

# 4 E-Z STEPS

## To Setting Up A School Lunch Account

PLEASE NOTE:

**A NEW APPLICATION\* IS REQUIRED EVERY YEAR.**

**Returning Student? Jump to #3!**



**APPLY HERE**

### 4 E-Z STEPS

**1** REGISTER EACH STUDENT  
(DoDEA student ID # for each student required)

**2** SET UP LUNCH ACCOUNT @ THE EXCHANGE

**3** SET UP A MYPAYMENTSPLUS ACCOUNT

**4** APPLY ONLINE for Free/Reduced Priced Meals

#### 1 REGISTER EACH STUDENT

- Obtain a 10-digit DoDEA student ID# for all children, (mandatory for all Sure Start students) from the school registrar.
- You will need each student's ID# for Step 2

#### 2. SET UP A LUNCH ACCOUNT WITH AAFES EXCHANGE

- Visit your AAFES EXCHANGE Customer Service center to set up an account for EACH STUDENT.
- A 6 digit pin number will be assigned for your child to use to deduct cost of meals, ala carte items and beverages.

**ALL STUDENTS, even those eligible for Free & Reduced price meals & Sure Start, need a LUNCH ACCOUNT.**

#### 3. SET UP AN ACCOUNT THROUGH MYPAYMENTSPLUS (MPP)

- **MPP charges a 4.75% management fee for all deposits made online or on the mobile app.**
- **Deposits made at the AAFES EXCHANGE or school cafeteria are FREE.**
- **NEW STUDENTS:** To create a new account, visit [www.MyPaymentsPlus.com](http://www.MyPaymentsPlus.com). Follow the on screen directions and register your student(s) using their Student ID number(s). You can have multiple students on one MPP account. (Please select the following: State: Exchange District: AAFES- DoDDS)

#### • RETURNING & NEW STUDENTS:

- Deposit into the School Meal Program meal account for school meals.
- Deposit into the General account for a la carte food/beverages.
- With MPP You Can:
  - View student cafeteria balances anytime, from anywhere.
  - See what your child is purchasing in cafeteria.
  - Set up alerts so you know when the balance is low.
  - Make payments to your student's cafeteria account online or with the MyPaymentsPlus mobile app.

#### 4. APPLY ONLINE FOR FREE OR REDUCED LUNCHES\*

- You only need one (1) application per household. Please include ALL students on one application (mandatory for all Sure Start students).
- Duplicate applications can and do result in significantly longer processing time and possible denial of benefits.
- Paper applications are no longer available. Parents/guardians must apply online for benefits.
- Apply at: <https://freeandreducedapps.aafes.com/>.
- Use your phone to scan this QR Code for a more convenient way to apply!

www.freepik.com



#### SPECIAL DIETARY NEEDS?

**Provide a doctor's letter to the school nurse regarding any special dietary needs or food allergies for menu substitutions as required.**

**Sign up today to enjoy healthy & TASTY lunch choices!**

**The AAFES School Meal Program is proud to offer your student healthy, flavorful STAR LUNCHES daily!**

# STAR LUNCHES

**Students can choose from a variety of options...**

**★ Protein**

3 Daily Options  
Meat/Meat Alternative



**★ Whole Grains**

Daily Choices



**★ Fruits**

2 Daily Choices



**★ Vegetables**

Daily Choices



**★ Milk**

Fat Free or 1%



A STAR LUNCH, at a minimum, must include at least three of the above components, including either a fruit or a vegetable. Along with another component, students can take only fruits, only vegetables or both fruits & vegetables.

## BREAKFAST?

Check with your student's school to see if breakfast is offered!

Were you aware that we offer a fresh fruit or veggie EVERY DAY?!



### CONTACT US

AAFES School Meal Program Customer Service Email: [SMPCustSvc@aafes.com](mailto:SMPCustSvc@aafes.com)  
For more information, visit: <https://www.aafes.com/about-exchange/school-lunch-program>

Once school begins, you can find **menu**, as well as nutrition and allergen information at:  
<https://www.aafes.com/Images/Community/schoollunch/MenuNutrition2020.pdf>

# Come Taste for Yourself!