



Dear Parents,

The West Allis/West Milwaukee School District will be starting an innovative new school lunch feature called Café PrePay. This service is a website that provides two key advantages for parents that choose to set up a user account.

First, you can track your student's lunch balance and view what they are purchasing, this service is free.

Second you can put money on your children's meal accounts using your **Visa, MasterCard, Discover** or **American Express**. This service has a fee of \$1.50 for every \$25.00 entered in order to pay for the cost of the website and credit card fees. Participation in both services is voluntary; you may enroll at any time.

To get started, go to the district web site at www.wawm.k12.wi.us. Next, click on the Food Service tab on the left column. This brings you to the Sodexo website where you can click on the blue "pay4lunch icon". On your first visit to this site click on the "new users" tab. You will be asked to enter your e-mail 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. After your initial set up use the "lets shop" tab. Now select "make payments" from the left hand margin. **Once you have set up an online account, there is no charge to log on and check your child's balance or participation report.**

Another helpful feature the website offers is Automatic Replenish. With automatic replenish, when your child's account balance goes below a specified amount, another specified amount is then deposited into your child's account via credit card. Using "automatic replenish on low balance", your child 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. Each time a payment is made on the website, you will receive payment confirmation via e-mail. Payments can be entered on the website at any time. Transactions should be made before 10:00 a.m. if money is needed for that day.

The minimum amount you can put on your child's account is \$25.00. For every \$25.00 entered, you will be charged \$1.50. Money put on account must be done so for each child you have in the district. We are not able to do a family account at this time.

If you have any questions that are not answered on the website, please contact the Food Service Office at 414-604-3047. We hope you find this service to be a convenient alternative.

Sincerely,

Steve Kosnar
Food Service Director
West Allis/West Milwaukee School District
(414) 604-3046