

**Nassau County School District**  
**Food & Nutrition Services Department**  
**904-491-9924**  
**Toll Free: 877-813-2298**

To make a donation towards the Negative Accounts of students in the Nassau County School District:

**Pay by Credit Card:**

Set up a Parent user account at schoolcafe.com:

From the Dashboard:

- Choose Add a Student
- Enter ID number 1234560 and select school "Central Office"
- Click on Search & Verify Student
- Click on "Add this student" to add Negative Donation account

To add funds – under Negative Donation:

- Click on Add Funds to Negative's Account
- Enter amount of donation and select checkout
- Follow the payment prompts

\*A minimum payment amount of \$20 is required for online pay and a 5% transaction fee will be charged. Please note that this is a requirement of schoolcafe.com and is not regulated by the FNS Department.

**Pay with Cash or Check:**

-Cash or check can be paid at any school cafeteria Point of Service. In the note section of the check please specify Donation.

-Any denomination is accepted with no transaction fees.

-Payment can also be mailed to the following:

Nassau County School District  
Attn: Food & Nutrition Svcs Department  
1201 Atlantic Avenue  
Fernandina Beach, FL 32034

Please know that it is the purpose of this Donation Account to help reduce the negative amount of as many accounts as possible. Therefore, accounts will be assessed and paid off at the end of the school year using available funds. Any monies remaining after accounts have been cleared will carry forward to the next school year for use.

To receive a letter of donation or request funds be allocated to a specific school please contact the Food & Nutrition Services Office via email at [carterje1@nassau.k12.fl.us](mailto:carterje1@nassau.k12.fl.us).