



Pennsbury School District Dining Services

Metz & Associates Ltd.

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Stephen J. Kline – General Manager

**** IMPORTANT * PLEASE READ ****

Dear Parents or Guardians,

The Pennsbury School District Dining Services is now offering parents a simplified payment method for your children's cafeteria accounts. This payment method is an internet-based service called **Café Prepay**. Café Prepay is available for students enrolled in the Pennsbury School District.

Café Prepay is a website that allows you to pay in advance for your children's Point of Sale Cafeteria account, using your **Visa, MasterCard, Discover Card or American Express**. Participation in this service is voluntary; you may enroll at any time.

Café Prepay enables parents to keep track of each child's account balance. Your child's PIN # is needed to access Café Prepay. ***Please drop the leading zero when accessing your child's account on line***. In addition, the website offers Automatic Replenish. This is optimal for the student whose lunch spending may vary from day to day. With automatic replenish, a specified amount is deposited in a student's account via credit card when the balance reaches a designated amount. Using "automatic replenish on low balance," the student will never run out of money. Conversely, your credit card will not be charged until the student's balance goes below the specified dollar amount.

To get started, you will first enroll at **www.cafeprepay.com**. You will be asked to enter your e-mail address and a password, which will be used each time you log in. Please note that a valid e-mail address is required. Café Prepay stores any necessary personal information in a secure, offline database which is accessed only to process payments and sends payment confirmations via e-mail.

The Café Prepay service is offered as a convenience. In order to keep this service free to the school district, there is a small convenience fee. The fee per transaction is \$2.50 per student, per transaction. The minimum payment that can be processed is \$10.00. The maximum payment amount is \$75.00. Payments may be made as frequently as you wish.

For more information on the Café Prepay service, please visit their website at **www.pay4lunch.com/faq.aspx** . If you have questions that are not answered on the website, you may select the "Contact" link to forward your questions directly to Café Prepay. For general information regarding this service, you may also contact my office at the number listed below.

Sincerely,

Stephen J. Kline
General Manager
Metz & Associates Ltd.
Pennsbury School District Dining Services
215-428-4100 extension 11700