



WOODBIDGE TOWNSHIP SCHOOL DISTRICT

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Brian Wolferman

Business Administrator/Board Secretary

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RE: Lunch Balance Account Management

Dear Parent/Guardian:

There have been some parents/guardians who have noticed discrepancies between lunch balances posted on Genesis versus PaySchools Central. In order to address this difference/lag in updating, we are writing to inform you on how you are able to view your student's balance in real time and also, how to avoid accruing unnecessary fees.

- Balances are updated nightly and imported to the [Genesis Parent Portal](#) at 10:00 p.m.
- Balances can be viewed live/in real time by visiting the [PaySchools Central website](#) and logging in to your account or by downloading and using the PaySchools Central App on your mobile phone or device.

Download here:



- There is a processing fee that you are charged when loading funds and/or making payments onto your student's account in the PaySchools App. These fees occur with every transaction, so whether you are paying manually (daily, weekly or monthly) or even if you have chosen an automatic payment schedule, please be aware that there is a processing fee surcharge attached to each transaction.
- This fee can be avoided by paying with cash or check. Simply have your student bring their payment to the school cafeteria cashier for processing or mail/drop the payment off yourself to your student's Main Office staff, noting "Attention: Cafeteria" on the envelope. Checks should be made out to "Woodbridge BOE-Cafeteria Account" and include your student's **name** and **ID number** in the check memo. The same information (student's **name** and **ID number**) should be included with any cash payment. Cash/check payments will immediately show as a credit to your student's PaySchools Central account at the time of processing by the cafeteria staff.

Should you have any questions regarding this information, please feel free to reach out to our Food Services Department at (732) 602-2536.

Sincerely,

A handwritten signature in blue ink that reads "Brian Wolferman".

Brian Wolferman

Business Administrator/Board Secretary

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