

## **School District of Monroe** **On-Line Payments Available**

Dear Parent or Guardian,

The School District of Monroe has an electronic fee and lunch payment management system available within Family Access. With the click of a button, you will be redirected to **e~Funds for Schools** where you have the ability to make payments via an electronic withdrawal from your checking or by credit/debit card.

A "how to" tutorial is available for your use. Log into your Family Access account and look for the school building icon in the upper right hand corner. Click on District Links.

The **e~Funds for Schools** electronic payment service is provided to the school by a third party service provider. The service provider has a nominal fee for their service. The district does not request or keep a record of family checking or credit card account information. You are in full control of your account. There is a \$1.00 transaction convenience fee if you choose to use your CHECKING account for payment and you can pay up to \$750 in a single transaction. The system carries a Non-Sufficient Funds (NSF) charge if the payment is "bad". For payments made by CREDIT or DEBIT card, there is a convenience fee of \$2.65 per each \$100 increment in the transaction. The convenience may change when the new 2017-2018 rates become available.

**No payments will be allowed without your knowledge and authorization through this secure payment system.** By providing your home and/or work email address, an email notification informing you of the student's name, purpose of the payment, and the amount of the item will be sent to you each time that a payment is to be processed. The **e~Funds for School** site is secure and uses industry standard data encryption.

**Low Balances:** The district strongly suggests that parents closely monitor the balance in Family Access. Automated phone calls and emails are made weekly to remind families when a payment is needed. A quick response is advised!

**Lunch Menu Calendars and Food Service News** can be viewed on the School District of Monroe website, [www.monroeschools.com](http://www.monroeschools.com), by clicking on School Nutrition/Menus and are also available at all building offices. If you have any questions regarding school meals, please call the food service office at 328-7260.