Albert Gallatin Area School District

2625 Morgantown Road Uniontown, PA 15401 PHONE:(724)564-7190 FAX:(724)564-7195

August 2026

Dear Parents/Guardians,

All students of the Albert Gallatin Area School District are eligible for free breakfast and lunch daily. However, you may elect to have funds available for your child for a la carte or optional purchases.

An online prepayment system is available through the cafeteria software program. Should you choose to use the online prepayment system you can do so by using the quick link that is available on the Albert Gallatin Area School District website (agasd.org) under the Find It Fast School Café section or by going to www.schoolcafe.com . Attached is a SchoolCafe Quick Card that provides a step-by-step guide for setting up and adding students to your account.

Please be aware that there is a $2.25 per transaction fee when using these services.

You may also send payments in cash or check to your child's school cafeteria to add to their account. Checks should be made payable to AGASD Food Service.

If you have any questions or need further assistance, please contact me at 724-564-7190 ext. 8123.

Thank you.

*Troy Golden*

Troy Golden
Food Service Director

# schoolcafé QUICK CARD

**Contact Info:** (Note: For security purposes, you may be asked to verify your contact info, including your security answer, when you request help.)
**Phone:** 855.PAY-2-EAT - (855) 729-2328

**Email:** customercare@schoolcafe.com
**Website:** https://www.schoolcafe.com

## REGISTRATION

1. Select Create a new account

2. Select *I'm a Parent* and select Next

3. Enter your name and contact information, and then select Next

4. Create a username and password you will easily remember, and confirm the password

5. Set up a security question and answer (in case you do forget your login credentials) and select Next

6. Read and accept the Terms & Conditions, and then select Create My Account

## ADD STUDENT(S)

1. At the top of your Dashboard, select Add a Student

2. Enter your student's information as requested

3. Select Search & Verify student

4. Verify the student found is accurate and select Add this Student

## MAKE A PAYMENT

1. At the top of your Dashboard, select Make a Payment

2. Enter payment dollar amounts for each student as desired and select Checkout >

3. (Optional) If your district allows for purchasing of other types of school items (yearbooks, fees, etc.), you will see a Shop Campus Store button, where you can enter payment amounts for those items as well. If the district does not accept those kinds of payments through SchoolCafé, this button will not be visible.

4. On the Checkout screen, confirm the total and select an existing payment method, or choose Add a New Card to add a new card.

   a. When adding a new card, you can enter your card's details and either save the card (even making it your default payment card) or simply use it for a one-time payment.

5. When you have confirmed all details, select Submit ✓ to complete the payment. Funds are typically available at the child(ren)'s school(s) within 20 minutes.

## SET UP AUTOMATIC PAYMENTS

1. From your Dashboard, locate an individual student on your account and select the blue text next to 'Automatic Payment' (the text will say either 'Not Set' or 'Set for ...') 


2. In the first field, enter a Payment Amount. This amount will be paid automatically.

3. In the next field, enter a balance threshold. This tells SchoolCafé how low the student's balance must be before the payment will be made.

4. Select a payment source or select

to add a new card.

5. In the last field, confirm the date that the Automatic Payment will expire.
(Note: this date should be before your payment source expires, if possible!)

6. Select


## SET UP LOW BALANCE ALERTS

1. From your Dashboard, locate an individual student and select the blue text next to 'Low Balance Alert' (the text will say either 'Not Set' or 'Set for ...') 


2. In the first field, enter a balance threshold. This tells SchoolCafé how low the student's balance must be before a low balance alert is sent to you.

3. In the next field, enter how often you would like to receive a reminder that the student's balance is below the threshold. This is helpful in case you miss an email or alert.

4. Select


For answers to frequently asked questions, and to get the most up-to-date help with this or any other information not covered here, please visit our website at https://www.schoolcafe.com and select