



## Lunch Program: MySchoolBucks Electronic Payment System 2019-2020

Center Cass School District 66 offers a hot lunch program on every full day of school. To view monthly menus go to the individual school's homepage (<http://ide.ccsd66.org/>, <http://prairieview.ccsd66.org/>, or <http://lakeview.ccsd66.org/>) and click on **Lunch Menu** which can be found on the bottom left side under **Quick Links**.

### Parents whose children choose to order from the lunch program, may pay via three methods:

1. Send a check (payable to CCSD66) or cash prepayment (in an envelope marked with the child's name, teacher, and grade) to be deposited in child's account and withdrawn on an as needed basis.
2. Pay via credit card using [MySchoolBucks.com](http://MySchoolBucks.com) - see details below. (Note this service charges a convenience fee.)
3. Send cash each day for lunch or a la carte items such as milk.

### **To access the secure online prepayment services (MySchoolBucks.com):**

1. Visit the district web site at [www.ccsd66.org](http://www.ccsd66.org).
2. Click on the **MySchoolBucks** link on the left-hand side of the home page found under **Quick Links**.
  - a. Click "**Sign Up Today**" to create an account
  - b. **Add a Student**
  - c. **Add another Student**
  - d. **Make a Payment**

### **Things to know:**

If you have more than one child in the District you can handle all online prepayments from the same online account. Payments may be made with a major credit card or checking account. In order to use the online prepayment service, a small convenience fee for each transaction will be assessed to cover the bank fees. Parents placing money into multiple meal accounts will only be assessed the fee once per deposit transaction. Center Cass School District 66 will not profit from the use of this site.

### How to add Students to Your Family Account

- Log in with the login ID and password you created
- Click **Add Student** and enter the required information
- Click **Add Another Student** to repeat the process for additional children.
- NOTE: Your child's transaction history report will not display information during the initial account set up process.

### How to Make a Deposit

- Log in with the login ID and password you created
- Click **Make a Payment**
- Enter an amount on the **Place Meal Order Page**
  - o If you have more than one child, enter the amount you wish to deposit into the column next to each child's name. DO NOT deposit money for your entire family into ONE child's account
- Follow the instructions online for payment options
- You may also eliminate the hassle of manually adding funds over and over again by setting up **AUTOPAY**