

Marlboro Township Public Schools

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Dear Parents & Guardians:

Welcome to the 2018-19 school year. The Marlboro Township Public Schools lunch program offers several payment options so that you may apply funds to your child's cafeteria account.

Online Payments – Please be aware that *Payfort* is now *Payschools* and any logins that you already have for *Payfort* will work for *Payschools*. You can access *Payschools* at <https://www.payschoolscentral.com> or via the link on the district web site. You can use any major credit card to place monies on your child's account. It is important to note that you will be required to pay a fee of approximately 3.95% for each credit card transaction exceeding \$49.99, and a flat fee of \$1.95 for credit card transactions under \$49.99. You may also make an ACH payment (online check payment). ACH transaction fees are \$1.95 for each transaction regardless of the number of student accounts that the funds are applied to.

If you do not already have a *Payschools* account, you can easily create one. You will need your child's student identification number. If you do not know your child's student identification number, it can be found on the Genesis Parent Portal which can be accessed by going to the district website <https://www.mtps.org/> and scrolling down to the box "Genesis Parent Portal". *Your student's Lunch PIN can also be found on the Parent Portal under Lunch ID. Student's will use this number when purchasing lunch or placing money on account at the cafeteria.*

If you wish to add an additional child to an existing account, follow the instructions under the "How Do I..." link to "Add Students to My Account".

Cash/Check/Money Order – You can pay for one lunch at a time, or instruct the cashier to place the balance on your child's cafeteria account. Checks and money orders should be made payable to the Marlboro Twp Board of Ed Cafeteria Fund.

Payschools offers the ability to view your child's account regardless of the payment option you choose. You can request automated emails detailing your child's account balance and low-balance alerts. September menus are included in this mailing. Elementary school lunches are \$2.70 and Middle school lunches are \$2.90. This includes your choice of entrée, fruit, vegetable, and milk. Premium lunches at the Middle school are \$3.55 and include Boars Head cold cuts or Tyson Chicken Strips.

If you wish to have your child's account restricted to lunch only purchases, please email vpalmiero@mtps.org. *If you restrict your child's account to lunch only purchases, a la carte items such as chips and cookies will not be able to be purchased unless your child brings cash to the cafeteria on the date of the a la carte purchase.* To remove the restriction, you must send another written request via email.

Free/Reduced Meals Application - For the 2018-19 School Year, please be advised that a new paper or online application must be completed. A supply of paper applications is available at each school. The online application can be accessed by going to the district's website, <http://www.mtps.org>; scrolling down to the "Parent Resources" box, then to "School Lunch Information". On the "School Lunch Information" screen the introductory paragraph indicates that you can "click here" to access the *Payschools* lunch application login page. The direct link for the application is <https://marlboro.payschools.com/>.

If you have any questions, you can contact our office at 732-972-2000 ext. 6730 and someone will assist you.

Sincerely,

Vincent Palmiero
Chartwells Director of Dining Services