



Dear Parents,

We are pleased to announce another year of our cashless lunch program, "*LunchTime*". This program will allow students to purchase tray lunches or a-la-carte items without the need for cash.

Each student is assigned a specific PIN which is unique and allows only the student access to his or her meal account. The PIN is assigned by the school and can be found on the index card which will be distributed to each student; we do ask that each child know their PIN to expedite the process when needed. Your child may still bring a packed lunch from home if you do not want to purchase anything from the school cafeteria.

#### **How do I deposit money into an account?**

Depositing money to your child's/children's account can be done online through an electronic transfer from a checking account or a charge to a credit card OR by sending cash/check to the office. The online payments are through the *LunchTime* Software program and do carry a nominal fee (outlined below).

**Online Account Information:** Families set up and maintain their own logins, passwords, and payment preferences. Your account information is retained in a password-protected file. You will need to create an account at [www.schoolpaymentportal.com](http://www.schoolpaymentportal.com) (the link is also available under the "Parents" tab on the school website - look for "LunchTime Portal") and add your child/children to the account. To add your child/children, you will need your child's student ID number. (Student IDs can be obtained by emailing [office@stignatiusvikings.org](mailto:office@stignatiusvikings.org) or found by logging into FACTS once parent access is enabled.)

**Payments from checking accounts through ACH.** The processing fee is **\$1.50 each (up to \$500)**. There is no limit to the amount of money that you may place on the account in a single transaction and you can also apply money to multiple students at the same time within one transaction. For example, if you specify that \$100.00 is to be deposited in your child's lunch account, a total of \$101.50 (\$100.00 deposit + \$1.50 fee) will be deducted from your checking account. If you apply \$50 to one child and \$50 to another child your total will be still be \$101.50. The system also carries a Non-Sufficient Funds (NSF) charge of \$15.00 for returned checks. When you set up your account, please review your options carefully.

**Payments made by credit card.** The processing fee is **\$1.00 plus 2.3% of the payment amount**. For example, if you specify that \$100.00 is to be deposited in your child's lunch account, a total of \$103.30 (\$100.00 deposit + \$1.00 + \$2.30 fee) will be charged to your credit card. When you set up your account, please review your options carefully.

No portion of the fees benefits the school. The fees are charged in addition to the amount you specify to be posted on your child's lunch account. You are in full control of your account and can make a payment at any time that is convenient for you.

### **What if I don't want to add money to an account online?**

Should you decide not to use the online portal payment system, you also have the option of sending cash or a check to the office for depositing into your child's/children's account. There is a \$40 minimum for any cash/check submission. Please be sure to indicate your child's/children's name/s, homeroom/s, and the amount being deposited with the payment. Money and student information should be sent to the office in an envelope labeled "LunchTime Payment". Any submissions through the office need to be submitted one week before use to allow time for processing.

### **Other info:**

When utilizing the *LunchTime* program, all transactions will be recorded in the system. Purchases made by your child will be listed on the account. More specific information/manuals can be found on the school website under the "Parents" tab.

Any outstanding balance at the end of the school year will be charged through STS.

For questions about the LunchTime software program itself, please contact Ms. Bayerle at [lbayerle@stignatiusvikings.org](mailto:lbayerle@stignatiusvikings.org).