

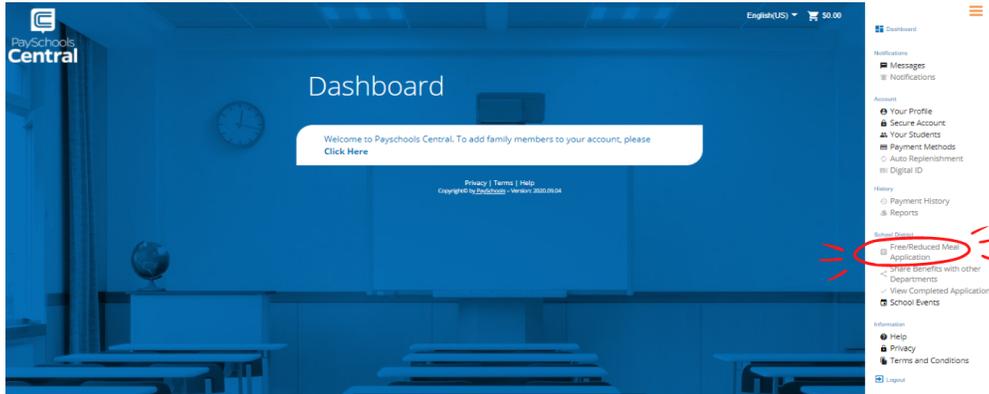
Monroeville Local Schools and St Joseph's are replacing K12 Payment with PaySchools Central over spring break 2023! PaySchools Central is a secure web based system that allows parents to:

- **Fill out a free/reduced meal application**
- **Monitor child's cafeteria balance**
- **Receive a text / email when the balance is low**
- **See what your child is purchasing**
- **Add funds to their child's cafeteria account. (Effective 23-24 school year you will also be able to pay school fees using your PaySchools Central account)**
 - There will be a minimal, online-convenience transaction fee when processing online payments. *Meals may still be paid in person with cash or check.*

You must first set up an account in order to use any of the above services! *There is no charge to set up an account, monitor balances, see what is being purchased, register for notifications, and fill out free/reduced meal applications; so sign up today!*

Setting Up Your Account:

1. Start by getting your student's ID# by logging into [FinalForms](#) and clicking on your child's name. St. Joe's students will have to call into the main office to get their student's ID.
2. Visit www.payschoolscentral.com using your internet browser; or download the app on [Google Play](#) and the [Apple Store](#).
3. Select the **"Register"** option from the menu. (You will be prompted to enter your contact data.)
4. *Once your contact information is entered, you will receive an email from PaySchools Central with a link to confirm the registration. After confirming your registration, you can login and attach students to your account using the **"Add Student/Staff"** tab.*
 - Select Ohio from the dropdown list of states.
 - Then select Monroeville Local Schools.
 - Add students to your account using their name and student ID# found in FinalForms.
 - If you need assistance, please contact cashier Debbie Smith at (419) 465-2610 or debrasmith@monroevilleschools.org
5. You may now add funds to your student's account via electronic check, credit or debit card. This is also where you may fill out an application for free/reduced meals.
 - **Locating the Free and Reduced-Lunch Application.** On the right-hand side of the screen in the white section, there is a section three-quarters of the way down the column labeled "School District." Under that is the Free and Reduced-Lunch Application. You must have created an account and attached students in order to access the online free/reduced meal application. Paper applications are available at each school office if needed.



6. Customize. Visit this website for tutorials: <https://payschools.com/payschools-central-parent-resources/>

- Select whether you want notifications.
- Set accounts to automatically replenish as needed.
- Review a student's purchase history for the last 30 days.