
NUTRITION PROGRAM - IMPORTANT UPDATES AND INFORMATION

August 30, 2022

Dear Parent(s)/Guardian(s):

FREE Meals for ALL Students-EXPIRED

The USDA waivers, which allowed all schools to serve one student breakfast and one lunch to all students at no cost, EXPIRED on August 3, 2022 (the last day of the extended school year program). Please be aware that meals and additional purchases will be charged to accounts when the students return to school in September. Please fund your student's nutrition account accordingly. Watch the short video regarding these changes here: [English](#) | [Spanish](#).

PaySchools Central

The information on how to register and preorder meals using the Payschools Central system are attached in the accompanying documents. If you have already registered and have been using the Payschools Central Pre-Order system, you do not have to register again.

PaySchools Rate Flyer ([English](#) | [Spanish](#))

Payschools Pre-Order Meals Flyer ([English](#) | [Spanish](#))

PaySchools Central - Parent User Guide ([English](#) | [Spanish](#))

Preordering Meals

It is imperative that all families requesting meals for their students use the preorder system. Spectrum360 staff cannot place orders for your student through the system. The preorder system is an entirely separate function from the payment platform. **All meals must be ordered no later than 10:00pm the night before.**

Information Required to Preorder

If you are using the system for the first time, you will need to know your student's nutrition account ID number which can be obtained by emailing Nadine DePope at ndepope@spectrum360.org. The district is Spectrum360, which will appear in the drop down box between two districts starting with the letter "C" (due to the change from our former name, The Children's Institute.) Please follow the instructions all the way through to the completion of your order and remember to click the Continue Button at the end. To check that your order was successfully placed, from the PaySchools Central dashboard, click on the "preorder meals" link, then click on the "my orders" link. All orders should be listed.

Payment Options

As stated above, all students have an account ID number for the nutrition program. Activity for all of the purchases for your student will appear on their account along with the corresponding charges. This account





Home of:
Academy360 Upper School
Academy360 Lower School
Independence360

activity is visible through PaySchools Central.

Payment on your student's account can be made via credit or debit card directly through PaySchools Central or by calling Nadine in the Business Office. You can also send a check or money order payable to Spectrum360 directly to the attention of the Business Office at 414 Eagle Rock Ave. Suite 200B, West Orange, NJ 07052 with your student's name noting "nutrition" in the memo and we will gladly apply the payment to the account.

If you are having difficulty ordering your child's meal or have questions regarding registration or payment on an account, please contact Nadine DePope in the Business Office at ndepope@spectrum360.org or call 973-509-3050 x 218.

Wishing you a happy and healthy school year!

Stacy Sarra

Business Manager
Spectrum360

