

## Meal Account and PIN Information

### **What is my child's PIN?**

Every student who goes through our cafeteria line will use a unique five-digit Personal Identification Number (PIN) to access his or her account. Parents have the option to add any denomination to the account for the purchase of meals and snack items. It is a convenient way to ensure that money is not lost or forgotten during the hectic morning rush.

Parents can find their child's PIN in the CCPS Home Access Center (HAC). Once you sign on, the Cafeteria PIN will be located in the emergency section. Please help your child remember their number. It makes the line move faster and ensures that everyone has plenty of time to enjoy their meal. If they do happen to forget the number, the cashier will be able to find it for them.

### **How do I put money on the account?**

Visit [www.myschoolbucks.com](http://www.myschoolbucks.com) and set up an account.

- ◆ You will be able to add any value to the cafeteria account with a credit card or electronic check. \*  
\*There is a service provider fee for credit card/electronic check transactions when using MySchoolBucks.
- ◆ **Free Method Option:** Send in cash or a check to your child's school cafeteria. The cafeteria manager will add it to the account. Checks made payable to your child's school.

The money added to the account using either method can be used to purchase meals AND snack items.

### **Can I monitor what my child is purchasing?**

Visit [www.myschoolbucks.com](http://www.myschoolbucks.com) Account set up is free.

Once you complete the simple registration process, you can set up low balance alerts and monitor purchases made in the cafeteria. You are only charged a transaction fee from MySchoolBucks if you use the account to deposit funds.

### **What happens if I forget to add money on my child's account?**

If your child does not have cash or money on account, they will be able to charge meals (breakfast and lunch), but NOT snack items. Parent/Guardians will be emailed when a meal is charged so they can repay.

### **What happens to my account at the end of the school year?**

- ◆ Money that remains on your child's account will carry over from year to year. The account will also automatically transfer to any Carroll County Public School.
- ◆ If your child graduates or no longer attends a CCPS school, use this link to let us know if you would like the account balance transferred to a sibling, donated, or refunded. <https://forms.office.com/r/ieipsp12AQ>
- ◆ **BE SURE TO TURN OFF THE AUTO PAY/REPLENISH FEATURE BEFORE REQUESTING A REFUND**

### **Is my child's MySchoolBucks account balance automatically transferred from other School Districts/Counties?**

Unfortunately, no. You must request a refund from the previous school district/county. You will also need to change the district to Carroll County in your MySchoolBucks account.

## **Sending cash or check to school and want to designate fund use?**

You can use this form and send it into your student's school cafeteria.

Student's Name \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_ Amount Enclosed \$ \_\_\_\_\_

\_\_\_\_\_ Please place ALL of the money on my child's general account for the purchase of either meals, milk, or snacks.

\_\_\_\_\_ Please place the money on my child's account, but I want to specify:

\$ \_\_\_\_\_ for Breakfast & Lunch      \$ \_\_\_\_\_ for Milk or Snacks