

**METROPOLITAN SCHOOL DISTRICT OF MT. VERNON**  
**1000 W. FOURTH STREET • MT. VERNON, INDIANA 47620-1696**  
**PHONE 812-838-4471**

**October 20, 2011**

Dear Parents,

We realize it can be difficult to keep track of fees and payments to the school district. To help simplify payment of school fees, MSD of Mt. Vernon has enrolled in an internet-based service called *Café Prepay*. This service is a website where you can pay for your child's breakfast/lunch spending using your Visa, MasterCard or Discover. **Participation in this service is voluntary**; you may enroll at any time. Please note: *Café Prepay* (not the MSD of Mt. Vernon) charges a \$2.50 convenience charge per transaction, per student.

*Café Prepay* enables parents to keep track of their child's account balance. In addition, the website offers Automatic Replenish. This is optimal for the student whose lunch spending varies greatly from day to day. With automatic replenish, when the student's account balance goes below a specified amount, another specified amount is then deposited into the student's account via credit card. Using "automatic replenish on low balance", the student will never run out of money. Conversely, your credit card will not be charged until the student's balance goes below the specified dollar amount. To use this feature you would choose "Edit Scheduled Payments" once you have gone through the initial setup (see below "To get started").

*Café Prepay* also enables you to view your student's participation report, which means you can monitor your child's spending and see exactly what he's eating each day (via the Participation Report link). You will need your child's student ID number to access this information.

**To get started**, you will first enroll at [cafeprepay.com](http://cafeprepay.com). You will be asked to enter your email address and a password, which will be used each time you log in. Please note that a valid email address is required and that *Café Prepay* stores any necessary personal information in a secure, offline database which is accessed only to process payments and send payment confirmations via email.

Make sure when you are searching for your children that you choose, "Indiana," and then choose "**MSD of Mt. Vernon**" (not "Mt. Vernon Comm. Schools" which is in northern Indiana.)

Please visit <http://www.pay4lunch.com/faq.aspx> for more information. If you have questions that are not answered on the website, we encourage you to use the "Contact" link for *Café Prepay* or call the school office.

If you own an Apple iPhone, iPod, or iPad you may choose to use the free *Café Prepay App* which is available in the App Store.

**Remember, participation in this service is completely voluntary and your past process for funding your child's lunch account (cash or check) will still work. We hope you find this service a convenient alternative if you choose to use it!**

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