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# LAKEWOOD CITY SCHOOLS

**STUDENT NAME:** \_\_\_\_\_ **ID#:** \_\_\_\_\_

**School:** \_\_\_\_\_ **PIN#:** \_\_\_\_\_

(Please memorize this number for Cafeteria Line)

Date:

Dear Parents & Student;

The Lakewood City School District is implementing a new computerized debit system that will replace the traditional cash registers currently being used in the cafeteria lunch lines. This new system will benefit you, your child, and the District in many ways. The information in this letter will outline and hopefully answer questions concerning the new system. However, if you still have questions, please feel free to call the Nutrition Service office at 216-529-4156.

The new system will allow you to pay in advance **if you choose to do so**. Students will still be able to pay cash on a daily basis as they have in the past. The system works with a 12-key PIN pad (located near the end of the serving line) that is similar to an automated teller machine (ATM). It will allow your son or daughter to enter their 6-digit personal identification number (PIN) to access his/her account. **Your child's PIN is listed at the top of this letter. Please help him or her memorize this number.** The PIN will stay the same throughout the remaining years your child is enrolled in Lakewood City Schools. A digital image will appear on the monitor for the cashier to view every time your child accesses his or her account, thereby ensuring that no other student can use your child's account. **Please note that this system is very confidential. All students will be required to enter their PIN regardless of meal status or payment method, thus ensuring your child's privacy.**

Money will only be deducted from an account when the student uses the account to purchase meals and/or ala carte items. The system will know the meal status of your student (full-pay, free, or reduced) and will deduct the correct amount from the account. There is no limit on the amount of money that can be deposited into a debit account. When account balances fall below \$5, the cashier will remind the student to replenish his/her account.

All students will have an established debit account, although advanced payments are not required because the system can act as a cash register and can accept cash payments on a daily basis. However, for your convenience, you may wish to choose one of the following options for making advanced payments.

### Advanced Payment Options

**OPTION #1: CASH ON ACCOUNT** -- A cash debit account is created by making a cash or check payment of a certain dollar amount to the cafeteria. These funds are then deposited into your son or daughter's debit account and are available to your child when purchasing meals and/or ala carte foods in the cafeteria. There are no limitations as to what may be purchased or how many purchases can be made. The account balance simply decreases as purchases take place. Checks need to be made out to Lakewood City Schools. Please include student name and PIN number on the check.

**OPTION #2: ONLINE PAYMENT VIA EZPay** -- An online system is available to pay for your student lunch account. EZPay has provided Lakewood City Schools parents an online system to pay student fees and activity fees since 2009. You may use your credit/and or debit card for the transaction. Credit card payments are available via EZPay, but not in the cafeteria.

Parents who use the on-line system must first create an account. Enclosed is the student ID number you will need as part of the online registration. No personal information about your students is available online. The district does not keep your credit card information on file and you will need to re-enter your credit card number each time you use the online system.

You can access the new online payment website by going to our district EZPay portal: [www.spsezpay.com/lakewoodcity](http://www.spsezpay.com/lakewoodcity), then click on **Log In-EZPay** if you currently have an account. If you do not have an account, open the **Create Account** and create a password. Open **My Account** at the top right corner and register your child's name and ID number. Once you have registered and created a password you will not need the students ID number again. You can check your child's account balances on the EZPay portal. You can set your account to receive a low lunch balance email. Please be sure to allow EZPay into your email otherwise it may be considered spam and will go into your junk email. Payment made on line will be credited by the end of the day.

Questions may be directed to you child's school or 1-866-MyEZPay (866-693-9729) or email at [info@spsezpay.com](mailto:info@spsezpay.com).

Sincerely,

Nancy Early RDN  
Supervisor of Nutrition Services/Dietitian