

MY SCHOOL BUCK LETTER AND INSTRUCTIONS

August 1, 2018

Dear Parents or Guardians:

Depew Union Free School District's Food Service Department is proud to provide you with a convenient, easy and secure online prepayment service to deposit money into your child's school meal account at any time. This service also provides you the ability to view your child's account balance through a web site called Myschoolbucks.com. By having money in each child's account prior to entering the cafeteria, we find the lunch lines move along much faster so your child has more time to eat and be with friends.

Also, you will have the ability view or to print out a copy of their child's eating history report. This history report will show you all dates and times that your child has purchased a breakfast and or lunch within the past ninety days. You don't have to put money in the account to use this feature. This website provides a number of key features that you will find beneficial including:

- Scheduled recurring payments
- Automatic deposits when your child's account balance runs low
- Extended purchase history for the past 90 days
- Low balance email notifications

All balances from the previous school year are carried over to the new school year.

To access these services:

1. Simply go to the district web site at www.depewschools.org
2. Click on Menu in the top left corner then click on Menu, My School Bucks
3. Click on the My school bucks log on or just go to www.Myschoolbucks.com. From this site you will create your account and add money to your child's school meal account. All you need is your child's name, student ID number and school ZIP code (14043). **The instructions listed on the back of this letter will guide you through the easy online account set up 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.
- Payments may be made through a major credit card, debit card or with an electronic check.
- In order to use the online prepayment service, a small convenience fee for each transaction will be assessed to cover the bank fees. The convenience fee is \$2.49 per deposit transaction. Parents placing money into multiple meal accounts will only be assessed the \$2.49 fee once per deposit transaction. Depew Union Free School District will **not** profit from the use of this site and **does not** receive the transaction fee.

We are very excited to offer these services. However, if you choose not to take advantage of the online prepayment service you may continue to make advance payments via check or cash at anytime directly to the school. Checks should be made payable to Depew Food Service. Please write your **child's full name** on the check. Of course you still have the option to pay cash daily if you wish. Money put into a student account can only be used for the purchase of regular and alternate meals. This way, you are assured that their money is being used to purchase only lunch or breakfast. All ala carte and snack items must be paid for with cash or if you would like your child to be able to use their account for this purpose you will have to notify the food service department so it can be noted on the child's account.



MySchoolBucks.com Quick Start Information Sheet

Step 1: Create a New Parent Account

Step 2: Select New York State

Step 3: Select Depew Union Free School District

Step 4: Enter your parent information

Step 5: Create your Login ID and password

Step 6: Complete the registration process and click Finish

Step 7: Add your student(s) to your account – Look up your student's name or

Step 8: Enter your student's first and last name and the Student ID number. You can phone the Food Service Office (686-5009 or 686-5010) or Cayuga Heights Main Office (686-5002) for your student's ID number.

Step 9: Click Finish or add another student.

If you have any questions about this service, please feel free to contact the food service office at the phone numbers above.

Sincerely,

Barbara Albi

Barbara Albi
Food Service Manager
Depew Union Free School District