

## MSD of Steuben County Food Service

November 12, 2020

(prepared prior to the announced closure)

### **Subject: Ordering Free Meal Bundles for Students**

Dear Students, Parents and Guardians,

The following information is in regard to meals being available in the event the MSD of Steuben County needs to offer virtual learning only for an extended period of time due to Covid 19.

Meals will be available to any student that is enrolled in the MSD of Steuben County.

Meals will need to be pre-ordered.

Meals will be provided for scheduled Virtual days only. Meals will not be provided for scheduled breaks and holidays. If meals are distributed on a Monday, and there are 5 scheduled virtual days that week, each bundle will include 5 each breakfasts and lunches.

### **Households will need to do 3 things to receive information regarding the availability of meal bundles and to pre-order meal bundles:**

1. You will need an account with Remind.
2. You need to join MSDSC Food Service on Remind in order to receive information from Food Service.
3. You will need an account with [www.sendmoneytoschool.com](http://www.sendmoneytoschool.com) to pre-order meal bundles.

I urge every household to join MSDSC Food Service on their Remind account in order to receive important information and updates from Food Service regarding the availability and ordering deadlines for meal bundles. **All meal bundles must be pre-ordered.**

Meals will need to be ordered at [www.sendmoneytoschool.com](http://www.sendmoneytoschool.com). If you do not have an account set up, you will need to do that. In order to set up your account, you will need to know each of your student's I.D. number in order to add them to your account. **I**

**encourage everyone to create your household account now in case you need assistance with your student's I.D. number.**

In the event of an unexpected, extended closure you will receive information specific to the date and times that meals will need to be ordered by, the pick up location(s), and pick up times.

The following information is specific to how to place orders for meal bundles. Do not hesitate to have your students help with this. They are a very good resource if you need help.

In the event of a unexpected closure, Food Service will send out information in "Remind" letting you know to place your meal order(s) and other specifics regarding the initial meal pick up.

In the event of an extended closure additional information will be provided regarding future meal orders and pick ups.

**To pre-order meal bundles:** You will need to go to the 2<sup>nd</sup> tab, "Your Children" in order to place meal orders for each student. "Order meals for pickup" is located just below your student's name(s) on the right. Click on this.

The screenshot shows the SendMoneyToSchool.com website for MSD of Steuben County. The top navigation bar includes 'Home', 'Your Children' (highlighted with a red circle), 'School Store', and 'Your Account'. The 'Students' section displays a table of students with their names and food service balances. For the student 'Cindy', there are buttons for 'View Activity', 'Edit', and 'Order'. Below the table, there are buttons for 'Make a deposit', 'Transfer money between children', and 'Add a student to your account'. The 'Order meals for pickup' button is highlighted with a red circle. A footer message states: 'Some districts have suspended use of this site during the summer. If your district suspended access, you will not be able to sign in. Please contact your school if you have questions.' The footer also contains links for 'Legal', 'Help', 'Frequently Asked Questions', 'Terms Of Use', 'Privacy Policy', and 'Contact Us'.

The next screen is where you actually place your order(s). Begin by checking the header to verify you are ordering meals for the proper pick up date. Only enrolled students will show under the number 1. Complete questions 1-4, and select "save" under #5 to submit your order.

Pick up locations will be indicated under #2. **You may order for all of your students and pick up at ANY location that is convenient for you.** Your meals will only be available at the site indicated on your order.

**SendMoneyToSchool.com**  
MSD of Steuben County

Logged in as: [Name] Log Out  
View a different school district

Home | Your Children | School Store | Your Account

**Order Meals for Pickup on Monday, October 5**

- Place a checkmark next to each child for whom you wish to pickup meals.
- Place a checkmark next to the location where you will pickup the meals. You must pickup meals at this location.
  - Angola Middle School
  - Hendry Park Elementary
  - Pleasant Lake Elementary
- Place a checkmark next to each day for which you want meals. If you skip days, you will not be able to add them later.
  - Mon, Oct 5
- Which meals do you want?
  - Breakfast
  - Lunch
  - Breakfast and Lunch
- Click Save to complete your order.

If someone else has placed an order for a child, you cannot order for that child.  
You must pickup all meals on Monday, October 5.  
Schools can charge you for meals that are ordered but not picked up.  
Breakfast and lunch availability might vary based on where children are enrolled.  
Please make a deposit to cover the cost of all meals ordered.

Save | Back

Some districts have suspended use of this site during the summer. If your district suspended access, you will not be able to sign in. Please contact your school if you have questions.

Meals will be distributed curb side weather permitting. During inclement weather meals will be distributed from inside the entrance at each building.

***This institution is an equal opportunity provider.***