



Cami Anderson  
Interim State District Superintendent

**The Newark Public Schools**  
Food & Nutrition Services  
2 Cedar Street  
Newark, New Jersey 07102-3091  
Tel (973) 733-7170  
Fax (973) 733-8022



Valerie V. Wilson  
School Business Administrator

Tonya Riggins  
Director

Memorandum to: **Principals**

From: Tonya Riggins, Director *TR*  
Director Food & Nutrition Services

Date: June 16, 2015

**Re: APPLICATION PROCESS 2015-2016**

As we begin preparation for the 2015-2016 school year, please be advised of the following as it relates to Lunch Applications for the 2015-2016 school year. Our goal this year is 100% application collection so that we can ensure that all students receive a nutritious meal.

This year we will provide meals to all children in the district (Pre K-12) at no cost regardless of their lunch application status. However the ability to feed all the children at no cost is contingent upon the collection of 100% of the lunch applications which is critical to feed all of the students at no cost.

Your assistance in this process is greatly appreciated; as such please adhere to the following guidelines for the application collection process.

### **LUNCH APPLICATIONS**

- The Office of Food & Nutrition Services will no longer distribute and collect paper applications. However, paper applications are available in the Office of Food & Nutrition Services for **parents with special circumstances**.
- All applications must be completed **ONLINE**. Parents can access the online application from any computer by going onto the **Newark Public School website [www.nps.k12.nj.us](http://www.nps.k12.nj.us)**
- **The application for 2015-2016 will not be available until July 20, 2015. Please note if an application is completed before July 20, 2015 it will not be accepted for the 2015-2016 school year.**
- Parents without access to a computer can complete the online application at your school or come in to the Office of Food & Nutrition Services between the hours of 9:00 a.m. – 3:00 p.m. Monday through Friday.
- We will begin sending out messages to parents via blackboard messaging starting **July 6, 2015**.

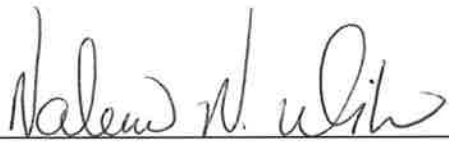
June 16, 2015

RE: Application Process 2015 – 2016 (continued)

**MYPAYMENTSPLUS**

- **Cash payments will no longer be accepted in the cafeteria. The students who would like a second meal or a la carte items will have to set up an account online with MyPaymentPlus.**
- Parents can sign up by visiting [www.mypaymentsplus.com](http://www.mypaymentsplus.com), click “Register a Free Account” and follow the onscreen instructions. They will need their child’s ID number to establish an account.
- MyPaymentsPlus is a convenient online service, which offers parents the ability to manage their child’s meal account online.
- Teachers and other adults who wish to purchase a meal can also set up an account with MyPaymentsPlus. To obtain a PIN# and ID# please e-mail Ms. Yolanda Ruiz in the Office of Food & Nutrition Services at [yruiz@nps.k12.nj.us](mailto:yruiz@nps.k12.nj.us)
- MyPaymentsPlus accepts checks, credit or debit cards as a form of payment.
- Registration for MyPaymentsPlus can be done online or via the phone at (877) 237-0946.
- Blackboard messages in reference to the online application and MyPaymentsPlus will be sent to all parents starting **July 6, 2015.**

Attached is a flyer for MyPaymentsPlus, please feel free to copy and send home, and post in your school.

Approved:   
Valerie V. Wilson, School Business Administrator

TR/ycr

c: Valerie V. Wilson, School Business Administrator  
Kathy Wise, Deputy Director  
Luisa DeMarchena, Deputy Director  
Shante Mashack, Cafeteria Manager  
Regina Moses, Cafeteria Manager  
Elayier Pickett, Cafeteria Manager  
Jayson Shaw, Compliance Manager  
Trayce Brown, Senior Accountant  
File

Att: (1) MyPaymentsPlus flyer