



School Nutrition Services
407 N. Main Street Suite 100
Monroe, NC 28112
Phone 704.296.3000
Fax 704.296.0004

School Name _____

We are pleased to share with you some additional options that School Nutrition is offering to make your busy lifestyle a little easier when it comes to managing your child's lunch account. We are offering, free of charge, the option for you to establish a low account balance notification for your child's/children's lunch account(s).

You will simply need to visit www.K12PaymentCenter.com and set up an account and your notification preferences. When your child reaches the low limit you have established, you will receive notification via e-mail or text message that your child needs more money in their lunch account. You will also be able to monitor account activity to see how your child is spending lunch money. K12PaymentCenter.com offers you the option to pay your child's lunch account with Visa, MasterCard, Discover and American Express. You can also transfer funds between sibling accounts online.

Below you will find the options for putting money into your child's account:

- 1. You may still send cash or a check in an envelope, with lunch serving number noted on the envelope and check, to the school cafeteria. You may send money yearly, monthly, weekly, or in daily amounts - no transaction fee is applied. OR
2. Utilize www.K12PaymentCenter.com which accepts Visa, MasterCard, Discover and American Express. This service allows access to your child's lunch account 24 hours a day, 7 days a week. Transactions are not immediate but are complete within one business day. For payments up to \$100 the convenience fee is \$1.95 per payment transaction. For payments over \$100 the convenience fee will be 2.99% per payment transaction. This fee applies to debit and credit card payments made ONLY on the website.

The Student's PowerSchool number will be needed to set up your child's account with www.K12PaymentCenter.com. On the website under Manage Students, you will be asked to enter student number and last name. Please use the information below to enter this information. It must match exactly or the account will not be verified.

K12PaymentCenter Information: Student/PowerSchool Number - _____
Student Last Name - _____

The Serving Number will be used each time your child purchases an item or makes a payment in the cafeteria.

Serving Number - _____

If your child has a special dietary need that needs to be addressed by School Nutrition Services a Diet Order must be completed. Please visit the UCPS website www.ucps.k12.nc.us Under Parents select District Forms, there you will find the School Nutrition Services – Diet Order. Please follow instructions and return Diet Order form to your child's school cafeteria manager or school nurse.

We hope you will find these services beneficial. If you have any questions or concerns, please contact our office at 704-296-3000.

Sincerely,
Denise Lamar, SNS
School Nutrition Director

In compliance with federal law, UCPS administers all educational programs, employment activities and admissions without discrimination against any person on the basis of gender, race, color, religion, national origin, age or disability. In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they apply for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at http://www.aser.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW Washington, D.C. 20250-9410, (2) fax: (202) 690-7442, or (3) email: program.intake@usda.gov. UCPS School Nutrition is an equal opportunity provider.