

NUTRITION SERVICES ACCOUNT INFORMATION

Welcome to the Middleton-Cross Plains School Nutrition Department. Detailed information about Nutrition Services, including meal prices, can be found at <http://www.mcpasd.k12.wi.us/parents/school-nutrition-services/about-school-nutrition-services>.

Student Accounts

Student accounts can be set up online and money can be deposited at www.mcpasd.feepay.com. Instructions for creating your account profile are located at <http://www.mcpasd.k12.wi.us/student-fees-feepay>.

Each student has an individual account in FeePay, which is identified by their district assigned, 5 digit student ID number. To access your child's ID number, please log into campus portal <https://campus.mcpasd.k12.wi.us:8443/campus/portal/mcpasd.jsp>. Your student's ID number is listed there. If you do not know your campus portal login, please contact webmaster@mcpasd.k12.wi.us or call 829-9600.

Lunch accounts are debit-based, not credit-based, which means money needs to be in the account before a purchase is made. Any money that is left in the account at the end of the year will rollover to next year.

Low Balance E-Mail Alert

After setting up each student's account, please make sure to set a low balance e-mail alert under the Alerts & AutoPay tab. You will need to set an alert for each student separately.

A La Carte Purchases

Parental permission is required for middle and high school students to charge extra food, including a second entrée item or a la carte items such as snacks and drinks, to their lunch account.

A la carte items and prices, as well as a permission form, can be found near the bottom of the page at <http://www.mcpasd.k12.wi.us/parents/school-nutrition-services/forms>

You can fill out the permission form online and submit it using the Submit Form button at the top right. It will take 1-2 school days for your student's account to be updated.

Other Payment Methods

You can also make a deposit with check or cash. There are two ways to do this:

Mail/Drop Off

- Make check out to Nutrition Services.
- Please put student name and the dollar amount for *each* student in the memo line.
- Mail to or put in the dropbox at 2130 Pinehurst Dr., Middleton, WI 53562.

At School

- Each school has a dropbox for payments. Check with the school secretary for location. Dropbox payments take 1-2 school days to post to the student's account.

If you have any questions, please contact Mary Spurgat at 829-2343 or mspurgat@mcpasd.k12.wi.us.