

Dear Parents or Guardians:

In order to comply with Federal regulations, VISA, Master Card, Discover and American Express are required to revise the fee structure for CaféPrepay.com payments. The structure will change to a flat rate of \$2.50 per student per transaction. This change means that if you have 2 or more children and you enter money on each child's account you will be charged \$2.50 for each payment. Since \$2.50 will be charged for each individual payment, FCPS Food Service is recommending that families make one individual payment for all the family's children, and enter the payment onto one child's account. This will result in only one fee of \$2.50.

To have that payment distributed between the other child/children's accounts, the family must contact the school Complex Manager by email or by other written instructions on how the payment should be divided. Once the Complex Manager receives the written instructions, the payment will be distributed to the other child/children's accounts per the family's request.

Because of the revision in the fee structure, FCPS has also revised the requirements for refunding fees. Fees will be refunded by Food Service, for individual transactions of \$75.00 or more. Fees will not be refunded if the individual transaction is less than \$75.00. The refund will be added to one child's account.

<b>LISTED BELOW ARE THE COMPLEX MANAGERS THAT ARE TO BE CONTACTED:</b>			
Susie Whitter	Brunswick Complex	susie.whitter@fcps.org	240-236-5365
Carol Lewis	Catoctin Complex	carol.lewis@fcps.org	240-236-8102
Michelle Wiles	Gov TJH Complex	michelle.wiles@fcps.org	240-236-8231
Sandra Shankle	Hillcrest Complex	sandra.shankle@fcps.org	240-236-3232
Emily Dunn	Oakdale Complex	emily.dunn@fcps.org	240-566-9470
Casandra Allison	Middletown Complex	casandra.allison@fcps.org	240-236-7514
Dennis Smith	Monocacy Complex	dennis.smith@fcps.org	240-236-4737
Laurel Johnson	Tuscarora Complex	laurel.johnson@fcps.org	240-236-6430
Fran Wimmer	Urbana Complex	fran.wimmer@fcps.org	240-236-7704
Barb Lyles	Walkersville Complex	barb.lyles@fcps.org	240-236-7339

FCPS Food Service greatly appreciates your participation in the Café Prepay Program.