

Important Information Regarding School Lunch Accounts

Nutrition Services is launching a new website this fall for lunch account payments, free/reduced applications, menus, allergens and more!



Visit schoolcafe.com for

Lunch Accounts



- Make payments—one time or set up recurring.
- Check balances and set up balance reminders
- Manage a la carte purchases on your child's account
- Request account transfers or refunds

Applications



Complete an Application for Educational Benefits/Free or Reduced Price Meals

Menus and Allergens



- School Menus
- Nutritional information and ingredients
- Allergen Information

****Important things to know****

- Lunch PIN numbers will still be student CIF number.
- Account balances will transfer to the new system
- PayPams will no longer be used for meal accounts
- Applications need to be completed each school year



Instructions for opening and managing your SchoolCafé account can be found on page 2
For more information and frequently asked questions, visit www.spps.org/schoolcafe








Saint Paul Public Schools Nutrition Services

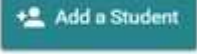

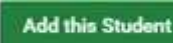
1930 Como Ave St. Paul, MN, 55108 651-603-4950| ns@spps.org



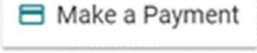



Registration

1. Select 
2. Select *I'm a Parent* and select 
3. Enter your name and contact information, and then select 
4. Create a username and password you will easily remember and confirm the password
5. Set up a security question and answer and select 
6. Read and accept the Terms & Conditions, and then select 

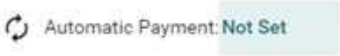


Add Student(s)

1. At the top of your Dashboard, select 
2. Enter your student's information as requested
3. Select 
4. Verify the student found is accurate and select 


Make a Payment

1. At the top of your Dashboard, select 
2. Enter payment dollar amounts for each student as desired and select 
3. On the Checkout Screen, confirm the total and select an existing payment method, or choose  to add a new card.
 - a. When adding a new card, you can enter your card's details and either save the card (even making it your default payment card) or simply use it for a one-time payment.
4. When you have confirmed all details, select  to complete the payment. Funds are typically available at the child(ren)'s school(s) within 20 minutes

Set Up Automatic Payments

1. From your Dashboard, locate an individual student on your account and select the blue text next to 'Automatic Payment' (the text will say either 'Not Set' or 'Set for...') 
2. In the first field, enter a Payment Amount. This amount will be paid automatically
3. In the next field, enter a balance threshold. This tells SchoolCafé how low the student's balance must be before the payment will be made.
4. Select a payment source or select  to add a new card.
5. In the last field, confirm the date that the Automatic Payment will expire. (Note: this date should be before your payment source expires, if possible)
6. Select 

Set Up Low Balance Alerts

1. From your Dashboard, locate an individual student and select the blue text next to 'Low Balance Alert' (the text will say either, 'Not Set' or 'Set for ...') 
2. In the first field, enter a balance threshold. This tells SchoolCafé how low the student's balance must be before a low balance alert is sent to you.
3. In the next field, enter how often you would like to receive a reminder that the student's balance is below the threshold. This is helpful in case you miss an email or alert.
4. Select 