



Dear The Ursuline School Families,

We are proud to announce that Division Food Service Management, formerly known as NR Cafeteria Services, will be providing lunch services at The Ursuline School this year. For methods of payment we accept cash, credit/debit card, apple pay and payments made through myschoolaccount.com, which are linked to Student ID cards. Information on myschoolaccount.com is below.

The Ursuline School has partnered with **Division Food Service Management** MySchoolAccount.com for the managing of our lunch service and payments. MySchoolAccount.com offers you the ability to make deposits directly into your student's account online or via their Mobile App, track what your students have been eating for the past 30 days, transfer funds between students and have an email reminder sent to you when an account balance gets low. Deposits and payments can be made through ACH (checking/savings) or Credit/Debit Card*. Each student's account will be updated in real time, so account balance information will be current daily.

***** ANYONE WHO HAD A POSITIVE ACCOUNT BALANCE LAST YEAR,
YOUR ACCOUNT BALANCES WILL BE TRANSFERRED *****

Division Food Service Management operates 15 Catholic High School Food Services programs in the NY area; in addition we own and operate 3 restaurants located in Westchester, NY.

In order to take advantage of this online service, **you will need to create a parent account**. This requires you to:

1. Go to www.myschoolaccount.com.
2. Click **"Create Account"** on the top menu bar.
3. Fill in the required information on the "Parent Account Sign-Up page."
4. Select **New York** for the state
5. Create a User ID and Password
6. Choose **Division Hospitality Services** from the "School District" drop down menu.
7. Click the "Accept" box, and then click "Signup." An email will be sent to your email address that will contain a "verification code."

After you receive the "verification code" you may begin to add your student's information. To do this, you will need to:

1. Go to www.myschoolaccount.com and login using your previously created user ID and password.
2. Enter the "verification code" to verify your account and email address.
3. Begin, then, by clicking Manage Students and Add Student. Then add each of your student's **<ID number>** and set your Low Account Balance Notification for each.
4. After the students are added you will be able to make payments to the student account(s) and view transaction history.

Note: A parent account can be linked to more than one child, but a child can only be linked to one parent.

We urge you to take full advantage of this system by funding your student's account in advance online for use as a declining balance in line.

Note: There will be a per transaction (deposit) convenience fee of \$2.00 at check out for Checking/Savings and 4.75% for credit/debit. These convenience fees are only associated with financial deposits and not necessarily purchases. We recommend depositing larger deposits via checking/savings ACH in order to avoid large fees.

Any money that is not spent by the end of the school year will be available the following school year, there will not be any refunds issued.

**Please look out for an email from My School Account for your Child's Custom Pin #.
If you have more than one child you will receive more than one email.**

If you have any questions please do not hesitate to reach out to Nicole Cestra or Daniel Montes at the emails listed below:

Nicole@Division-Hospitality.Com Daniel@Division-Hospitality.Com

We are looking forward to a safe and productive 2021-2022 school year!

Sincerely,
Nicholas Mancini
President, Division Food Service Management
E: Nick@Division-Hospitality.Com

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