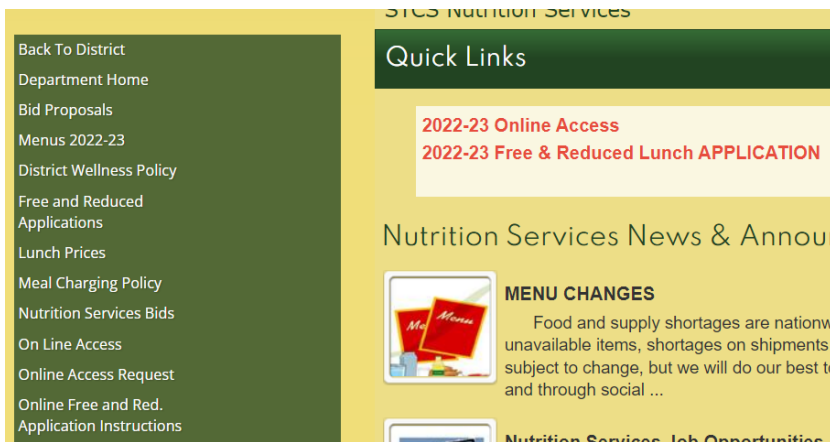


## **STCS Tip of the Month—Lunch Program**

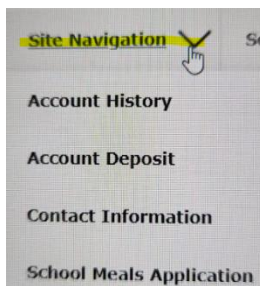
Please note, the lunch program is independent of Skyward. It is its own program called PS1000.

To access the district lunch program and deposit money into your child's account, transfer funds between children or to see what your children are buying, follow these steps:

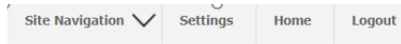
1. Go to [stcs.org/Departments/Nutrition/Online Access](https://stcs.org/Departments/Nutrition/Online Access). You can get to online access either by clicking [2022-23 Online Access](#) or [Online Access](#) on the left.



- If you get a pop-up when changing pages and it says you will leave your information, go ahead and click 'leave' as you will be able to get back to the page you are on.
  - If you do not already have a password, you must request it by clicking '[Online Access Request.](#)'
2. Once you are signed in, you will see your child's balance. You can also choose 'Fund Transfer' (this is for transferring funds between children only, not to deposit money).
  3. To make a deposit, go to 'Site Navigation/Account Deposit'. Once you enter your amount, you will be taken to a third party processing site and will verify your amount and enter your payment information. Click 'Submit'. *Once you click 'Submit', do not click it again as it will charge you as many times as you click 'Submit'!*



4. To review your child's account, go to 'Site Navigation/Account History'. Choose 'View Transactions' then expand the arrows before the date to see what was charged that day.



**Search Criteria**

Student:	<input type="text" value="C. B. ..."/>
Start Date:	<input type="text" value="01/09/2023"/>
End Date:	<input type="text" value="01/16/2023"/>
Account:	<input type="text" value="1. Primary Food Service"/>
<input type="button" value="View Transactions"/> <input type="button" value="Clear"/>	

**Search Results**

Beginning Account Balance on 01/09/2023	
<a href="#">Expand All</a>   <a href="#">Collapse All</a>	
<b>Transaction Information</b>	
Jan 09, 2023 12:13 PM	Prepaid sale
LUNCH-STCS/SV ELEM- \$1.85	-0.40
Jan 12, 2023 7:39 AM	Prepaid sale
Ending Account Balance on 01/16/2023	

5. You can also review your Family Contact Information under 'Site Navigation'. If your contact information is incorrect, please go to your Skyward Family Access account and change your information there.
6. If you need a **Free and Reduced form**, this is also found in this area listed under 'School Meals Application' and can be submitted online ('Site Navigation/School Meals Application').