

## Totowa Borough Public Schools

294 Totowa Road, Totowa, NJ 07512

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*Patricia Capitelli*  
Superintendent

*Vincent Varcadipane*  
School Business Administrator/Board Secretary

September 1, 2022

Dear Parents/Guardians:

The 2022-2023 breakfast and lunch program will begin on Wednesday, September 7, 2022. Pre-school parents will utilize the pre-order system. Online lunch pre-orders will be completed using myMealOrder. A myMealOrder brochure can be found under Important Announcements on the Totowa School District website. Also, attached to this letter are instructions on how to sign up and process your orders for the month. **Please follow the last two instructions carefully. There is a two-part checkout process. If you do not receive the verification that your order has been placed, as noted in the instructions, your order is not complete.** Incomplete orders may result in lunches not being delivered to students properly. As per the USDA, meals will **NOT** be free for all students during the 2022-2023 school year. All meals and snacks will be charged to the students' accounts.

Lunch funds can be added to a student's account through Payschools. Information for Payschools can also be found under "Important Announcements" on our website listed as "Go Cashless". Please check your child(ren)'s Payschools account to make sure that the information is accurate. If your Auto Replenishment is not working, below are a couple scenarios to look at.

1. Check the system to make sure your credit card has not expired. If it has, please update your credit card information.
2. Check the expiration date that was set for you Auto Replenishment option. If there is no date in this field, a future date needs to be added. The future date can be the end of this school year or as far in advance as your child(ren)'s graduation date. (Screenshots attached)
3. If any of the situations above applied to you and your child(ren)'s account balance is below the Auto Replenishment threshold, a deposit needs to first be made to bring your child(ren)'s account above that Auto Replenishment threshold. Once that is complete the system will be able to continue your Auto Replenishment on your child(ren)'s account(s). (Screenshots attached)

For any families that are eligible for Free or Reduced lunch, please fill out an application to ensure there is no disruption in payments or eligible program benefits from the USDA, NJ Department of Agriculture, or the State of NJ.

The recess/snack milk program for the 2022-2023 school year will be operating again. Additional information will be sent out by Memorial School regarding this program. If you have any questions or concerns, please feel free to contact me at 973-956-0010 ext. 6002 or at [vincent.varcadipane@totowa.k12.nj.us](mailto:vincent.varcadipane@totowa.k12.nj.us).

Sincerely,

  
Vincent Varcadipane  
SBA/Board Secretary



## Pre-Order / myMealOrder

The PaySchools preorder system, powered by myMealOrder makes preordering meals quick, easy, and secure. With our preorder system, you can plan and pay for your students' meals several days in advance. Please note, if your district doesn't offer preorder, this feature may not be available in your PaySchools Central Menu.

### Getting to myMealOrder

1. To access your preorder account, first log into your PaySchools Central account by going to [www.payschoolscentral.com](http://www.payschoolscentral.com). If you have not yet registered, click **REGISTER** to set up your account.
2. Open the Menu on the right-hand side of the screen by clicking the hamburger icon, click "PreOrder Meals," and you will be directed to myMealOrder's website. You will not need to register nor sign in to myMealOrder as all of your account and students' information will have already been transferred.



3. Choose meals/items for each student for the days you wish to pre-order for. Once your items have been added to your cart, click **Checkout** as pictured below.



myMealOrder.com

Week: Month: **Week of July 27, 2020**

**Your Student's Name**  
High School

**Your Student's Name**  
High School

Day	Meal	Price	Order
Monday July 27	Chicken Parm w/ Chocolate Milk	2.00	30
Tuesday July 28	Mac n' Cheese	1.00	30
Wednesday July 29	Chicken Parm w/ Chocolate Milk	2.00	30
Thursday July 30	Mac n' Cheese	1.00	30
Friday July 31	Chicken Parm w/ Chocolate Milk	2.00	30
Saturday July 31	Mac n' Cheese	1.00	30

Order Total: \$1.00

Remove from Cart

Remove from Cart

Remove from Cart

Remove from Cart

Remove from Cart

Remove from Cart

4. Review your total and click **Place Order**. You will then be re-directed to PaySchools Central to process your payment.

myMealOrder.com

Order Total: \$1.00

Date	Description	Price	Order
Thursday July 30	Chicken Parmesan Parfait, w/ Chocolate Milk	2.00	30
Friday July 31	Mac n' Cheese, 2% Milk	1.00	30

Remove from Cart

Remove from Cart

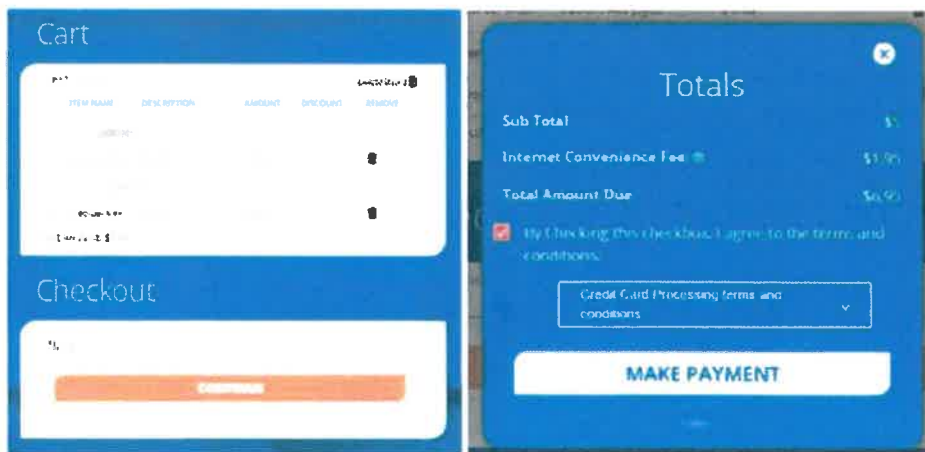
Remove from Cart

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Remove from Cart

Remove from Cart

5. Select your payment method, click **Payment**. Review your totals and check the terms and conditions box to agree and then click **MAKE PAYMENT** to process your preorder selections and payment.



6. Make sure not refresh your screen while the payment processes. Once you have processed your payment in PaySchools Central 2.0 account, you will receive an email receipt as well as a message with order details in your PaySchools Central Account.

