

## Welcome to Infinite Campus Food Service!

Dear Parent/Guardian,

The Nutrition Services Department will be using the Infinite Campus Food Service point of sale program in the cafeterias starting in August, 2018. You are now able to view your student's lunch account balance, purchase history, make online payments, set low-balance email notifications, and apply for Free or Reduced-Price Meals online **using the same Parent Portal, username and password that you currently use to view student grades and assignments in Infinite Campus.**

### **Online Lunch Account Access**

Any parent with access to Infinite Campus' Parent Portal will have access to view and make payments to their student(s)' meal accounts.

### **Making Online Payments**

- Log in to Infinite Campus through the District website using the same username and password you currently use to view grades and assignments in Infinite Campus.
- Select **"PAYMENTS"** in the index on the left side of the Parent Portal home page.
- Set up payment information
- Deposit funds

### **Viewing Lunch Account Balance and Purchase Histories**

- Log in to Infinite Campus through the District website using the same username and password you currently use to view grades and assignments in Infinite Campus.
- Select **"FOOD SERVICE"** in the index on the left side of the Parent Portal home page.

### **Low Balance Notifications**

You may set a low balance email notification to alert you when your student(s)' meal account balances fall below a specified amount.

- Log in to Infinite Campus through the District website using the same username and password you currently use to view grades and assignments in Infinite Campus.
- Select **"NOTIFICATION SETTINGS"** in the index on the left side of the Parent Portal home page.
- Check the box next to **"LOW LUNCH BALANCE."**
- Select dollar amount at which you'd like to receive your low balance notification from the drop-down menu.

### **Meal Account Restrictions**

Infinite Campus allows parents to establish a daily spending limit, restrict purchases to a single purchase of a particular item, and to block a la carte purchases from being made from students' lunch accounts. **Please note that purchasing restrictions previously placed on students' lunch accounts did not transfer to Infinite Campus.**

### **Online Free and Reduced-Price Meal Applications**

Free and Reduced-Price Meal Applications for SY 2018-19 may now be completed online through Infinite Campus.

- Log in to Infinite Campus through the District website using the same username and password you currently use to view grades and assignments in Infinite Campus.
- Select “**APPLICATIONS/FORMS**” in the index on the left side of the Parent Portal home page.
- Print or view the “*FAQ’s*” and “*Application Instructions*” for reference while filling out the *Free and Reduced-Price Meal Application*.
- The online application will guide you through the application process.
- You will receive notification via both your Infinite Campus Parent Portal inbox and email when your application has been received and is being processed.
- You will be notified of the results of your application through your Infinite Campus Parent Portal inbox.

Applying online is the fastest and most secure way for your child to receive meal benefits. Those parents/guardians who prefer to fill out a paper application may return the completed form to the Nutrition Services Office at 58 Jefferson Street, Painesville, OH 44077 or send it in to the school office.

**We must receive an application for your child to receive free or reduced-price meals for this school year. If the Nutrition Services office has not received a completed SY 2018-19 Free and Reduced-Price Meal Application by September 21, 2018, your student(s) will no longer receive free meals and will return to pay full price status.**

Please contact the Nutrition Services Office at 440-392-5086 if you have questions about the Infinite Campus Food Service Program.