



Decatur County Schools

PROUD
TRADITION

THE BEARCAT WAY

PROMISING
FUTURE

School Nutrition Program

1417 Dothan Road
Bainbridge, GA 39817
229-243-5321

PAYMENT PROCEDURE

The School Nutrition Program encourages customers to use SchoolCafe or checks to prepay for food purchases. Both Options provide parents documentation of payment.

PAYMENT TO Schoolcafe'

- ❖ Make a prepayment into your student's account using a check, credit card, or debit card at www.schoolcafe.com or by calling **855-729-2328**

PAYMENT BY CHECK

- ❖ Make check payable to each school lunchroom.
Check must include:
 - Full Name
 - Street Address
 - Home Phone Number w/Area Code
 - Work Phone Number w/Area Code
 - Driver's License Number w/State
- ❖ List customer name on the memo line of check.
- ❖ Place check in an envelope with customer name and amount enclosed on outside of envelope.
- ❖ Turn the envelope in to the school lunchroom manager.
- ❖ DO NOT include fees for other items with your school nutrition money.

CASHING A CHECK

No one is allowed to cash a check out of School Nutrition Program monies. Checks will only be accepted for the amount of money to be credited to an account or for the amount of a food purchase.

RETURNED CHECKS

Returned checks are now being processed by **Envision Payment Solutions, Inc.** If a check is returned due to non-payment, these procedures will be followed:

1. If your check is returned, it may be re-presented electronically. You authorize service charges and processing fees, as permitted by state law, to be debited from the same account by paper draft or electronically, at our option. If you have any questions you may contact **Envision** at (800) 290-3957 or www.envisionpayments.com.
2. Once an individual has had two returned checks, the School Nutrition Program Manager will not be allowed to accept any additional checks from that person/account until the previous debts have been taken care of.

At the beginning of each school year, individuals who eliminate any prior debt will be reinstated as a customer in good standing.