



## Cafeteria Card Payment Policy

Our school has partnered with MySchoolAccount.com to bring you an online service to prepay your student's meal account. This service offers you the ability to monitor your children's meal purchases, track what your children have been eating for the past 30 days, make deposits directly into their meal accounts, transfer funds between students and have an email reminder sent to you when an account balance gets low. Student debit account deposits can be made through ACH payments. Each child's account will be updated nightly so that account balance information and payments will be current the following day.

In order to take advantage of this service, you will need to create a parent account. This requires you to:

1. Go to [www.myschoolaccount.com](http://www.myschoolaccount.com).
2. Click "Create Account" on the top menu bar.
3. Fill in the required information on the "Parent Account Sign-Up page."
4. Choose Trinity from the "School District" drop down menu.
5. Create a User ID and Password.
6. Click the "Accept" box, and then click "Signup." An email will be sent to your email address that will contain a "verification code."

After you receive the "verification code" you may begin to add your children's information. To do this, you will need to:

1. Go to [www.myschoolaccount.com](http://www.myschoolaccount.com) and login using your previously created user ID and password.
2. Enter the "verification code" to verify your account and email address.
3. Begin adding your children's information according to the guidelines provided. You will need each of your children's student ID\*\* numbers to add each student.
4. After the students are added you will be able to view the meal account activity and make payments to the student meal account.

Please be aware:

- A parent account can be linked to many children, but a child can only be linked to one parent.
- There will be a per transaction convenience fee of \$2.00 associated with each deposit.
- Any money that is not spent by the end of the school year will be available the following school year.
- Every parent **MUST** upload \$10.00 for emergency situations
- Active buyers who purchase lunch once or more per week must have a minimum of a \$50.00 balance.
- If a positive balance is not maintained, your child will be given an entrée once and then will have to bring a bag lunch to school until the account is updated. After the 3<sup>rd</sup> negative balance, your child will have to bring lunch to school with them for the remainder of the trimester.
- Students are not permitted to purchase items for another classmate; this will lead to disciplinary points.
- Payments via cash/check may be sent to Trinity's Finance Director to be applied to meal accounts.
- Any cash payments will be applied toward a negative balance. Under this circumstance, cash and carry is unavailable.
- Balances need to be kept current. Negative balances may result in loss of trip privileges and other activities that require additional fees, and/or a hold on progress reports and report cards, as well denial to the parent portal.

Student Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_