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[www.cjeagles.org](http://www.cjeagles.org)

**July 18, 2017**

Dear Students and Parents,

Students have the option to make cash-free cafeteria transactions through SPS EZpay, an electronic payment processing service organized by our cafeteria provider, W.G. Grinders. The SPS EZpay system allows students to make purchases by swiping their student ID badge. New students will receive their ID badges during the first week of school, and returning students should use their same IDs from last school year.

To start using SPS EZpay, parents must first register an account online. Go to [www.cjeagles.org](http://www.cjeagles.org) and click the EZpay logo under the Office of Student Services – Cafeteria page. Complete the registration by using your child's name and seven-digit student ID number in place of an account number. Student ID numbers can be located at the bottom of student ID badges and on report cards. Once you have registered and created a password you will not need your child's ID number again.

Parents who register for an account online through SPS EZpay have the ability to manage their student's account balance, receive email alerts when the balance is low and monitor purchase activity. The system is completely secure and does not store parents' or students' personal information.

Funds can be loaded to your child's account online at [www.spsezpay.com/cjeagles/login.aspx](http://www.spsezpay.com/cjeagles/login.aspx) or offline at CJ. Debit and credit cards can only be used online. Payments made with a card will be credited by the end of the next business day and a \$2 convenience fee will be charged for each online reload. To load funds to a student's account offline free of charge, students can bring a check directly to the cafeteria during their scheduled lunch or parents can drop off a check to the office of student services (OSS). Checks should be made payable to WG Grinders and please put either the student's name or student ID number in the memo line of the check.

Enclosed with this letter is a list of frequently asked questions and answers regarding the electronic payment processing system for the cafeteria. If you have other questions or concerns that we have not addressed, please don't hesitate to get in touch with me or contact SPS EZpay directly at 1-866-693-9729 or [info@spsezpay.com](mailto:info@spsezpay.com).

Sincerely,

A handwritten signature in black ink that reads "Greg Mueller". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Greg Mueller, Assistant Principal  
(937) 461-3740 x226 | [gmueller@cjeagles.org](mailto:gmueller@cjeagles.org)

## SPS EZpay at CJ - Frequently Asked Questions and Answers

**What is my student's lunch account number?** Your student's ID number from his or her student ID badge is their account number. The system has a scanner for swiping badges at the time of purchase.

**How do I load my student's account?** You can either drop off cash or check (made payable to WG Grinders with student name on memo line) in the cafeteria or in OSS, or go to [www.cjeagles.org](http://www.cjeagles.org) and click the SPS EZpay link from the Office of Student Services pages and load the account with a credit or debit card.

**Is cash payment still accepted?** Yes.

**Will credit or debit cards be accepted at the register?** No. Credit and debit cards can only be used online to load funds to a student's account.

**What are the advantages of SPS EZpay?** The SPS EZpay site will give parents the opportunity to load funds to a student's account online and monitor current balances and meal transactions.

**If I am not using SPS EZpay to load my student's account, can I still use the site to monitor spending activity?** Absolutely. There is no charge at all to monitor your child's lunch accounts. We are hopeful that every parent uses the site to receive up-to-date information about their student's lunch activity.

**Are there any fees associated with using SPS EZpay?** There is a \$2 convenience fee for every "load" of the student's account online. There are no fees beyond that.

**Is there a fee when I submit cash or check to "load" the account?** No.

**What happens if the account gets to a zero balance?** Your student must have money on their account to use the lunch payment system. Until money is put back on their account, cash payments must be used.

**How will I know if the balance is low?** If you are registered online through EZpay, you will receive e-mails as soon as the balance gets below \$10. At this point, you should reload the account. Students will not be served if their account holds a zero balance.

**How do I see the upcoming school lunch menu?** Go to the cafeteria page under the Office of Student Services tab at [www.cjeagles.org](http://www.cjeagles.org).

**What if my child forgets his or her student ID badge at lunch?** Per school policy (Student Handbook), students must carry their ID badges at all times during the regular school day. It is the student's responsibility to replace lost or damaged badges. Replacement badges can be purchased in OSS for \$5.

**When can my child use their student ID badge to purchase items in the cafeteria?** Students may swipe their badge to purchase items at all lunch periods and at After School Cafe. Students will also now be able to swipe their badge to purchase concession stand items at home after-school events.

**Who should I contact with questions?**

- Greg Mueller, Assistant Principal - (937) 461-3740 x226 | [gmueller@cjeagles.org](mailto:gmueller@cjeagles.org)
- Jim Powers, W.G. Grinders - [wgrindersofdayton@hotmail.com](mailto:wgrindersofdayton@hotmail.com)
- SPS EZpay - 1-866-693-9729 | [info@spsezpay.com](mailto:info@spsezpay.com)