



## AOD School Food Program Payment Info (2025–2026 SY)

### General Info

- Prepayment required to participate in the meal program.
- Payments can be made online or in person (cash/check).
- Checks must be payable to: "AOD School Food Program".
- Any remaining balance carries over or can be transferred to another AOD School Food Program School.
- Negative balances must be paid for in advance.

### Option 1: Online Payments via Meal Magic

- Website: <https://archdiocesedetroit.familyportal.cloud>
- Payment Methods: Visa, MasterCard, Discover, e-funds, debit cards.
- Fee: \$3.00 per deposit.
- Free to check balances or view history.
- Student ID format: School ID + THEC (e.g., 12345THEC) \*SCHOOL ID IS: **STES-MI**
- Transfers allowed between siblings (online payments only).

### • Setting up an Online Meal Magic Account:

1. Visit the website Online: <https://archdiocesedetroit.familyportal.cloud>
2. Select "My Account."
3. New users: Click "I need to register as a Family Portal User."
4. Follow prompts to set up a passphrase (password).
5. Add student(s) using their ID Number with "THEC" suffix.
6. You may receive a "Waiting for Approval Response."

Approval may take ~15 minutes (during business hours), please call the AOD School Food Program Office if you are waiting longer than 15 min. or if you have any questions at (313) 883-8742.

### Option 2: Cash/Check at School

- No fee for cash/check payments at the school.
- Use an envelope labeled with:
  - Student's Name & ID #
  - Teacher's Name
  - Dollar Amount
  - Check Number
- Give it to: Cafeteria cashier or school office.

### Free & Reduced Meal Application

- Available after July 1, 2025:
  - Online: <https://archdiocesedetroit.familyportal.cloud> (Preferred)
  - Paper forms: Available at school upon request.