

# PRE-PAYMENT OPTIONS

Please take advantage of the options to prepay your student's meal accounts. Prepaid meal accounts help the lunch lines go faster and gives students more time to eat, relax, and play. It also gives you the peace of mind of not having to worry about looking for lunch money every day or worry that it might get lost, stolen or used for other things other than lunch.

## [Campus Parent Portal Login](#)

### ***View Accounts - - - Make Payments - - - Free & Reduced Meal Applications***

#### **VIEW ACCOUNTS**

If you would like to view your child's meal account activity, grades, absences, fees, etc., you need to click on the Parent Portal link above. If you have not set up your Parent Portal, please contact your child's school or the Information Technology (IT) Department. To set up your account, you will be given a Campus Portal Activation Key Code. After the initial set-up, you will create your own login and password.

#### **MAKE PAYMENTS**

You are now able to make online payments through your Parent Portal for meals or for school/activity fees. Log on to the Parent Portal through the link above. Click on the PAYMENTS tab on the left hand side. This will bring up a screen showing the student's meal balance and any fees due. You are able to put money on your child's meal account and pay their school/activity fees right here on the Parent Portal. We are no longer using EZ Pay for online payments.

#### **FREE & REDUCED MEAL APPLICATIONS**

You are able to complete a Free & Reduced Meal Application online. There is no need to complete an application if you have already received a letter from School Nutrition Services for the 2018-2019 school year. To complete a Free & Reduced Application On-Line...

- Log into the Parent Portal (click on Link above)
- Click on APPLICATIONS/FORMS (left column)
- Create a PIN and enter your portal password
- Complete the application by following the instructions on each tab
- You will be notified of your eligibility by mail
- Paper applications will still be accepted. They are available at the Board Office, Service Building, School Buildings and on our website

#### **ACCOUNTS WITH NEGATIVE BALANCES**

It may take a day or two for an online deposit to actually be posted to your child's account. The Nutrition Services Department receives a daily payment report that is forwarded to each cafeteria. If a child has a negative balance, s/he will be able to "charge" up to three (3) meals. If the account has not been reconciled after the third meal is provided, an alternate lunch will be given to the student. Also, snack and ala carte items are not permitted to be "charged" when there is a negative balance.

#### **ACCOUNT BLOCKS**

If you find that your child is purchasing food items or beverages in excess or without your consent, a block can be put onto your child's account. The block can be implemented in different ways: daily limit restriction, ala carte block, or single purchase restriction. The block will remain on your child's account for

the remainder of the school year unless you call to have it removed. The blocks do NOT carry over into the following school year. If you would like more information regarding blocks, call the Nutrition Service Department at 974-5227.

### **PIN NUMBERS AND PIN SCANNERS**

Five digit pin numbers are assigned to each student. The PIN number will remain exclusive for that student and will follow him/her through his/her school years at Mentor, even if you leave the district and then return. It is extremely important that your child memorize this PIN. Memorization helps to facilitate decreased time in the lunch line. Otherwise, precious time is used to do a search for these numbers. The keypad below is what we use in our schools.

There are PIN Scanners at all elementary schools. This greatly assists our students by simply holding their pin card under the scanner. It immediately recognizes the students PIN number and their account appears on the terminal screen for the nutrition staff member to access. This is a tremendous advantage especially to our younger students while they are learning their numbers. However, it is still important that your child learns their PIN. As stated before, it helps to move the lunch lines through faster, and they will need to know their PIN when they move up to middle school.



### **ONLINE PAYMENTS**

Online payments are a simple, safe and secure way to make payments to your students account 24 hours a day at your convenience.

### **SEND CASH OR CHECK**

You can always bring money personally or send it with your student. Please place it in an envelope marked clearly with your student's name, their ID #, their teacher's name, the \$ amount and the check #. Turn in prepaid deposits to the cafeteria cashier(s) or school office.