

Richland Parish School Food Service “Online Prepayment” Instructions

Richland Parish School Food Service Department is excited to provide parents a convenient, easy and secure online prepayment service to deposit money into your child’s school meal account at any time. This service also provides parents the ability to view your child’s account balance through a web site called <https://www.myschoolbucks.com>

By having money in each child’s account prior to entering the cafeteria, we find the lunch lines move along much faster so your child has more time to eat and be with friends. Also, parents will have the ability to print out a copy of their child’s eating history report. This history report will show you all dates and times that your child has purchased a breakfast and/or lunch within the past thirty days.

Things to know:

- If you have more than one child in the Parish you can handle all online prepayments from the same online account.
- Payments may be made through an existing PayPal account or with a major credit or debit card.
- In order to use the online prepayment service, a small convenience fee for each transaction will be assessed to cover the bank fees. The convenience fee is \$1.95 per deposit transaction. Parents placing money into multiple meal accounts will only be assessed the \$1.95 fee once per deposit transaction. Richland Parish School Food Service will not profit from the use of this site. The instructions below will guide you through the easy online account setup process. However, if you choose not to take advantage of the online prepayment service, you may continue to make advance payments via check or cash. Please write your child’s full name on the check.

To access these services:

1. Simply go the parish web site at www.richland.k12.la.us
Click on the Food Services link located in the gray box on the left hand side of the page.
2. Click on the <https://www.myschoolbucks.com> link. From this site you will create your account and add money to your child’s school meal account. All you need is your child’s name, school student ID number (not lunch number) and school Zip Code.

Registering for <https://www.myschoolbucks.com>

- You will first need your child’s student ID number (not their lunch number); you may get this number by contacting your child’s school, cafeteria or by contacting my office.
- Go to the district website at www.richland.k12.la.us, then click on Food Services, click on the link to <https://www.myschoolbucks.com> OR go to <https://www.myschoolbucks.com>
- Click **Sign Up** and enter the required information.
- Click **Finish** to complete the initial registration process.

Add Students to Your Family Account

- When you log in you will be taken to the homepage.
- Click **My Household** from the main menu OR from the green navigation bar on the left.
- This is a listing of the students in your account. It will be empty on your first visit to the site.
- Click **Find Student** and enter the required information.
- Click **Add** (next to your child’s name) to continue.
- Click **Add Child** to repeat the process for additional children.
(NOTE: Your child’s transaction history report will not display information during the initial account set up process)

How to Make a Deposit

- ❖ Click **Deposit Money** located next to **Add Student**.
- ❖ Enter an amount in the **Deposit** column next to your child’s name.
If you have more than one child, enter the amount you wish to deposit into the column next to each child’s name. DO NOT deposit money for your entire family into ONE child’s account.
- ❖ Click **Calculate**.
- ❖ Click **Make Deposit**.
- ❖ You will be directed to the PayPal web site to enter your payment information.
- You have the option to use your existing PayPal account, credit card or debit card to make your payment. - If you are using your PayPal account, enter your email address and PayPal password to continue. - If you are using a credit card or debit card, enter the required information. For your protection, <https://www.myschoolbucks.com> will not store your financial information.
- ❖ Click **Pay Now** when finished.
- ❖ Click **Pay** once again to finish the process.

If you have any questions, please feel free to contact my office at 728-5964 ext. 227 or ext. 267.

Sincerely,

Gracie Hosea
Child Nutrition Program Supervisor