

## **IMPORTANT**

Beginning January 1, 2019 the school district will be enforcing its unpaid meal charges policy. If your child has a balance due over \$40 as of January 1<sup>st</sup>, he/she will be permitted to continue to charge meals to their account; however, he/she will be served the reimbursable meal ONLY. A reimbursable meal consists of **five** meal components: **meat or meat alternative, grain, fruit, vegetable, and milk**. The student must choose at least three of the components, including a ½ cup of a fruit or vegetable and at least two other full components. However, for the best nutrition, all five meal components should be chosen.

You may add funds to your child's lunch account by sending in cash or a check with your child or by visiting SchoolCafé online. **Please refer to the attached SchoolCafé instructions.**

If you believe your child may be eligible for free or reduced lunch you can complete an application online at [www.schoolcafe.com](http://www.schoolcafe.com) or request a paper application. If your child's lunch balance was accrued prior to submitting a lunch application and your child has since been approved for free or reduced lunch, you are still responsible for all costs incurred prior to submitting the application.

If you have any questions or you feel you have received this in error please contact Tamara Taylor at 856-451-9000 ext. 2202 or [ttaylor@cctecnj.org](mailto:ttaylor@cctecnj.org).

# schoolcafé

## QUICK CARD

**Contact Info:** (Note: For security purposes, you may be asked to verify your contact info, including your security answer, when you request help.)

**Phone:** 855.PAY-2-EAT - (855) 729-2328

**Email:** [customercare@schoolcafe.com](mailto:customercare@schoolcafe.com)

**Website:** <https://www.schoolcafe.com>

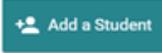
### REGISTRATION

1. Select 
2. Select *I'm a Parent* and select 
3. Enter your name and contact information, and then select 
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 
6. Read and accept the Terms & Conditions, and then select 

### MAKE A PAYMENT

1. At the top of your Dashboard, select 
2. Enter payment dollar amounts for each student as desired and select 
3. (Optional) If your district allows for purchasing of other types of school items (yearbooks, fees, etc.), you will see a  button, where you can enter payment amounts for those items as well. If the district does not accept those kinds of payments through SchoolCafé, this button will not be visible.
4. 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.

### ADD STUDENT(S)

1. At the top of your Dashboard, select 
2. Enter your student's information as requested
3. Select 
4. Verify the student found is accurate and select 



## SET UP AUTOMATIC PAYMENTS

1. From your Dashboard, locate an individual student on your account and select the blue text next to 'Automatic Payment' (the text will say either 'Not Set' or 'Set for ...')  Automatic Payment: **Not Set**
2. In the first field, enter a Payment Amount. This amount will be paid automatically.
3. In the next field, enter a balance threshold. This tells SchoolCafé how low the student's balance must be before the payment will be made.
4. Select a payment source or select  [Add a Card](#) to add a new card.
5. In the last field, confirm the date that the Automatic Payment will expire. (Note: this date should be before your payment source expires, if possible!)
6. Select 

## SET UP LOW BALANCE ALERTS

1. From your Dashboard, locate an individual student and select the blue text next to 'Low Balance Alert' (the text will say either 'Not Set' or 'Set for ...')  Low Balance Alert: **Not Set**
2. In the first field, enter a balance threshold. This tells SchoolCafé how low the student's balance must be before a low balance alert is sent to you.
3. In the next field, enter how often you would like to receive a reminder that the student's balance is below the threshold. This is helpful in case you miss an email or alert.
4. Select 

For answers to frequently asked questions, and to get the most up-to-date help with this or any other information not covered here, please visit our website at <https://www.schoolcafe.com> and select

[FAQs](#)