



## Foods and Nutrition Services

Greendale School District

6801 Southway Greendale, WI 53129

Cindy Kacmarcik

Food Service Director 414-423-0110 ext. 4314

**!! IMPORTANT! PLEASE READ CAREFULLY!!**

Dear Parent(s)/Guardian & Student;

The Comalex Debit Card System will allow you to pay in advance for meals and/or a la carte foods. The system works with a twelve key PIN pad (located near the end of the serving line) that is similar to an automated teller machine (ATM). It will allow your son or daughter to enter their 1 to 5 digit personal identification number (PIN) to access their account. **If your child is new to The Greendale School District, they will receive their PIN number within the first week of school by their prospective school they attend.** The PIN number will stay the same throughout the remaining years your child is enrolled at The Greendale School District. **Please note that this system is very confidential. All students will be required to enter their PIN number regardless of meal status or payment method, thus insuring your child's privacy.**

All students will have an established debit account, for your convenience, you may wish to choose one of the following options for making advanced payments. To prevent fraudulent use of student accounts, a digital image of your son or daughter will be download it into the system. This digital image will appear on the monitor for the cashier to view every time your child accesses his or her account, therefore insuring that no other student can use your child's account.

Money will only be deducted from an account when the student uses the account to purchase meals and/or a la carte items. The system will know the meal status of your student (full-pay, free, or reduced) and will deduct the correct amount from the account. There is no limit on the amount of money that can be deposited into a debit account.

### Advanced Payment Options

- **CASH ON ACCOUNT** -- A cash debit account is created by making a payment of a certain dollar amount (\$5.00, \$10.00, \$20.00, etc) to the cafeteria. These funds are then deposited into your son or daughter's debit account and are available to your child when purchasing meals and/or a la carte foods in the cafeteria. There are limitations as to what may be purchased or how many purchases can be made. The account balance simply decreases as purchases take place.
- **CREDIT CARD PAYMENTS** – To make this option available to you, The Greendale School District has enrolled with an online payment service called “**mySchoolBucks**”. This payment option is available only if you have access to the Internet. The school cannot accept credit card payments directly. This service allows you to pay for your child's school meals, as well as using your **Visa, MasterCard or Discover Card**. To use the service, you must first enroll at the website. A valid email address is required, as you will receive payment confirmations via email. The school receives a list of credit card payments made on the “**mySchoolBucks**” website each morning. To keep this service free to schools, a small handling fee is added to each payment. The fee covers the credit card processing fees, bank transfer fees and the cost of maintaining the website. More information is available at the “**mySchoolBucks**” website: <http://www.mySchoolBucks.com>.

**DIRECT WITHDRAWAL** – To give parents more flexibility, “**mySchoolBucks**” is able to make automatic monthly deposits into you students' school account via Direct Withdrawal. As with credit card payments, you will receive payment confirmations via e-mail and the school will receive a list of direct withdrawal payments. A service fee will be charged to each monthly withdrawal, regardless of withdrawal amount. Complete instructions are located on the website: <http://www.mySchoolBucks.com>.

If you wish to make a payment at school by cash or check, below is a detachable form to be filled out and returned with your first deposit. Make checks payable to: **The Greendale School District Food Service**. For safety purposes, we recommend that advanced payments be sent in the form of a check. If you are paying for more than one student in the same school with one payment, please note how much money is to be designated to each student's account. If you do not specify, the deposit amount will be divided equally between siblings' accounts. Thank you for your cooperation and your participation.

Parents may check their student's balance free of any charge on "mySchoolBucks". Please check your student's balance frequently to prevent overdrafts.

Sincerely,

Cindy Kacmarcik  
Food Service Director

-----

**TO BE USED FOR FIRST ADVANCED PAYMENT ONLY**

**STUDENT DEPOSIT FORM TO BE RETURNED WITH ADVANCED PAYMENT**

Student Name \_\_\_\_\_ PIN# \_\_\_\_\_ Grade \_\_\_\_\_

School: \_\_\_\_\_

Parent or Guardian Name \_\_\_\_\_

Cash Amount \_\_\_\_\_ Check Amount \_\_\_\_\_ Check # \_\_\_\_\_  
(please make check payable to: Greendale School District Food Service)

Please enclose in an envelope labeled for the cafeteria.

Special Instructions: