

St. John the Evangelist
Department of Food Service
514 Lincoln St Fenton, MI 48430

Dear Parents:

Our school uses an online service that will allow you to monitor your children's lunchtime purchases, track what your children have been eating for the past 30 days, make deposits directly into their meal accounts, and have an email reminder sent to you when an account balance gets low. Student debit account deposits can be made through ACH payments or by credit card. Parents can also set up Auto Replenish for their student's account. Each child's account will be updated throughout the day.

In order to take advantage of this service, you will need to create a parent account. This requires you to:

1. Go to <https://stjohnschool.revtrak.net/>
2. Click "Create New Account"
3. Fill in the required information then click CREATE ACCOUNT
4. Click MAKE A PAYMENT, in the Food Service section
5. Click Add Student and enter your student id and verification code.
6. After the students are added you will be able to view the lunch account activity and make payments to the student lunch account. When adding money to your students account there are two options to choose from.
 - Ala Carte Balance - money can be used for all food purchases. This includes: Breakfast, lunch and ala carte line (snack line) purchases.
 - Meal Balance - money is to be used for a Qualified (Reimbursable) breakfast and/or lunch only.
7. ACH and credit card payments will be charged a processing fee of 3.62%.

We urge you to take full advantage of this system by making deposits into your children's accounts on a weekly, monthly, or annual basis. You are free to choose the amount of each deposit. Any money that is not spent by the end of the school year will be available the following school year.

If you have any questions, please contact us.

Sincerely,
Tracy Gabrielson
Food Service Director
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