



Central Jersey College Prep Charter School

MEAL SERVICE INSTRUCTIONS





CENTRAL JERSEY COLLEGE PREP CHARTER SCHOOL

CJCP is a 2016 National Blue-Ribbon School

September 01, 2019

Dear Parent/Guardian:

CJCP is now able to provide parents with the option to make deposits into your student's cafeteria account via a credit card on MealTime Online. This is the same website that is currently employed by the district to allow parents to view payment and purchase history.

Please note that MealTime Online does charge a website transaction fee for making deposits via the website. This transaction fee is 4.9% of the deposit total.

Parents may also continue to deposit funds into a student's account by sending a **check** made out to "[Central Jersey College Prep Charter School](#)" to school with their student in an envelope labeled "**POS – Meal, Attn: Business Office**". There will be no service charge on funds deposited in this manner.

Deposits made online are retrieved and added to your student's balance at their school every five minutes. This provides students with the opportunity to almost immediately access the funds that have been deposited into their accounts.

To Use MealTime Online

Visit the district's Food Services website or go directly to the MealTime Online website

- If you do not already have a MealTime Online profile, please create a profile. Click on the "Create new profile" link and create a Username and Password that you will use to login to MealTime Online. The Username and Password must be at least six characters.
For example: Username: jsmith Password: pty845
- Please follow the below steps below to add your child/children to your MealTime Online account.
 - ❖ Step 1: Select "Manage Cafeteria Account" on the left hand side Menu
 - ❖ Step 2: Click "New" to add your child
 - ❖ Step 3: Select State "New Jersey"
 - ❖ Step 4: Select School Name depends on your child enrolled location.
 - Middlesex County STEM CS - Market Street
 - Middlesex County STEM CS - YMCA
 - ❖ Step 5: Write your child Student ID number. (Use Genesis Student ID#)
 - ❖ Step 6: Write your child "First Name"

Please follow the guideline in **Page 2**.

- Make a Deposit. Click the "Make Deposit" link to make a deposit into a school account. Click the "View Details" link next to your student's name to view their cafeteria account balance and purchase history.

If you have questions, please contact the district's Food Service Department at mealservice@cjcollegeprep.org or 732-302-9991 ext 1502

Fatih Kayalar
Business Administrator



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The screenshot shows the 'Add student' form in the MyMealTime system. The left sidebar contains navigation options: Home - Deposit Funds, Schedule Deposits, Pay School Fees, View Receipts, View Reports, Manage Cafeteria Accounts, Settings, About, and Sign Out. The main form area has a 'New' button and a 'School Name' dropdown menu. The dropdown is open, showing 'New Jersey' as the selected state and a search for 'central jersey'. Two search results are visible: 'Central Jersey College Prep - New Brunswick' (with 'New Brunswick' circled in red) and 'Central Jersey College Prep Charter School'. Red arrows point from the 'Manage Cafeteria Accounts' sidebar item to the 'New' button, and from the 'New' button to the 'School Name' dropdown. Another red arrow points from the dropdown to the search results. A 'MealTime Apply Online' banner is visible at the bottom left.

Step 1
Select
"Manage Cafeteria Accounts"

Step 2
Click "New"
to add your student

Step 3
Select State

Step 4
*Select School Name depends on
your children enrolled location

The screenshot shows the 'Add student' form with the 'School Name' dropdown now set to 'Central Jersey College Prep - New Brunswick'. Below the dropdown are two input fields: 'Student ID' and 'Student's First Name'. At the bottom right of the form are 'Cancel' and 'Add' buttons. Red arrows point from the 'Student ID' and 'Student's First Name' fields to their respective labels. A third red arrow points from the 'Add' button to its label. The left sidebar and 'New' button are also visible.

Step 5
Write your child
Student ID number.
(Use Genesis Student ID#)

Step 6
Write your child
Student ID number.
(Use Genesis Student ID#)

Step 7
Click "Add"