



## How to Request Unused Funds

Please note: Unused funds rollover each school year for students enrolled at a PPS school. The funds follow the student, not the school they are attending. If the student no longer attends a PPS school and funds are unused two consecutive years, the funds will be sent to the State of Oregon as unclaimed property.

<p><b>Step 1</b></p>	<p>Once logged into SchoolCafe, make sure you have added your student(s) to your account. If not, follow steps 1-3 on page 3.</p> <p>Click <b>Request Unused Funds</b> or <b>Transfer or Request Unused Funds</b> (If you have more than one student attached to your account you will see this option)</p>	
<p><b>Step 2</b></p>	<p>Select 'I want to request that unused funds from his account be returned to me'.</p> <p>Click <b>Next</b>.</p>	<p>Transfer or Request Unused Funds</p> <p><input type="radio"/> I want to transfer money to another student's account</p> <p>Transfer some or all of the money from this student's balance to another student on your account. Note: If a transfer leaves a student with a balance less than \$10.00, their automatic payment setting will be removed.</p> <p><input checked="" type="radio"/> I want to request that unused funds from this account be returned to me</p> <p>Initiate a request to obtain unused funds. This request will be handled and processed by your district's Child Nutrition office according to their policy. For any questions regarding their policy or to check on the status of your request, you can contact their office by using the contact information found in the Support page of your SchoolCafé account.</p> <p>Cancel <span style="float: right;">Next</span></p>
<p><b>Step 3</b></p>	<p>Enter the refund amount.</p> <p>Click <b>Request Funds</b>.</p>	<p>Request Unused Funds</p> <p>Request Funds From:</p> <p><b>Ashley</b> (Balance: <b>\$80.80</b>) Hosford 6-8, Grade: 06</p> <p>Amount to be returned to you:</p> <p>Request Amount \$ 80.80</p> <p>Cancel <span style="float: right;">Request Funds</span></p>
<p><b>NOTE:</b></p>	<p>Once the request is received, a follow up email will be sent to get additional information – the name of the person to make the check payable to and the address to send the check to. Please allow 4-6 weeks to process.</p>	