

Food Services

Change to Payschools

The Lacey Township Board of Education recently had to change its online payment processing software from *PayForIt* to *Payschools*. We understand that many parents are having some issues adjusting to the new *Payschools* software.

We have recently learned that any settings you may have had in *PayForIt* will not have migrated into your new *Payschools* account. For example, you will need to set up your “auto-replenishment” again.

We would like to encourage all parents to go into the notifications settings and set up alerts in regards to low balances. Once you are logged into your *Payschools* account go to:

- Users (top right of screen) then,
- Manage Notifications then,
- Under Meal Account click the off next to low meal balance and it will turn to on
- Chose the other options in that section best for you
- Click update at the bottom of the page when done.

Please do not hesitate to call us directly at (609) 971-2000 extension 2046 any time Monday through Friday between the hours of 7:00 AM and 4:00 PM. I will be happy to answer any and all of your questions. If you call after hours please leave a message and you will receive a call back the following business day.

Thank you in advance for your cooperation.

WE CARE ABOUT OUR PARENTS AND STUDENTS!

Regards,

Crystal DeCaro

Director of Food Services