

MealTime online payment instructions

September 2024

The Carlisle School lunch prepayment program has chosen MealTime Online to provide the opportunity for you to make credit card deposits into your student's cafeteria account or view your student's purchase history via the internet. Please note you may still send in checks or cash if you do not desire to take advantage of this online service.

To Use MealTime Online:

Go directly to: www.mymealtime.com

Step 1: Create a MealTime Online parent account. Click on the "Create new account" link and enter a Username and Password that you will use to login to MealTime Online. The Username and Password must be at least 6 characters. For example, Username: jsmith Password: pty845.

Step 2: Add your student. Since each student has their own separate account you have to do one transaction for each child you have. Login to your MealTime Online account (using the Username and Password that you created in Step 1), click on the "Add New Student" link, and add your student by entering their first name and student ID number. If the student ID number is only 4 digits, you must put a 0 in front of the number. Most students know their account number. If they do not, please feel free to call me anytime at 978-402-8666 and I will be happy to assist you.

Step 3: Make a Deposit. Click on the "Make Deposit" link to make a deposit into a school account. There is a transaction fee of 4.9% for each deposit made. "For example" if you want to deposit \$40.00 to cover approx. 12 lunches, you will be charged \$41.96. Forty dollars (\$40.00) will go into your child's account and \$1.96 processing fee will go to mealtime. A minimum of \$25.00 deposit is required. Click on the "View Details" link next to your student's name to view their cafeteria account balance and purchase history.

Note:

Online Deposits are processed each night at 2:00 a.m. and will be automatically reflected in your student's account at that time. **Deposits made after 2:00 a.m. will be processed the following night at 2:00 a.m.**

Non-Discrimination Statement:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, 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.