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2016-2017 MealTime Online Instructions

The Piscataway Township Schools uses **MealTime Online** to provide the opportunity for you to make credit card deposits into your child's cafeteria account, view your child's purchase history and apply for Free/Reduced meals via the internet.

Applications for free or reduced meals must be completed each school year. If you qualified for free or reduced meals at the end of last year, this status expires on September 30, 2016.

To Use MealTime Online: Go directly to www.mymealtime.com or visit the District Web Site at www.piscatawayschools.org and click on "District Information", "Food Services", "Mealtime Online Information" to take you to the MealTime Online home page.

Create a MealTime Online Profile: Click on the "Create new profile" link and enter a Username and Password that you will use to login to MealTime Online. The Username and Password must be at least 6 characters. For example: Username - jsmith and Password - pty845

Login to your MealTime Online Account: Using the Username and Password that you created.

Child Information: You will need the child's First Name and District ID Number. If you have more than one child, you can add additional children under the same account.

For Deposits, Add Your Child: Click the Meal Account Deposit button. Click the Add Child link to add your child using the Child Information above.

Make A Deposit: Click on the "Make Deposit" link to make a deposit into a school account. The minimum deposit amount required is \$25 and the transaction fee for making deposits is 4.9% of the transaction amount per household. For example, 4.9% of \$25 is \$1.23. Total cost will be \$26.23. Click on the "View Details" link next to your child's name to view their cafeteria account balance and purchase history.

*Payments can be made using checks sent to your child's school made payable to: **Piscataway Board of Education**. Please ensure that the child's ID number is written on the check, so that the correct account will be properly credited.*

View Purchase History: Click on the "View Details" link to view student's purchase transactions.

Apply For Free/Reduced Meals: On the MealTime Online home page, click on "Free & Reduced Applications" and go through the information process. Only one application per household is needed. If you have children at the same or different schools, please list them all on the same application. Ensure you enter all family members in the household including their gross income if any. Applications may be submitted anytime during the school year.

Please contact Veronica Feeley in the Business Office at 732-572-2289 Ext. 2531 with any questions or concerns. Thank you!