



End of Year Reminders

Dear EZSchoolPay Parent,

In an effort to help make a smooth, worry-free transition from this school year to the next, we have compiled a list of helpful tips for how to use EZSchoolPay amid a number of common scenarios.



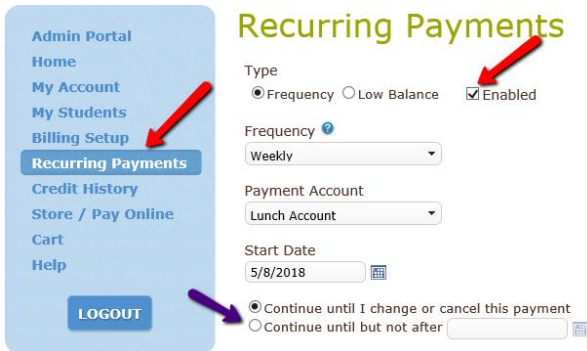
Thank you, and enjoy your summer!
CCS Food and Nutrition Services

Account Funds

Any funds that have not been used on your child’s meal account automatically carry over to the new school year, even if your child changes schools within the district. If your child is leaving the district, please see the section on Refunds.

Recurring Payment *****VERY IMPORTANT – PLEASE READ*****

This feature will be automatically disabled as of June 7 and will be reinstated at the start of the school year. **HOWEVER**, if you have recurring payments set up and do not want the system to automatically post a new payment prior to June 7, you **must turn off your recurring payment**. Please go into your child’s EZSP account and manually disable the recurring payment or add an end date. If you do not disable this feature, any payments made will rollover with your student to the next school year. **Refunds will NOT be made on any recurring payment due to failure to disable the feature.** To disable your recurring payment: [click here to access ESZP](#). Click on “Recurring Payments and remove the checkmark from the “Enabled box – OR add a date in the “Continue until but not after xx/xx/xxxx” box. Then, click Continue at the bottom to save your entry. **Please note: You will need to reinstate your recurring payment at the beginning of the school year** by simply accessing your EZSchoolPay account and clicking on the Enabled box, then selecting Continue to save your entry. You may reinstate the recurring feature at the beginning of August.



Refunds for Students Leaving School District

Please disable any EZSchoolPay automatic payments. Complete the Refund Request Form found on your child’s school website (Food Services tab) or by clicking on the following link <http://www1.ccs.k12.in.us/district/food-services/EZSCHOOLPAY> . The form can be mailed, emailed, or faxed to the Food and Nutrition Services Department.

Refunds for Graduating Students

Graduating student balances will automatically transfer to younger siblings, *if applicable*. Otherwise, balances \$25.00 and above will automatically be refunded to the address on file. Balances less than \$25.00 **MUST** be requested by the parent/guardian via the Refund Request Form found on your child’s school website (Food Services tab) or by clicking on the following link <http://www1.ccs.k12.in.us/district/food-services/EZSCHOOLPAY> . The form can be mailed, emailed, or faxed to the Food and Nutrition Services Department.