

# South St. Paul Public Schools

## SchoolCafé



### SSPPS Nutrition Services uses the system SchoolCafé

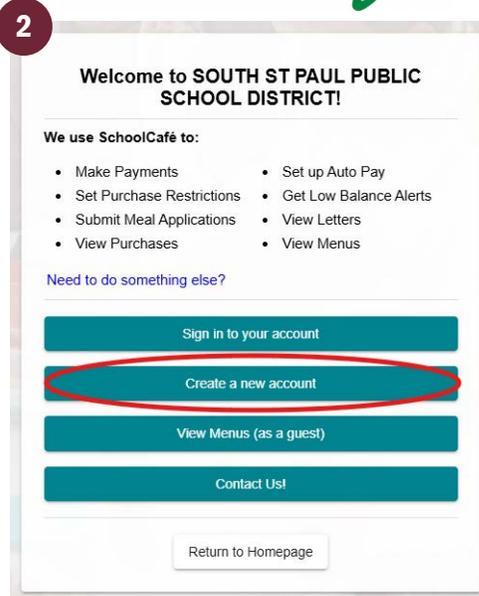
SchoolCafé is used for:

- Breakfast and lunch menus
- Student PIN numbers
- Lunch balances
- Educational Benefits applications

SSPPS is part of the Minnesota Free School Meals Program which means all students are able to get one free qualifying breakfast and one qualifying lunch free of charge each day at school. Extra lunches and ala carte items are available for an out-of-pocket expense.

### How to Set Up a SchoolCafé Account

1. Visit [www.schoolcafe.com/southstpaul](http://www.schoolcafe.com/southstpaul) or scan the QR code
2. Click on "Create a new account"
3. Select I'm a Parent and click "Next"
4. Enter your name and contact information and then select "Next"
5. Create a username and password
6. Set up a security question and answer
7. Read and accept the Terms & Conditions, and select Create My Account



### Add Students

1. On the dashboard, select "Add a Student"
2. Enter your student's information (student ID can be found in Infinite Campus)
3. Select "Search & Verify"
4. Verify the student found is accurate and select "Add this Student"

### Universal PIN Numbers

Even with the Free School Meals for Kids Program, students will need to put their PIN in each meal to keep a district count of how many meals are served. Their account will not be charged the first time the PIN is entered for each meal.

The Universal PIN number will belong to a student for as long as they are enrolled in our District. This number will not change if a student switches between elementary buildings or when they move to the Secondary Building. Secondary students who are at an Elementary Building during their lunch period will be able to purchase a lunch by accessing their account, using their Universal PIN.

New students will receive their PIN numbers on the first day of school. You can also view your student's PIN number once logged into SchoolCafé. Click on the barcode icon by each student. A larger barcode will open with the PIN number displayed underneath.



For help with SchoolCafe reach out to SSPPS Nutrition Services at (651) 457-9456