay meals must have money in their account to pay for meals and/or a la cart items.
- ▶ Students whose meal accounts fall below \$0.00 will not be allowed to purchase any extras/a la carte. (SMSD will not deny a student a meal even if the student's balance is below \$0.00.)

# How to deposit funds into student meal accounts

- ▶ **OPTION 1:** Send cash or check (made payable to “SMSD Cafeteria Fund”) to your student’s school building. Send the payment in a sealed envelope with your student’s name, grade, and ID on the envelope. Also write “Cafeteria Meal Payment” on the envelope.
- ▶ Payment made via Option 1 can take 1-3 days for the payment to be processed and credited to your student’s account.
- ▶ There is no service fee for Option 1.

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- ▶ **OPTION 2:** Create an account in SchoolCafe to make payments online. SchoolCafe can be accessed via a computer at <https://www.schoolcafe.com/SouthMiddletonSD> or by downloading the free mobile app available in the app store.
  - ▶ Payment via Option 2 is typically very quick. Payments are typically credited to the student account within the same day.
  - ▶ There is a service fee for each payment transaction.

# How to create a SchoolCafe account (for payment Option 2)

- ▶ Visit the SchoolCafe website on a computer <https://www.schoolcafe.com/SouthMiddletonSD> OR download the free app on a mobile device.
- ▶ Once you get to the main screen, enter “South Middleton School District” at the bottom of the main screen if you are not already directed to our school district.
- ▶ Follow the steps outlined on the next screens



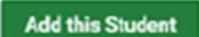
# Follow these steps to create an account in SchoolCafe

## REGISTRATION

1. Select [Create a new account](#)
2. Select *I'm a Parent* and select [Next](#)
3. Enter your name and contact information, and then select [Next](#)
4. Create a username and password you will easily remember, and confirm the password
5. Set up a security question and answer (in case you do forget your login credentials) and select [Next](#)
6. Read and accept the Terms & Conditions, and then select [Create My Account](#)





# Follow these steps to add all the students in your household

## ADD STUDENT(S)

1. At the top of your Dashboard, select  **Add a Student**
2. Enter your student's information as requested
3. Select  **Search & Verify student**
4. Verify the student found is accurate and select  **Add this Student**

# Follow these steps to make a payment through SchoolCafe

## MAKE A PAYMENT

1. At the top of your Dashboard, select  Make a Payment
2. Enter payment dollar amounts for each student as desired and select 
3. On the Checkout screen, confirm the total and select an existing payment method, or choose  to add a new card.
  - a. When adding a new card, you can enter your card's details and either save the card (even making it your default payment card) or simply use it for a one-time payment.
5. When you have confirmed all details, select  to complete the payment. Funds are typically available at the child(ren)'s school(s) within 20 minutes.

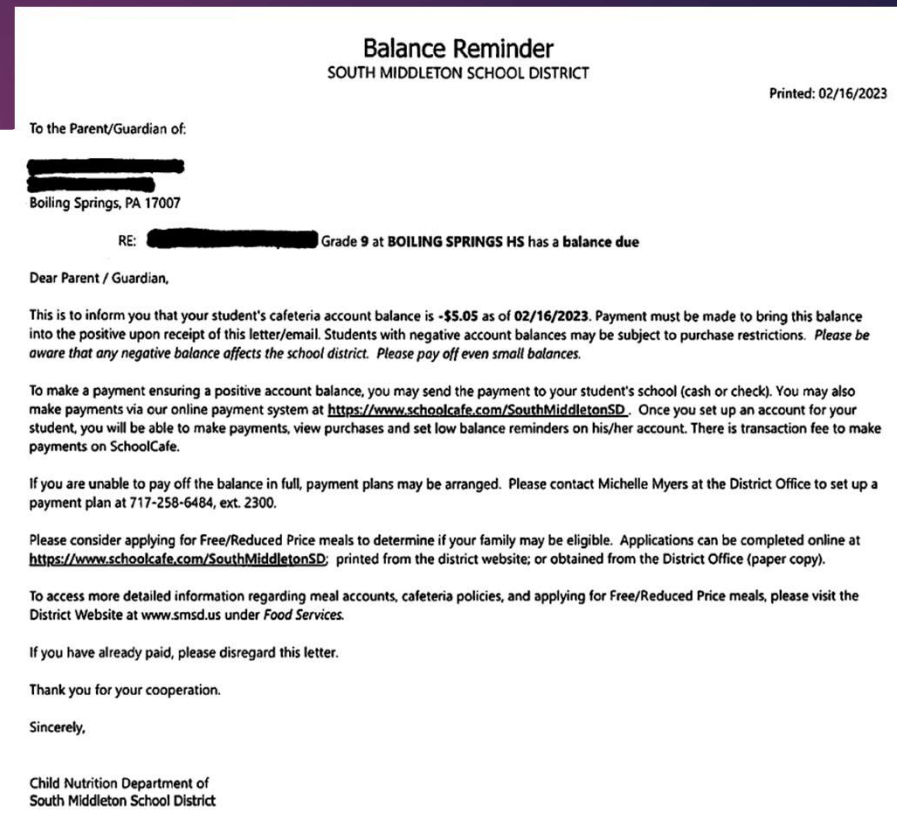


# How can I find out what my student's balance is?

- ▶ You can contact your student's school building office to find out your student's current balance
- ▶ Or you can contact Jennifer Metz or Michelle Myers at the district administration office at 717-258-6484.
- ▶ If you create an account in SchoolCafe, you can check your student's account balance and set up automatic payments.

# What to do if you get a “Balance Reminder” letter

- ▶ If you receive a letter via email or in the mail that looks like the image to the right, you will need to make a payment.
- ▶ The letter will tell you how much is owed at the time of notification.
- ▶ Please consider paying more than what is indicated to be owed. That will allow the student to have extra funds to cover future purchases.



## What to do if you get a “balance reminder” letter (continued)

- ▶ If you receive a “Balance Reminder” letter, please make a payment to bring the account into the positive.
- ▶ You may send in cash or check to your student's school building office
- ▶ Or you may make payment online through SchoolCafe
- ▶ If you have any questions about payments, please call Michelle Myers at 717-258-6484, ext. 2300.

# Other important information

- ▶ If your students are eligible for free or reduced-price meals for the school year, that eligibility lasts for the entire school year.
- ▶ You will have to complete a new application at the start of each school year to determine if your students are eligible for free, reduced-price or paid meals. Eligibility is determined by the amount of income of your household and the number of people in your household.
- ▶ If your students are determined to be eligible for reduced-price or paid meals, they must have money in their meal accounts to pay for the meals.
- ▶ If you have questions about eligibility, please call Jennifer Metz at 717-258-6484, ext. 2303.