Dear Powers Catholic Families,

Powers Catholic High School continues to partner with MySchoolAccount.com for the managing of our lunch service. Due to Covid 19 Powers is requiring that all meals be preordered and prepaid for on MySchoolAccount.com. There will be two options available for you to choose from for your students. You can deposit funds in advance and place orders against that deposit or pay as you go. Deposits and payments can be made through ACH (checking/savings) *or* Credit/Debit Card\*. Each child’s account will be updated in real time, so account balance information and orders will be current daily.

In order to participate in the lunch service, you will need to create a parent account, if you have not already done so. This requires you to:

1. Go to **www.myschoolaccount.com**.
2. Click “Create Account” on the top menu bar.
3. Fill in the required information on the “Parent Account Sign-Up page.”
4. Select **Michigan** for the state
5. Create a User ID and Password
6. Choose **Powers Catholic High School** from the “School District” drop down menu.
7. Click the “Accept” box, and then click “Signup.” An email will be sent to your email address that will contain a “verification code.”

After you receive the “verification code” you may begin to add your children’s information. To do this, you will need to:

1. Go to **www.myschoolaccount.com** and login using your previously created user ID and password.
2. Enter the “verification code” to verify your account and email address.
3. Begin adding your children’s information according to the guidelines provided. You will need each of your children’s student ID numbers to add each student.
4. Once students are added you will be able to click the PreOrder tab to view the menu and place orders.

**Note: A parent account can be linked to many children, but a child can only be linked to one parent.**

Remember, in order to participate in the lunch service for your student, meals **must be preordered and prepaid for in advance**. All meals will be prepackaged for distribution.

**\*Note: There will be a per transaction convenience fee of $2.00 for ACH and 4.75% for credit/debit. These convenience fees are only associated to financial deposits and not necessarily purchases.**

Any money that is not spent by the end of the school year will be available the following school year.

**Questions You May Ask**:

1. *May I still use cash or check to put money into my student’s account?* Yes, you may still submit cash or check to Dawn Raquepaw, Accounts Receivable, (810)591-4741, ext. 517. Please note that our cafeteria cashiers will not be utilizing a cash drawer and they will not be accepting any cash or checks from students.
2. *Will my pre-order automatically deduct the cost of the meal from my student’s account as soon as the order is placed?*  Yes, the total cost of the order will be automatically deducted.
3. *What if I pre-ordered and my student is absent during the lunch service time? Will I be refunded?* You may cancel or void the order if you know that your student will not be in the building during meal service time. The cut of time will be 9:00a.m. to void or cancel an order. Refunds will be granted if an ordered meal is not picked up.
4. *What if we forget to pre-order a meal for my student?* Students who need a lunch but did not pre-order a lunch will be offered a basic lunch based on what may be available at the time.

I will be posting the menu on a weekly basis for now as routines can change quickly. Please send any further questions you may have to me at [lleigh@powerscatholic.org](mailto:lleigh@powerscatholic.org). Thank you in advance for your patience as our lovely cafeteria crew adjusts to this new routine as well.

Sincerely,

Linda Leigh

Food Service Director

Powers Catholic High School

(810)591-4741, ext. 527

.