

HAMPDEN-WILBRAHAM REGIONAL SCHOOL DISTRICT  
621 MAIN STREET  
WILBRAHAM, MASSACHUSETTS 01095  
SCHOOL NUTRITION SERVICES

October 22, 2009

Dear Parents and Guardians:

Exciting news from the Food Service department! You will now have the ability to pre-pay for your child's lunches online. The instructions are as follows:

1. Using Internet Explorer, go to the District website: [www.hwrsd.org](http://www.hwrsd.org)
2. Click on the UniBank online payment center.
3. Choose Food Service.
4. Select the school you wish to make a payment to (you must make separate payments for each student)
5. Enter the amount you wish to pay, the student account # (their cafeteria pin), the student's name and the student ID # (the same number as above, their cafeteria pin)
6. Complete the check out process.

Unibank gives you two options for paying your bill, electronic check (a direct withdrawal from your checking account) or credit card.

The electronic check option is **FREE**.

There is a transaction fee for a MasterCard or Discover card payment. The fee schedule is listed online.

Please be advised that there **may** be up to a 72 hour delay between the time the payment is made and when it is credited to your child's account. Please be sure to make payments promptly when you are notified that your child's account is under \$10.00.

This option is available in the elementary and middle schools only.

If you are not sure what your child's cafeteria account number is please contact the Cafeteria Manager at your child's school.

As always, we still will accept checks sent in to school and cash. When sending in a check please be sure to include your child's name, classroom and pin number on the check.

Feel free to contact me at 596-9011 x286 or [jdougal@hwrsd.org](mailto:jdougal@hwrsd.org) with any questions about this new process.

Sincerely,  
*Julie A. Dougal*  
Julie A. Dougal, SNS  
Food Service Director