**HOW TO MAKE A PAYMENT TO [NAME OF SCHOOL’S] CAFETERIA:**

*[Include only those options available at the school]*

[NAME OF SCHOOL] has many simple payment options for you from which you may choose. No matter which payment option you choose, **please remember that the current negative balance must be paid as soon as possible.**

• **Pay Online:** Make an online payment to your child’s account using your credit or debit card at [WEB ADDRESS]. *[Make note of any fees associated with online payment and add any log-in instructions, as necessary.]*

• **Pay in the Mail:** Send a check to [SCHOOL ADDRESS]. Checks should be made payable to [NAME/OFFICE]. Please include your child’s name and student ID number when sending a payment. *[IF POSSIBLE, ADD: “For your convenience, we have enclosed an envelope you may use to make your payment.”]*

• **Pay in Person:** Stop by [LOCATION] between [AM HOUR] and [PM HOUR] Monday through Friday to pay by cash or a check. You may also send cash or a check to school with your child. Checks should be made payable to [NAME/OFFICE].

After paying back your debt, we encourage you to create a “safety net” for your child. Pre-paying for your child’s meals is a simpler way of managing their account, and prevents unpaid meal charges. Paying for meals before the meal service also helps lunch lines move more quickly, giving children more time to enjoy their meal.

If your family is experiencing a financial setback, please contact us so we can help. We are willing to work with you to develop a payment plan for your debt. We can also assist you in applying for free or reduced price meal benefits.

**HOW TO APPLY FOR FREE OR REDUCED PRICE MEALS**

If you think your child may be eligible for free or reduced price meals, please submit a school meal application. You may do this at any time during the school year. Applications are available at [SCHOOL OFFICE] between [AM HOUR] and [PM HOUR] Monday through Friday. *[IF POSSIBLE, ADD: “Applications are also available any time at WEB ADDRESS.”]*

You must submit an application each year to be considered for free or reduced price meals. Even if your child received free or reduced price meals last year, you must submit a new application this year.

It is important to us that all eligible children receive free or reduced price school meals. We are happy to help you complete the application. If you have any questions or need help, please contact [NAME] at [PHONE NUMBER].