

As a staff member how do I make a deposit onto my lunch account?


My Food Service ☆

0 Items in Cart \$0.00 My Cart My Accounts

ACCOUNT NAME	ACCOUNT #	BALANCE	
Bethany Smith	2231	\$30.00	>

Pay

Food Services Barcode


8520

- Under the main menu you will find Employee Self Service
 - Select “My Food Service”
- Select “Pay”
- It will open up the “AMOUNT” column to add your desired payment to one or all of your students.
- Then select “Add to Cart” and continue to cart to follow the process of payment

My Food Service My Fees

0 Items in Cart \$0.00 My Cart My Accounts

ACCOUNT NAME	ACCOUNT #	BALANCE	AMOUNT	
Justin Smith	10069	\$51.20	<input style="width: 100px;" type="text" value="10.00"/>	>

Add to Cart Cancel

Add to Cart

Cancel

IMPORTANT NOTE: There is a fee to submit payments online. Choosing to use a credit/debit card will charge you a 3% fee based on total deposit amount. You also have the option to sign up the *ECheck* payment option. By choosing this option, the fixed fee of \$0.35 per deposit.

We will continue to accept cash or checks if you choose to visit the cafeteria with your payment.

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. fax:

(833) 256-1665 or (202) 690-7442; or

3. email:

program.intake@usda.gov

This institution is an equal opportunity provider.