

BAUGO COMMUNITY SCHOOLS FOOD SERVICE



May, 2022

Dear Parents/Guardians:

*BCS FOOD SERVICE DEPARTMENT IS HIGHLY RECOMMENDING
parents/guardians to set up their child/ren's lunch account.*

ACCESS INFORMATION FOR YOUR CHILD'S LUNCH ACCOUNT using Mymealtime.com

Online access is available -

**If your email address has changed, or you now have an email address, please contact
your child's school to update all your information**

For your convenience, you are able to access your child's lunch account online by using www.myMealTime.com. **YOU WILL BE ABLE TO VIEW (at no cost to you) THE ACCOUNT BALANCE DAILY/WEEKLY, AND THE PURCHASES YOUR CHILD/REN MADE.** In addition, for a small fee, you may add money to your child/children's account by using a credit card.

To access your child's account, you need to use his/her **student ID number**. The student ID can be found in your parent RenWeb account. In www.RenWeb.com, click on the family information tab and click on your child's name. Locate your child's Baugo e-mail address. You will find a series of numbers after his/her name. For example: zsmith1234@baugo.org. The 1234 is your child's student ID number. Then, go directly to www.mymealtime.com to create an account.

STEP 1: To create a MealTime online profile to www.mymealtime.com.

Click on the "Create new profile" link and create a Username and Password that you will use to login to MealTime online. The Username and Password that you create must be at least 6 characters for each the username and for the password. You may use a mixture of letters and numbers.

STEP 2: Add your student.

Login to your MealTime online account (using the Username and Password that you created in Step 1. Click on "Meal Account Deposits," then click the "Add New Student" link and add your student by entering their First Name only and their Student ID number.

STEP 3: Make a Deposit.

Click the “Make Deposit” link to make a deposit into their school account. The system does not accept payments less than \$25.00. However, your \$25.00 deposit may be divided between multiple children. **Mealtime attaches a 2.5% service charge fee every time you make a deposit. This fee is per deposit, not per student. Normally, the fee is 5% per deposit. However, Baugo Community Food Service Department is paying the difference so you do not have to pay the full fee.** Click the “View Details” link next to your child’s name to view their cafeteria account balance and purchase history.

CREDIT CARD PAYMENTS FOR LUNCH ACCOUNTS ARE NOT ACCEPTED AT YOUR CHILD’S SCHOOL OR BAUGO CENTRAL OFFICE.

You will need to use www.mymealtime.com. Check or cash payments will be accepted at your child’s school.

Online deposits are retrieved and added to your child’s balance at their school every 5 minutes. Student information, such as purchase history and their current cafeteria account balance, are updated on the web site every 4 hours.

Free and Reduced applications online will not be available until after July 22, 2022.

Paper applications are available at our Central Office, each school building, www.baugo.org, or may be emailed to parent/guardian.

****Families MUST fill out a new free and reduced application every school year.**

Household income (including disability, social security, unemployment) is GROSS, not Net and MUST include everyone’s gross income in your household, whether related to you or not.

****Applications from previous school year will become void mid-September.**

You will be responsible for all charges incurred between the time your old application expires and until our office processes your new application. Our office has up to 10 school days to process an application, once we have received it from you.

Baugo Community Food Service Department highly encourages all parents to set up their child’s lunch account using www.mymealtime.com. By setting up your child’s lunch account online, you can view their balance and pay on their account when it gets low or your child has a negative balance. **This will help eliminate your child receiving an alternative lunch when their balance reaches negative -10.00 or higher.** Per the State of Indiana Department of Nutrition, *all* negative balances *must be* paid by the end of June of the current school year. Negative balances *cannot* be carried over to next school year.

If you have any questions, please contact Kim Johnson/Baugo Community Schools Administration Office at 574/293-8583 or you may email at kjohnson – foodservice@baugo.org (email preferred). Or, you may contact your child’s school cafeteria staff managers.