



Important Reminders Regarding Your PaySchools Central Account

- 1. Register with Payschools Central to create an account at payschoolscentral.com.** Call the Payschools Central Parent Support Help Line at 1-800-572-6642 and speak directly to a customer service professional to help you set up your user name and password. Or, if you prefer, you can access PaySchools Central from the Food Services Page on our district's website, or by clicking [here](#). By creating a PaySchools Central account, you will have the ability to view your child's account to see what they are buying; confirm any deposits you have put on the account; and set up an auto replenishment option that will deposit money when the account gets too low so that you will never have to worry about outstanding meal balance memos and reminders.
- 2. Create an auto replenishment option.** By creating an auto replenishment on your child's meal account, you will never have to worry about your child's meal account being in arrears. Please note that PaySchools Central and Genesis sync up every night, so there may be a time that a negative balance may show up on your child's meal account if a run of outstanding meal balance letters is completed before the sync up. You can always check your PaySchools Central account at any time to make sure that the account is replenished accordingly. Please note that cash and checks to deposit into your child's account are always accepted. Please make checks payable to the *Township of Union Board of Education*, and write your child's name and student ID# in the memo section. Cash can be paid directly to the cashier at the point of sale. We recommend that you send the cash to school in an envelope with your child's name, grade, teacher and the amount enclosed in the event that it gets lost, especially at the elementary and middle school level.
- 3. Set up meal account restrictions.** There are times when you may want to limit how much your child spends in a day, or what you feel they should or shouldn't eat. This can be done by calling the Pomptonian Food Services Manager at (908) 851-6429.

Thank you for your continued cooperation. We look forward to another successful and healthy school year ahead!