

Our partners at LunchTime have made some adjustments on their end that should help us remedy some of the concerns your initial attempts have raised. We have now had a successful pilot navigation of this 3-step process in the portals successfully - hopefully that means all of us can now complete each step successfully as well! Thank you for leaning into our theme and being kind and compassionate (and patient!) to one another as we navigate this transition!

Here are a few important points of clarity that should lead us closer to the finish line:

- 1. To order breakfast/lunch, you MUST create an account with the LunchTime [School Pay Portal](#) by following the [directions on the PDF attached here](#). **REMINDER: Use the school zip code (55419) when searching for your students and the 4-digit EXT ID for registration - this will also be their pin for the meal program this year.****
- 2. Once this has been completed, a link to [another LunchTime site](#) (see image below) should now be visible that says “Free/Reduced Benefit Application” to take you to the application we need all families to complete to be compliant with the state program. [Instructions to complete that application can be found HERE](#). **NOTE: This application does not need to be completed before ordering the first round of meals, but we will need all of these applications completed by September 30, 2024 to maximize our amount of government funding for school programming. You may complete Step 3 before Step 2 if you so desire.****

LunchTime Cafeteria Account

Use the Reminders link to setup an email alert or to automatically put money in your child's account when their balance falls below a specified level. Click the Free/Reduced Benefit Application button to apply for free or reduced meal benefits online.

[View/Set Reminders](#)

[Free/Reduced Benefit Application](#)

[Make Cafeteria Deposit](#)

- 3. Once all of your students have been added to your account in LunchTime, you can order lunches for each child in Sycamore.**