

## Totowa Borough Public Schools

294 Totowa Road, Totowa, NJ 07512

**Phone: 973-956-0010 Ext. 6002 Fax: 973-553-2257 E-Mail: [vincent.varcadipane@totowa.k12.nj.us](mailto:vincent.varcadipane@totowa.k12.nj.us)**

*Patricia Capitelli*  
Superintendent

*Vincent Varcadipane*  
School Business Administrator/Board Secretary

November 9, 2020

Dear Parents/Guardians,

The USDA has extended the free lunch program for all students until June 30, 2021. Please be reminded that all meals still need to be pre-ordered using the new pre-order system through [payschoolscentral.com](http://payschoolscentral.com). A letter titled, "Online Lunch Pre-order Instructions" can be found on the Totowa School District website under Important Announcements. This letter outlines exactly how to register, use and complete the pre-order process. **Please follow the last two instructions carefully. There is a two-part checkout process. If you do not receive the verification that your order has been placed, as noted in the instructions, your order is not complete.** Incomplete orders may result in lunches not being delivered to students properly.

Please also be reminded deadlines for meals remain unchanged. All orders need to be in by the 7<sup>th</sup> of the month to receive meals for that month. If you have any questions or concerns, please feel free to contact me at 973-956-0010 ext. 6002 or at [vincent.varcadipane@totowa.k12.nj.us](mailto:vincent.varcadipane@totowa.k12.nj.us).

Sincerely,



Vincent Varcadipane  
SBA/Board Secretary