

## **How to pay by check or cash**

Prepayment by check is accepted at all schools. Cash can be accepted at any school as well but it is strongly discouraged for grades K-5 and not the preferred method of payment for higher grade levels. Please keep in mind that if you send cash with your student it is extremely difficult for food service, the teacher and administrators to determine what happened if that payment is not received by the cafeteria.

Checks are to be made out to School Lunch Program.

Please write your student's name and school name on the "Memo" line of the check. For your convenience we do accept checks written to fund multiple student accounts. If you wish to send one check to be applied to multiple student's accounts, please include a note with the names and school of each student, and the amount of money to be applied to each student's account.

Funds deposited by check or cash will be available in the student's account on the day they are received. Funds on student accounts are available for purchases of any cafeteria items. You do have the ability to restrict account funds so they are only used for full meal purchases and/or to set limits on non-meal (a la carte) purchases. Please contact Food Service Director Mary McKenna if you would like a restriction or note placed on a student's account.

The specific procedures for receiving payments:

- You can mail a check made out to School Lunch Program with your child's name to: Longmeadow Lunch Program c/o Food Service Dept. 535 Bliss Rd. Longmeadow, Massachusetts 01106
- You can deliver payments to the office at your child's school. If you choose this option for payment, please put your payment in an envelope with your child's name and homeroom written on the front of the envelope.
- Your child can bring money or a check and have a cashier add it to their account. This could be risky, however, if a child loses the money or forgets to present the payment to the cashier.
- You can pay online using My School Bucks at [myschoolbucks.com](http://myschoolbucks.com). A fee does apply for this service. This is done by creating an account and adding money to your child's lunch account with your credit/debit card or electronic check. You do need your child's lunch ID number. The lunch ID number can be accessed via the student's portal information.