

# MY SCHOOL BUCKS LETTER AND INSTRUCTIONS

August 1, 2023

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 cafeteria 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. Even though Depew UFSD will be providing free breakfast and lunch for all students, your child can use their My School Bucks account to purchase A la carte items, second meals and snacks with the parent/guardian approval.

Also, you will have the ability to 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 made a purchase 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](http://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](http://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 \$2.75 per deposit transaction. Parents placing money into multiple meal accounts, at the same time, will only be assessed the \$2.75 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.



## **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,

*Joseph Metty*

Joseph Metty  
Food Service Director  
Depew Union Free School District