

SchoolCafé provides a secure, online system for parents to

- Make payments to their student(s) cafeteria-meal account(s)
- View school menus and menu item nutrition information
- Review your student's buying history

Quick Answers

- ✓ **How do I add money/make a payment to my child's account?** You can continue to send money to school with your student or you can add money through SchoolCafé.
- ✓ **I made an online payment. When can my student use the payment?**
Your student's cafeteria account at the school is credited within 24 hours but may become available as quickly as 2 hours.
- ✓ **Is there a fee or service charge for making online payments?** No, there are no additional fees.
- ✓ **Can I receive notification when my student's account balance is low?**
Yes! Follow the steps in **Set Up a Low Balance Alert**.
- ✓ **Why was my account locked when making a payment?**
After three failed payment attempts, payment function is locked. Contact SchoolCafé to remove the lock.
- ✓ **What if I have several students in different schools?**
Include as many students as you need in your account. The students can attend any school within the same district. Payments for each student are made separately.
- ✓ **Can I transfer money from one child to another?**
Contact the Child Nutrition Services office at the school district for assistance with a transfer.
- ✓ **What happens to the money in my account at the end of the school year?**
Your account balance moves with your student(s) from grade to grade and school to school within the district. Contact the Child Nutrition Services office at the school district for assistance with a refund, if the balance is over \$10.
- ✓ **How do I receive a refund if my child changes school districts?**
Contact the Child Nutrition Services office at the school district for assistance with a refund.

1 Register

** You will be asked to verify your security answer and contact information when you request help with your username or password, or other information on your Profile page.*

- Click **Register**
- Verify **"I'm registering as a Parent"** is selected and click **Next Step**
- Enter your school district name and then click **Next Step**
- Enter your name and contact information, and then click **Next Step**
- Set up your username and password
- Select a **Security Question** and enter a **Security Answer**, and click **Next Step**
- Click **I'm not a robot** and follow the reCAPTCHA prompts
- Check **I accept the Terms & Conditions** and click **Create My Account**

2 Add Your Student(s)

- Click **Students → Student Accounts**
- Click **Add a Student**
- Enter your **Student's ID (from Parent Portal)**[and **Lunch PIN**, if asked] and select your student's **School**
- Click **Search & Verify Student**
- Click **Add this Student**

3 Add Payment Source

- Click **My Account → Payment Sources**
- Click **Add a Card**
- Enter your **Card Number** and **Card Expiration** date
- Enter a name to associate with this card, if wanted
- Click **Add Card**

4 Make a Payment

- Click **Students → Student Accounts**
- Click **Make a Payment**
- Enter **Payment** dollar amount
- Click
- Select a **Payment Method**, or enter card information for a one-time payment
- Click

Set Automatic Payment

- Click **Students → Student Accounts**
- Click **Automatic Payment**  in a student listing
- Enter **Payment Amount**
- Enter amount in **Balance Threshold** to trigger payment
- Select a **Payment Source**
- Set **Auto Pay Expiration Date** for stop payment date
- Click **Add Automatic Payment**

Set Low Balance Alerts

- Click **Students → Student Accounts**
- Click **Low Balance Alert**  in a student listing
- Enter **Threshold** amount
- Enter number of days to elapse between alerts
- Click **Set**

Menus & Nutrition ▾

- School Menus
- My Trays
- Interact

Click date to show menu

Click to show menus for whole week

Click to change to previous or next week

Select to hide menu items with allergen

Meal Contribution

Shown below menu item name

- F Fruit
- G Grain
- M Milk
- P Protein
- V Vegetable

Show menu item ratings & favorites

- Click **Menus & Nutrition** → **Interact**
- *Your favorites and rated items are shown by default

Change a menu item rating or favorite

- Click a different ★ or ♥ for a menu item

Interactions

Rate and favorite items that are served at the cafeteria

All Items		My Items	
Item	Average Rating	My Rating	My Favorites
Chicken Burrito	★★★★☆ (11)	★★★★★	♥
Dinner Roll	★★★★☆ (12)	★★★★☆	♥
Blueberries	★★★★☆ (10)	★★★★☆	♥
Apple	★★★★☆ (8)	★★★★☆	♥

Click menu item name to show ingredients and nutritional information

Rate a menu item

- Click the menu item name on the menu
- Click a ★ in the **Interact** group

"Favorite" a menu item

- Click the menu item name on the menu
- Click ♥ in the **Interact** group

To make a tray

- Click **Menus & Nutrition** → **School Menus**
- Click **Make a Tray**
- Click **Select** next to menu items to add to **My Tray** (dot turns blue like this ●)—following the listed rules

When you see this, you have created a nutritionally balanced meal that meets current USDA guidelines.

"Make a Tray" Rules

- Select a Minimum of 3 Colors
- Select at least one Red or Green color
- Select a minimum of 5 listed items

✓ This tray is a complete meal!

My Tray

Select a Meal

Select a Meal	Calories	Carbs
Dinner Roll	96	18.4g
Chicken Tetrazzini	336	27.75g
Milk, Chocolate	96	11.15g
3 items	528	57.3g

Lists all selected menu items along with picture, meal contributions, calories, and carbohydrates for each

Provides quick summary of meal contributions, calories, and carbohydrates

Click to see Fat, Cholesterol, Sodium, and other nutrient values for the selected meal

Shows allergens present in the selected meal

Allergens

Milk Soy

Finish

Save Meal Cancel

✓ **Tip** To see all the trays that you have created, click **Menus & Nutrition** → **My Trays**