

Totowa Borough Public Schools

294 Totowa Road, Totowa, NJ 07512

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Patricia Capitelli
Superintendent

Vincent Varcadipane
School Business Administrator/Board Secretary

August 2023

Dear Parents/Guardians:

The 2023-2024 breakfast and lunch program will begin on Thursday, September 7, 2023. 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 the "Parents Tab" and then under the "Lunch Info" tab 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. Student lunch account balances need to be kept positive throughout the year.

Lunch funds can be added to a student's account through Payschools. Information for Payschools can also be found under the same section noted above 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 2023-2024 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.

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. 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 of July 27, 2020

Day	Meal 1	Meal 2
Mon, Jul 27	Chicken Parm w/ Chocolate Milk	Mac n' Cheese
Tue, Jul 28	Chicken Parm w/ Chocolate Milk	Mac n' Cheese
Wed, Jul 29	Chicken Parm w/ Chocolate Milk	Mac n' Cheese
Thu, Jul 30	Chicken Parm w/ Chocolate Milk	Mac n' Cheese
Fri, Jul 31	Chicken Parm w/ Chocolate Milk	Mac n' Cheese

Checkout

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

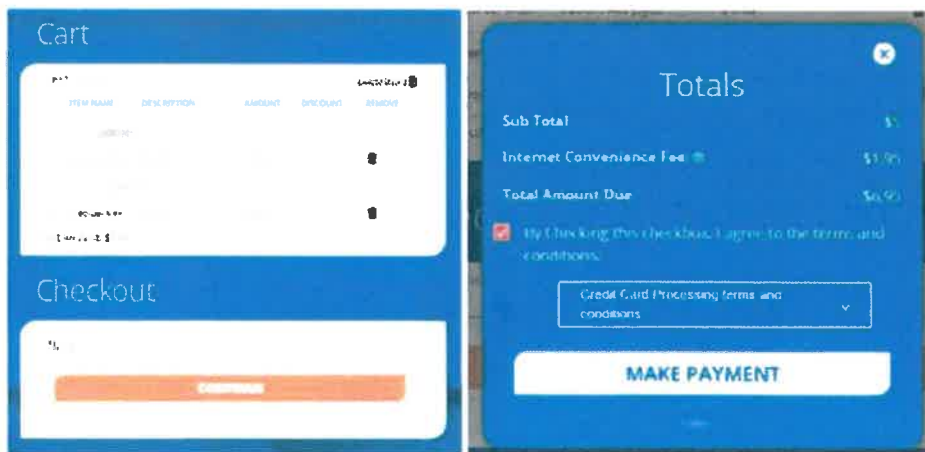
myMealOrder.com

Date	Description	Price	Order
Thursday July 30	Chicken Parmesan Parfait, 2% Chocolate Milk	2.00	38
Friday July 31	Mac n' Cheese, 2% Milk	1.00	38
		Subtotal: 3.00	

Order Total: \$3.00

Place Order

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.

