


**Catskill Central School District's Food Service Department** will provide you with a convenient and secure online payment service called **mySchoolBucks**. This website allows you to deposit money directly into your child's school meal account and view balance/purchase information for the past ninety days. By having money in each child's account prior to entering the cafeteria, we find the lunch lines move along much faster, which gives your child more time to eat and be with friends. **This new service became available February 10th, 2014.**




**To access this service:**

1. Go to the district web site at [www.catskillcsd.org](http://www.catskillcsd.org).
2. Click the **Food Services** link on the left side of the page.
3. Click the **mySchoolBucks** logo 
4. From this website you can create your account and add money to your child's school meal account. All you need is your child's name, school, and birthdate. The instructions listed on the back of this page will guide you through the process.


**Things to know:**

- Payments may be made with a Visa, MasterCard, Discover or debit card. You may also make a payment using an e-check.
- In order to use the online prepayment service, a small convenience fee for each transaction will be assessed to cover the bank fees. The convenience fee is \$1.95 per deposit transaction. Parents placing money into multiple meal accounts will only be assessed the \$1.95 fee once per deposit transaction. Catskill Central School District will not profit from the use of this site. Please Note: You may fund up to \$120 per child, but a family may pay for all of their children on a single transaction.
- You can also view the dates your child(ren) has purchased meals and which meal(s) breakfast and/or lunch they purchased.
- mySchoolBucks can also be viewed on a mobile device

We are very excited to offer this new service and are confident that mySchoolBucks will benefit you, your child and our District. If you choose not to take advantage of the online payment service you may continue to make advance payments via check, which should be made payable to Catskill Central School District Lunch Program. Please remember to write your **child's full name** on the check. If you have any questions about this new service, please feel free to contact my office at 518-943-4550 ext.1472.

Thank You,  
William Muirhead   
Food Service Director



<u>Registering for a FREE mySchoolBucks Account:</u>	<u>Adding Students to Your Account:</u>
You will first need your child's name and birthdate.	Once you are logged into your new account, click <b>MY HOUSEHOLD</b> from the left-side navigation bar.
Go to the district web site at <a href="http://www.catskillcsd.org">www.catskillcsd.org</a> .	Click on Add Student Under Make a Payment
Click the <b>Food Services</b> link on the left side of the page.	Click <b>LOOK UP YOUR STUDENTS</b>
Click the <b>mySchoolBucks logo</b> Or go directly to <a href="http://www.myschoolbucks.com">www.myschoolbucks.com</a> 	Select your child's <u>school</u> from the drop-down box
Click <b>REGISTER FOR A FREE ACCOUNT</b> , and enter the required information.	Enter your child's <u>first name</u> , <u>last name</u> , <u>birthdate</u>
Click <b>FINISH</b> to complete the initial registration process	Click <b>FIND STUDENT</b> . Click <b>ADD STUDENT</b> Click <b>FINISH</b> or click <b>ADD ANOTHER STUDENT</b> to repeat the process for additional children.

**Making a Deposit:**

- From the My Household page, click **MAKE A PAYMENT**.
- Enter the deposit amount for each student account, then click **ADD TO BASKET**.
- Review the amount(s) you have entered and click **CHECK OUT NOW**. If you need to adjust an amount click **CONTINUE SHOPPING**.
- Enter your payment information and click **CONTINUE**.
- If paying with a credit or debit card, enter the three or four digit Verification Code that appears on your card, then click **CONTINUE**.
- Review your order and make sure all deposits are correct, then click **PLACE ORDER**.
- Click **PRINT ORDER** to generate a receipt of your transaction in a new window. We recommend that you keep a copy for your records.
- Click **FINISH** to complete the transaction.

