To: Middle School/High School Parents/Guardians
From: Baldwin School Lunch Program
Re: Utilizing your ***MySchoolBucks Account*** in the 2025-2026 school year
Date: August 2025

We are pleased to announce that all Baldwin School District students will once again be able to receive a FREE breakfast meal and a FREE lunch meal at all schools throughout the 2025-2026 school year. This implementation is a result of the United States Department of Agriculture (USDA) expanding access to the federal Community Eligibility Provision (CEP). CEP allows eligible schools participating in the National School Lunch and School Breakfast Programs to offer school meals at no charge to all students. Baldwin Schools applied and has once again been approved for this program at all of our schools for the 2025-2026 school year.

At the middle school and high school, however, snack/a la carte items are not included in the free lunch meal but are available for purchase. These items can be paid for by using your MySchoolBucks account.

The Baldwin School District uses a computerized point of sale payment system at Baldwin Middle School and Baldwin High School.

Every student has their own personal **Lunch Account** based on an 8 digit pin number. This number consists of the student's month and date of birth followed by the last 4 digits of their student ID number. **Middle School and High School students use these last 4 digits to log into their school computers.**

Example: John Doe is born on February 9 and the last 4 digits of his student ID are 7820. His **Lunch Account Pin #** is 02097820. The 02 represents February, the 09 represents the 9th day of his birth month and the 7820 are the last 4 digits of his student ID number.

Students may access their accounts by entering their **Lunch Account Pin Number** on the "Pin Pads" located at every cash register. They can also scan their ID cards, which contains a barcode, their name and their lunch pin #.

NO purchases can be made without a Pin #. Students must either know their Pin # or have their IDs with them.

It is strongly recommended that all students remember their pin number as this will make the meal lines move much faster.

Forms of Payment

1) REGULAR CASH PURCHASE

Your children can pay with cash at the time of purchase (as in the past). They **still must** enter their pin number or scan their ID.

2) PREPAID MEAL ACCOUNTS (Online or cash prepayments.)

Baldwin Middle/High School students can participate in our prepaid meal account system. There are two ways to take advantage of this prepayment option: a) Online Prepayment Meal Accounts, b) Cash Prepayments.

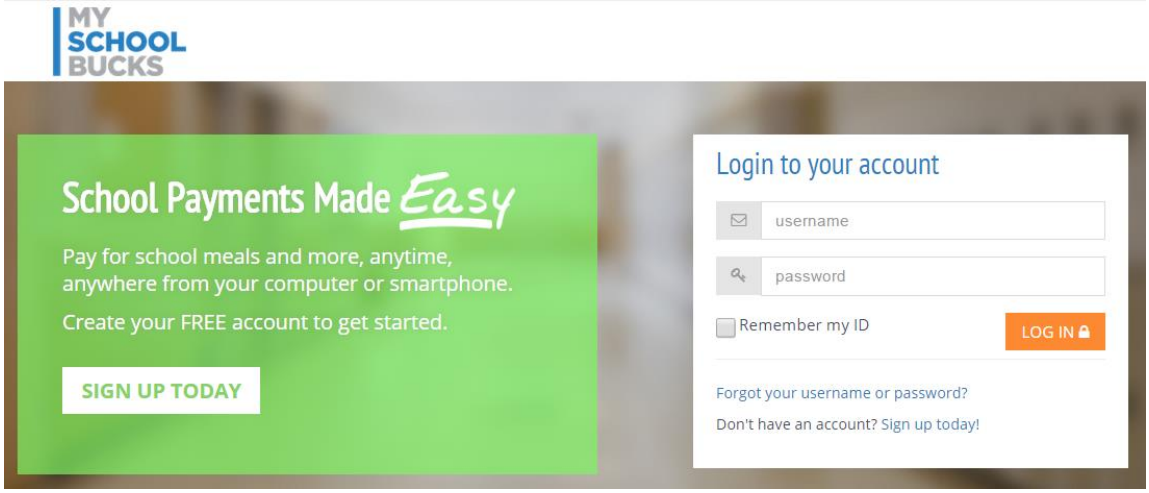
a. ONLINE PREPAID MEAL ACCOUNTS

This convenient, easy and secure online payment service will allow you to deposit money into your child's school meal account at any time as well as view balances. These services are available through a website called **mySchoolBucks.** You will have the ability to print out a copy of recent cafeteria purchases over a 90 day period via a history report.

EVEN IF YOU DECIDE NOT TO ADD MONEY TO YOUR CHILD'S ACCOUNT, YOU CAN STILL VIEW A HISTORY OF YOUR CHILD'S CAFETERIA PURCHASES **AS LONG AS YOU REGISTER AT mySchoolBucks.com.**

Registering for **mySchoolBucks**

You will need your child's "Student Identification Number," which can be found on the back of your child's Student ID.
Go to "**mySchoolBucks.com**" and click on "Register for a Free Account" and follow the instructions.



NOTE: Your child's transaction history report will not display information during the initial account setup process.

Things to know:

- If you have more than one child in the District you can handle all online prepayments from the same online account.
- Ending balances will follow your child into the next school year.
- Payments may be made with Visa, MasterCard, Discover Card, or debit card.

In order to use the online prepayment service, a convenience fee for ***all*** transactions made at the same time will be assessed to cover the bank fees. The convenience fee is $3.25 per deposit transaction. Parents placing money into multiple meal accounts will only be assessed the $3.25 fee once per deposit transaction. Whether you deposit $10.00 or $100.00 dollars, you will only be charged $3.25 for the deposit.

Baldwin School District does not profit from the use of this site.

b. CASH PREPAYMENTS:

Using our **"Lunch Account Deposit Form"** (available under the Lunch Program Quick Link on the District website as well as at the Cafeteria Office in the High School, Middle School and below), students will be able to make Cash Prepayments. **The form must be completed indicating the student's name, parent/guardian name, the student's Lunch Account Pin #, the amount of the deposit and a signature by a parent/guardian or the student.**

Lunch Account Cash Deposit Form

Student Name _____ Date _____

Amount Given to Cashier _____ Cashier (Print Name) _____

☐ Middle School ☐ High School Student Pin # _____

☐ Elementary School **(No Pin Required)** _____
School Name

Elementary Teacher _____ Elementary Grade _____

Parent/Guardian Name _____
Please Print

Signature _____
Parent/Guardian or Student

Your child(ren) will bring the Lunch Account Deposit Form and their cash deposit **(checks not accepted)** to a cashier who will enter their deposit into the system. The system will immediately increase your child's account accordingly. There is ***no service fee*** to deposit cash into your child's account.

Your children must have either a balance in their account or cash to cover the cost of their purchases.

If you have any questions, please call 434-6042.

Menus are available on the District website.