

Making Online Meal Deposits through Parent Portal

You can now use Parent Portal to pay meal fees online. To provide this service at no cost to the school district, a convenience fee is added to each transaction; the fee covers processing costs. The convenience fee is a sliding scale charge based on the amount of deposit. The maximum deposit allowed is \$200.00.

Deposit Amount	Sliding Scale Service Charge
\$0.01 – \$20.00	\$1.00
\$20.01 – \$55.00	\$2.00
\$55.01 - \$90.00	\$3.00
\$90.01-\$125.00	\$4.00
\$125.01-\$160.00	\$5.00
\$160.01-\$195.00	\$6.00
\$195.01 +	\$7.00

Steps for paying school meals online:

1. Log-in to Parent Portal
2. Go to the Meals tab
3. Go to On-Line Payment option
4. Enter Deposit Amount (a sliding scale notice will appear)
5. Proceed to verification
6. Read the confirmation of charges (includes sliding scale service charge)
7. Proceed to PayPal (PayPal account not required)

Once the transaction is complete, the deposit is immediately posted to your child's account and can be verified on Parent Portal. If you have questions about this service, please call Linda Webster, St. James R-I Director of Food Services, at 572-261-3712.