

Take a few minutes to put money into your student's lunch debit account, so it's ready for your student on the first day of school

Lunch Program at Geneva Middle Schools – “How To”

The lunch debit program allows parents to put funds on a child's account to be used for lunch purchases. The schools policy will continue to be no charging or borrowing of money for lunch. Students will be informed by the cashier, when their account balance is below \$10.00. **Parents can also sign up for email notification of low balance.**

To set up the MealTime **Online low balance notification feature.**

1. Go to www.mymealtime.com and sign in.
2. Click the Meal Account Deposits icon.
3. Click Profile from top of the page.
4. Under E mail, check the low balance box.

Deposits to students account can be handled two ways:

- 1) On the Geneva web site. www.geneva304.org. Select **Parents** > select **Lunch Program > Lunch Money (Add)** > Under **BROWSE**, Select the school your child attends > select **Debit Food Service > Select Dollar Amount > Enter last name and student ID number**, Follow the **on screen directions** to complete. You will need your child's Student ID number, which is supplied by the school your child attends.

Funds from on-line payment received by 8:00 am will be available for the purchase of food that day. Funds received after 8:00 am will be available for use the following day.

- 2) Send a check to school with your child. Place it in the mailbox located outside of the main office. **Your student's full name and ID number must be written on the check. NO cash is accepted for lunch debit account payment. Students can pay with cash when they check at cashier.** Make checks payable to **Geneva C.U.S.D. #304**. All checks must be received by **9:00AM** in order to be used for lunch purchases that day. Checks can be place in mailbox by main office.

Thumb scanning is optional – your child can still have a debit account without being thumb scanned. A debit account is set up for every child in the school district. In place of thumb scanning we can access the account by entering the last name. For identification, students *must have their ID card to show to the cashier when making a purchase.*

Sixth Grade Thumb Scan Registration:

A cashier will be available in the cafeteria for the Sixth Grade Open House & Welcome Back, to thumb scan your student. **All account funds transfer from school to school, but thumb scan registration does not. It is very important that your sixth grader get his thumb scanned at this time, if you intend to have him use his thumb for accessing his lunch debit account.**

If you are new to the district, and would like your student to be thumb scanned, please have them see one of the cashiers during lunch time. The scanning process takes approximately 15 seconds.

How do you check your child's debit account balance and purchases?

Go to www.geneva304.org. > **Schools > Choose your child's school > Parents > Parent Resources > Lunch Account Balance.** If you are new to this site, you will then select 3 steps to start. If you are a returning customer, you need to enter your User Name and password. Save your user ID and password for future use.

How do I find the monthly Lunch Menu?

We are paperless! Please go to www.geneva304.org > **Schools > Select your child's school > Parents > Parent Resources > Lunch Menu.**