Hello Warrior Family,

We are happy to announce that the lunch menu for August is now available in FACTS for online ordering. This year, the ordering method has changed to a prepaid system. Now, when you order your student's lunch, you will be required to add funds and will be charged when placing the order.

**As per our lunch policy, if a student is absent for three or more days and has a doctor's excuse, the student's account can be refunded for the lunches not eaten. (Parents should reach out to the finance office if this situation arises for the refund to be applied.)

In the event that you forget to pre-order or if your student forgets to bring lunch, there will be options for them to select each day.

**Friendly Reminder: Lunches should be ordered by Friday at 12:00 PM for the following week. (Example: Lunch for the first week of school must be pre-ordered by August 4th at noon.) We do send out weekly text reminders as a courtesy. Each Friday at noon, the ordering system will be turned off, and pre-ordering will be unavailable for any meals for the following week.

Please use the following instructions when placing a lunch order:

Parents may log into the **Family Portal** and order lunch for their students. As soon as their order is submitted through the Family Portal, it displays in FACTS SIS. If the order is changed in FACTS SIS, the change is immediately reflected on the Family Portal.

Please Note:

- **Red** - items ordered and not yet paid through web payment
- **Blue** - items ordered and paid through web payment
- **Green** - items ordered and paid through web payment, then modified by school

Placing a Lunch Order

1. In your Internet browser, navigate to **https://factsmgt.com** and click **Family Log in**.
2. Select **FACTS Family Portal**.
3. Type your school's district code (HC-LA), your username, and password.
4. When Family Portal displays, click the three lines at the upper left if the left navigation menu does not display.
5. Click **Student**, then select **Lunch**.
6. Click **+CREATE WEB ORDER**.
7. Click the student's name for which you wish to place an order.
    The **Lunch Order Form** expands listing each date an order may be placed.
8. Click the date to place an order.
9. Type the number of items to order for the student in the **Quantity** column. The **Total** column displays the cost.
10. Repeat for all dates and all students. The **Grand Total** is listed at the bottom.
11. Click **Submit Order**. The **Online Lunch Payment** screen displays after you place your order.
12. Type payment information and click **Submit**. Please wait a few seconds for the payment transaction to complete.
    An email confirmation of your payment will be sent to you:
    Payment@cryptpay3.com School Lunch Payment Received.

Blessings,

HCS Administration