Welcome to the Grove City Eagles Café:

We would like to invite your children to dine with us this school year in the Eagles Café.
Check out our online menu at www.grovecity.k12.pa.us/Page/152.
You will find new and exciting meal choices along with some of your favorites.
We also have a wide variety of daily alternative meals.

For the 2023-24 school year, the cost of a breakfast meal is **FREE to all students.** Elementary lunch meal is **$2.75;** The Middle and High School lunch meal is **$3.00**. We also have premium meals available at the Middle & High School, which are **$3.75.** A premium meal is a more upscale, house made, or labor-intensive meal to prepare.
It is very important students take the full meal, so they are not charged with a la carte pricing.
Students must select a minimum of three food groups and must take at least 1 fruit or 1 vegetable to make it a meal.

What's included in Breakfast Meal?
Protein and/or
Grains-
Milk-
Fruit-
Must choose three of the four food groups with one group being ½ cup of fruit.

What's included in Lunch Meal?
Protein-
Grains-
Vegetables-
Milk-
Fruit-
Must choose three of the five food groups with one group being ½ cup of fruit or vegetables.

Free and Reduced Priced Meals:

Students may receive free or reduced-priced meals based on their family's income. Please check the income guidelines form to help determine if you may qualify for free or reduced-priced meals. Reduced price meals will be free for the 2023-24 school year. Click to see if you qualify: **Income Guidelines for Free and Reduced Priced Meals** Please go to **www.schoolcafe.com** to fill out an online application. The online School Café system is easy to use and processes the applications quickly. If you qualified for free & reduced priced meals in the previous school year, you are eligible for free or reduced priced meals for the first 30 days of the new school year.   After you submit your application, you will receive a notification letter of your eligibility to the email address set up in the GCASD Student Information system, Infinite Campus.

If you need assistance with the application or need a non-English application please contact Jennifer Reiser, Director of Food & Nutrition Services at Jennifer.reiser@gcasdk12.org or your child's guidance counselor.

All free and reduced meal information is kept strictly confidential, and the status of a student's meal plan will never be made public. If you qualify, you may also qualify for other programs/services in our community, please make sure to complete the Additional Free Benefits form and return to the Food Service Department.

Managing Your Student's School Meals Account:

All students are assigned with a GCASD student ID number.
This number also identifies your student in the school meals program. This ID number will be used when purchasing meals or ala carte items and applying funds to their school meals account therefore eliminating the need to carry money daily. Please have your child memorize their GCASD student ID number. Sing or hum this number to their favorite song to help them learn it. It is important for all students purchasing school meals to memorize their ID number and practice typing it into the pin pad in the picture shown to the right. Students that have their ID number memorized will help to speed the lunch line, so children have more time to enjoy their meals.

We strongly encourage all parents to set up a school meals account to view your child's purchase/payment history, identify your child's payment status-(paid, free or reduced), receive low balance alerts to notify you to submit a payment, set up an online payment and set up purchase restrictions. You can go online to schoolcafe.com or download the app for your mobile phone for convenience.

How to Enroll:

Visit https://www.schoolcafe.com and Click Register for an Account.
- ♦ Create an account - you will need your child's school name, grade level, birth date and district ID number.
- ♦ Provide debit or credit card information.
- ♦ Select the automatic pre-payment option if desired.
- ♦ When making School Café payments, please verify that the correct school is listed for your student. If it is not the correct school, please change it. Otherwise, your money will not be applied correctly.

School Cafe Questions:
If you have any questions on the enrollment process, please contact the School Café customer support center Monday – Friday from 6 am to 6 pm CST at customercare@schoolcafe.com or 855-729-2328.

If you choose NOT to deposit payment online and are paying by check, <u>make checks payable to</u>: **GC Food Services** and write the student's or students' name(s) and student ID# in the "memo" section of the check.

If paying by cash, enclose a piece of paper with the student's or students' name(s) and ID # with the money in a sealed envelope. To help improve the speed of the cafeteria meal lines, any money provided to the cashier will go onto the school meals account. We will no longer be providing change back to students.

Account Flag Options:
We have determined the following account flags to help monitor your student's nutrition account:
- **Meals Only, No Extras**   Students can only purchase Meals (Breakfast and Lunch) and would not be able to purchase any ala carte entrees, snacks, or beverages.
- **Cash Only for Extras** Students can only purchase extra entrees, ala carte snacks and beverages with cash only and cannot use the money on the account.
- **No Snacks** Students cannot purchase bagged snacks or ice cream.
- **1 Snack or Extra –ex. Friday Only** (or whatever day/days you choose) We can help accommodate the occasional ala carte purchases by limiting the snacks to a few days per week.

These flags will show up on the memo screen of the register as your student goes through the line. Our cashiers are trained to diligently watch for the notifications with each child, but at times, in the efforts to serve the students quickly, an account flag may be overlooked.

Payment Option Procedures
Please make sure to add money to your child's account before the start of the school year. School Café is a convenient way to keep track of your child's school meal purchases. Reoccurring payments can be set up on your child's account for a small 5% convenience fee and you may also view your child's purchases on www.schoolcafe.com with no charge to your account.

<u>In order to help speed the lunch lines to ensure all students have adequate time to eat, please make sure that payments are paid online or before/after lunch.</u> Payments must be made online or sent in a sealed payment envelope including the student's first and last name and student ID pin number. We strongly recommend checks instead of cash.

All negative balances are to be paid in a timely manner.
Please refer to our updated school GCASD Board Policy Food Service regarding negative balances:
GCASD School Board Policy: 808 Food Services (http://go.boarddocs.com/pa/grov/Board.nsf/goto?open&id=CHSH9J476262)
Attachment-2:School Meals Account Procedures:
(https://go.boarddocs.com/pa/grov/Board.nsf/files/CN8MZ45C18CD/$file/808%20Attachment%202%20-%20updated%201-9-23.pdf)

For information about Wellness or to find out how to join our District Wellness Committee visit: District Wellness (https://www.grovecity.k12.pa.us/Page/1893)

Best wishes to a healthy, safe, exciting and fun upcoming school year! We look forward to providing our students with well balanced, nutritious meals.

Thank you for your support!

Jennifer Reiser, RD, LDN
Director of Food and Nutrition Services
Email: jennifer.reiser@gcasdk12.org
Phone: 724.458.7704

schoolcafé For Parents

SchoolCafé provides a secure, online system for parents to
• Make payments to their student(s) cafeteria-meal account(s) • Set Low Balance Alerts for each account
• Review your student's buying history

1 Register

* You will be asked to verify your security answer and contact information when you request help with your username, password, or other information on your Profile page.

1. Click Register
2. Verify "I'm registering as a Parent" is selected and click Next Step
3. Enter your school district name and then click Next Step
4. Enter your name and contact information, and then click Next Step
5. Set up your username and password
6. Select a Security Question and enter a Security Answer, and click Next Step
7. Click I'm not a robot and follow the reCAPTCHA prompts
8. Check I accept the Terms & Conditions and click Create My Account

2 Add Your Student(s)

1. Click Students ◊ Student Accounts
2. Click Add a Student
3. Enter your Student's ID [and Lunch PIN, if asked] and select your student's School
4. Click Search & Verify Student
5. Click Add this Student

3 Add Payment Source

1. Click My Account ◊ Payment Sources
2. Click Add a Card
3. Enter your Card Number and Card Expiration date
4. Enter a name to associate with this card, if wanted
5. Click Add Card

4 Make a Payment

1. Click Students ◊ Student Accounts
2. Click Make a Payment
3. Enter Payment dollar amount
4. Click
5. Select a Payment Method, or enter card information for a one-time payment
6. Click Submit Payment

Quick Answers

- **How do I add money/make a payment to my child's account?**
  You can continue to send money to school with your student or you can add money through SchoolCafé. Follow the steps in Make a Payment in this guide.
- **I made an online payment. When can my student use the payment?**
  Your student's cafeteria account at the school is credited within 24 hours but may become available as quickly as 2 hours.
- **Is there a fee or service charge for making online payments?**
  A convenience fee **may be** charged for each online payment transaction. For example, if you make a $20.00 payment and the convenience fee is $1.00, the total debited from your credit card is $21.00. The available funds for your child will be $20.00. Convenience fee amounts vary by school district.
- **Can I receive notification when my student's account balance is low?**
  Yes! Follow the steps in **Set Up a Low Balance Alert** in this guide.
- **Why was my account locked when making a payment?**
  After three failed payment attempts, payment function is locked. Contact SchoolCafé to remove the lock.
- **What if I have several students in different schools?** Include as many students as you need in your account.
  The students can attend any school within the same district. Payments for each student are made separately.
- **Can I transfer money from one child to another?** Contact the Child Nutrition Services office at the school district for assistance with a transfer.
- **What happens to the money in my account at the end of the school year?**
  Your account balance moves with your student(s) from grade to grade and school to school within the district. Contact the Child Nutrition Services office at the school district for assistance with a refund.
- **How do I receive a refund if my child changes school districts?**
  Contact the Child Nutrition Services office at your school district for assistance with a refund.

Set Automatic Payment

1. Click Students ◊ Student Accounts
2. Click Automatic Payment ( ) in a student listing
3. Enter Payment Amount and enter amount in Balance Threshold to trigger payment
4. Select a Payment Source and set Auto Pay Expiration Date for stop payment date
5. Click Add Automatic Payment

Set Low Balance Alerts

1 Click Students ◊ Student Accounts
2 Click Low Balance Alert ( ) in a student listing
3 Enter Threshold amount
4 Enter number of days to elapse between alerts