REGIONAL SCHOOL DISTRICT 13

(Durham / Middlefield)
135 Pickett Lane, Durham, CT. 06422
mbasil@rsd13.org

Food Service Department

March 17, 2017

NEW Lunch Payment System

Regional School District-13 will be changing the district's cafeteria Point of Sales software over to "LunchTime" data management. This process will also involve our online electronic payment system. You will continue to have the option to make payments online but it will no longer be done through Rev-trak at a cost of $2.40 per transaction. Instead you will be making the payment through "LunchTime's" account funding module which allows parents to fund their child's account using either a credit card or their bank account with an ACH transaction.   Each credit card transaction will cost $1.00 plus 2.3% of the amount funded.

- Ex: $50.00 credit card transaction would cost $1.00 plus 2.3% of $50 = $1.15 for a total of ***$2.15***
- ACH Bank Account transaction up to $500 is "ONLY" ***$1.00*** per transaction

   Funds will be uploaded immediately into student's account, no delays or waiting for uploads. Parents may now view what their children are purchasing for lunch at school. This new software allows parents to check what a la carte items their children are buying for lunch in addition to or in place of a standard lunch, allowing them to see items that may not be healthy or if their child is eating the same thing every day. LunchTime Software also allows parents to fund their child's lunch account online with a secure transaction so the money ends up where it belongs and not spent on other things. LunchTime Software is a complete full featured school lunch software system allowing schools to process transactions with touch screen point of sale terminals, complete data integration with existing student information systems, production of federal/state reimbursement reports and online modules to allow parents to monitor and fund their child's school cafeteria account.

   All current account balances will be transferred over to the LunchTime funding portal on March 24, 2017 for full activation on **Monday, March 27th**. Parents will NOT be able to add money on their Rev-trak account after March 23rd. After 5pm on March 24, 2017, parents will be able to see their child's information and current balance which will be imported from Rev-trak earlier that morning. They will need to fund all payments through the LunchTime funding portal. You will need to close out the Rev-trak account to avoid those "Low Balance Alert" notifications.

 The goal is to have the best parental interface possible in order to provide parents an easy way to monitor their children's eating habits and pay for their meals. LunchTime online system was developed to give parents one less thing to worry about.

The portal is currently set up for you to create an account. Once all of the student's account balances have been uploaded to LunchTime, the portal will allow you to add funds on **March 27th**.

This is the link to the Payment Portal on LunchTime.   https://schoolpaymentportal.com/Default.aspx

1. Create a New Account.
2. Log into the School Payment Portal.
3. Click on Parent Portal Sign in.
4. Enter your credentials and click the blue "Sign In" button.
5. Adding Students to Account. On the student Access Page, click the blue "Add Student" button. The Student Access Page will be your first page if you have not added any students. You can also click on HOME in the black bar along the top.
6. *Step 1* Click on the blue "Add Student" button.
7. *Step 2* Select the school of the student you wish to add from the list below. If the school you are looking for is NOT listed, click the Start Over button to restart the process.
8. *Step 3* Add a Student.   Enter the requested information for the student you wish to add to your account.
9. *Step 4* Click the Add Student link in the table below to add the selected student to your account. You will return to the Student Account Access page. You can add additional students as needed.
10. **Make a Cafeteria Deposit**. On the HOME screen, click the "Make Cafeteria deposit" button. Enter the deposit amount for each Student listed and click the "Continue" button. Review the payment screen and then click "Add to Cart" button.
11. **Cafeteria Deposit Confirmation**.   Once all cafeteria deposits have been added to your shopping cart, click the "Check Out" button.

If **ACH** was chosen, continue to the account information section, adding information from the printed check. Confirm the service fee and the total due. ACH Bank Account transaction up to $500.00 is "ONLY" *$1.00* per transaction.

Account Information:

- Name on the Account
- Routing Number
- Account Number
- Account Entity
- Account Type

If **CREDIT CARD** was chosen, enter the required information: Confirm the service fee and the total due. Each credit card transaction will cost $1.00 plus 2.3% of the amount funded.

Account Information:

- Card type
- Card Number
- Expiration
- CVV Code