Nutrition Services’ website for lunch account payments, menus, allergens and more!

Visit schoolcafe.com/SPPS for

**Lunch Accounts and Online Payments**
- Make payments—one time or set up recurring.
- Check balances and set up balance reminders
- Manage a la carte purchases on your account
- Account transfers or refunds

**Menus and Allergens**
- School Menus
  Menus are subject to change. Menus are published every Friday two weeks in advance.
- Nutritional information and ingredients
- Allergen Information

**Important Things to Know**
- Breakfast and Lunch PIN numbers are 99+your employee ID number.
- We may not have your current location correct in the system, so try using the last school you were at then notify Nutrition Services so we can update your account.

Instructions for opening and managing your SchoolCafé account can be found on page 2
For more info, visit spps.org/Domain/15239
Registration

1. Select [Create a new account]
2. Select I’m an Employee of this District, and then select
3. Enter your name and contact information, and then select
4. Create a username and password you will easily remember and confirm the password
5. Set up a security question and answer and select
6. Read and accept the Terms & Conditions, and then select

Add Student(s)

1. At the top of your Dashboard, select [Add a Student]
2. Enter your information as requested (student ID number is 99 plus your employee ID number)
3. Select [Search & Verify student]
4. Verify the student found is accurate and select [Add this Student]

Make a Payment

1. At the top of your Dashboard, select [Make a Payment]
2. Enter payment dollar amounts for each student as desired and select [Checkout]
3. On the Checkout Screen, confirm the total and select an existing payment method, or choose [Add a New Card] to add a new card.
   a. When adding a new card, you can enter your card’s details and either save the card (even making it your default payment card) or simply use it for a one-time payment.
4. When you have confirmed all details, select [Submit] to complete the payment. Funds are typically available at the child(ren)’s school(s) within 20 minutes

Set Up Automatic Payments

1. From your Dashboard, locate an individual student on your account and select the blue text next to ‘Automatic Payment’ (the text will say either ‘Not Set’ or ‘Set for…’)
2. In the first field, enter a Payment Amount. This amount will be paid automatically
3. In the next field, enter a balance threshold. This tells SchoolCafé how low the student’s balance must be before the payment will be made.
4. Select a payment source or select [Add a Card] to add a new card.
5. In the last field, confirm the date that the Automatic Payment will expire. (Note: this date should be before your payment source expires, if possible)
6. Select [Save]

Set Up Low Balance Alerts

1. From your Dashboard, locate an individual student and select the blue text next to ‘Low Balance Alert’ (the text will say either ‘Not Set’ or ‘Set for…’)
2. In the first field, enter a balance threshold. This tells SchoolCafé how low the student’s balance must be before a low balance alert is sent to you.
3. In the next field, enter how often you would like to receive a reminder that the student’s balance is below the threshold. This is helpful in case you miss an email or alert.
4. Select [Save]