



Contact Info: (Note: For security purposes, you may be asked to verify your contact info, including your security answer, when you request help.)

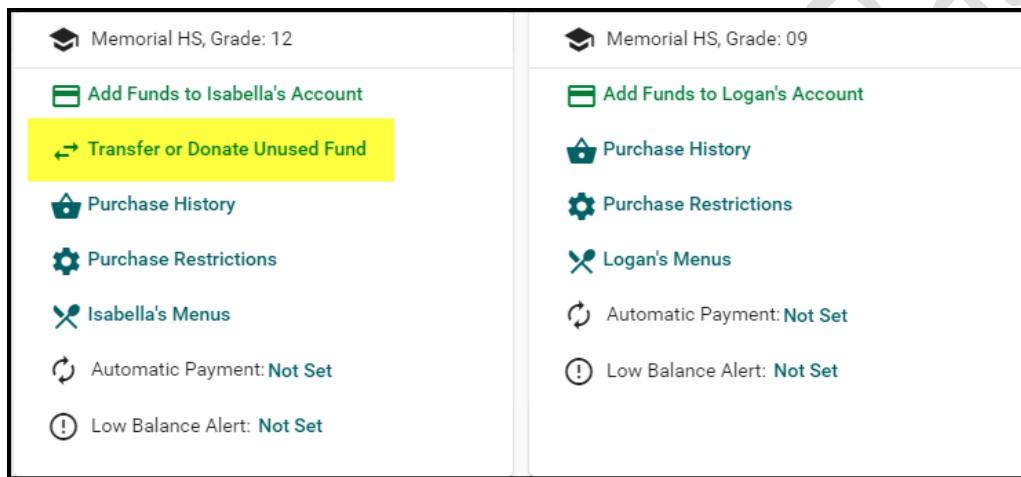
Phone: 855-PAY-2EAT / 855-729-2328

Email: customercare@schoolcafe.com

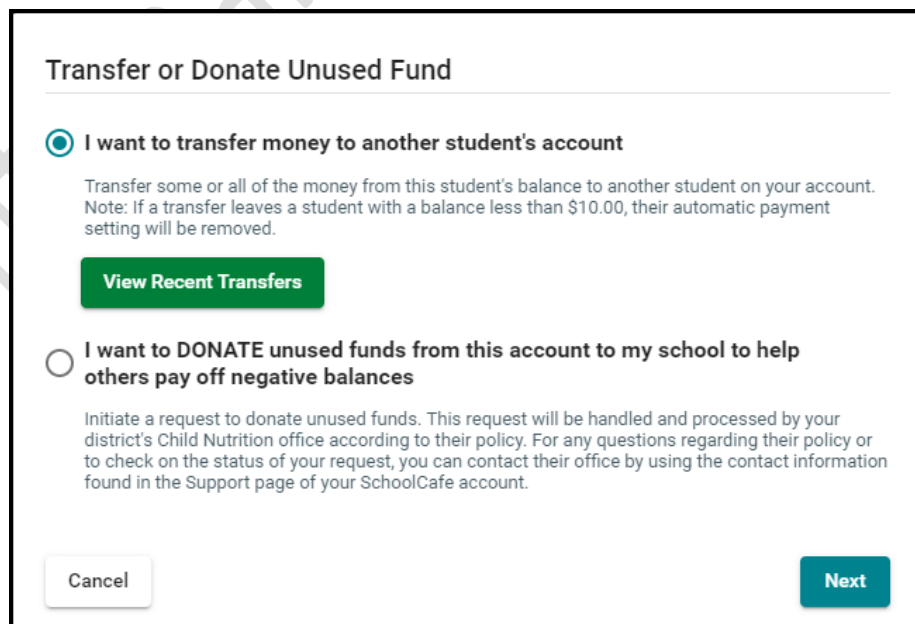
Website: <https://www.schoolcafe.com>

Transfer Funds in SchoolCafe

1. Once logged into their SchoolCafé account, from your Dashboard you will see the option to **Transfer or Donate Unused Fund** under your student's profile.



2. Once you click **Transfer or Donate Unused Fund**, you will see the following pop-up window. You are able to VIEW RECENT TRANSFERS to see any pending transfers you may have previously initiated. You will then choose **I want to transfer money to another student's account**, then select **Next**



3. You will then choose which child to transfer to and the amount, then click 'Transfer Funds'

Transfer Funds

Transfer From:

Isabella M (Balance: **\$24.55**)
Memorial HS, Grade: 12

Transfer To:

Transfer To
Logan L (Balance: **-\$4.54**)

Transfer Amount
\$ 24.55

1. If you receive this message, you need to contact the school district's Child Nutrition office so they can complete the transfer.

Your transfer attempt failed. There are two reasons this could happen: (1.) transfers between accounts can only be made if you have made an online payment(s) through this SchoolCafé account. And, the transferable amount must be equal to or less than the amount of the payment(s) you have made. Or (2.) the amount you want to transfer is higher than this person's current balance. In this case, please enter a lower amount. To transfer funds based on payments made by cash or check, please contact your school district's Child Nutrition office. Their contact information is on the Support page of your SchoolCafé account. Thank you!