

Dear Parents/Guardians,

If your family was on a free or reduced application last year, a new app needs to be filled out each year. If you don't redo the app at the beginning of the year, you will be charged full price. All cart prices are the parent's responsibility; The **application covers the reimbursable meal only**. You can get a F/R app on our website under food service page or at any school office. If you request, we can also mail an F/R app to the household.

You can send a payment with your student or bring a payment to any school office. If you send cash please write your youngest student's last name on the envelope, and state it's for lunch. When you have a low balance, \$15.00 or less the system will send out a phone call or text as a reminder for a payment.

#### **How to get to your lunch account:**

On the school website (<http://www.lennox.k12.sd.us/>), click the link "For Parents" located at the top of the webpage, and select "parent portal" on the drop-down menu. You will need a campus user name and password. If you do not have a user name and password for campus, you can get one from [Dawn.Timmerman@k12.sd.us](mailto:Dawn.Timmerman@k12.sd.us). This is where you'll be able to see your student's lunch account and make an online payment if you wish.

Once you are logged into Campus you will see your student's information. On the left side there is a Payments link and a Food Service link. In the Food service link, you will be able to see what your student has been charging, payments made, your account balance, etc. In the Payments link, you will be able to make an on-line payment. The first time you will be asked to add a payment method. Please "Save" your payment method once it is added and log out. You can then log back in and your payment method will be saved to your account. **There is a \$3.00 convenience fee each time you make a payment with a credit card.** This is to cover our credit card fees.

#### RECURRING PAYMENT

1. Payments link
2. Click on the "Add" button.
3. Put in your frequency, dates, payment amount, make sure your email address is correct and click Edit at the bottom.
4. You will get an Edit Payment Method pop-up box, click Register.
5. On the next screen enter the required billing information, click Save.

#### ONE-TIME PAYMENT

1. Enter the amount you want to add in the payment box and click Continue at the bottom.
2. Click Edit on the next screen to put in your payment method.
3. You will get an Edit Payment Method pop-up box, click Register.
4. Enter your billing information, click Save.

It will confirm that your payment was added successfully and ask if you want a receipt sent to an email address.

Please ask if you have any questions.

Kristi Abbas, Food Service Bookkeeper  
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[Kristi.Abbas@k12.sd.us](mailto:Kristi.Abbas@k12.sd.us)

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(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](mailto:program.intake@usda.gov).

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