

We are launching our brand new lunch program! In order to participate in the lunch program families must have a prepay account set up for incidental charges.

How do I know if I am enrolled in Pre Pay?

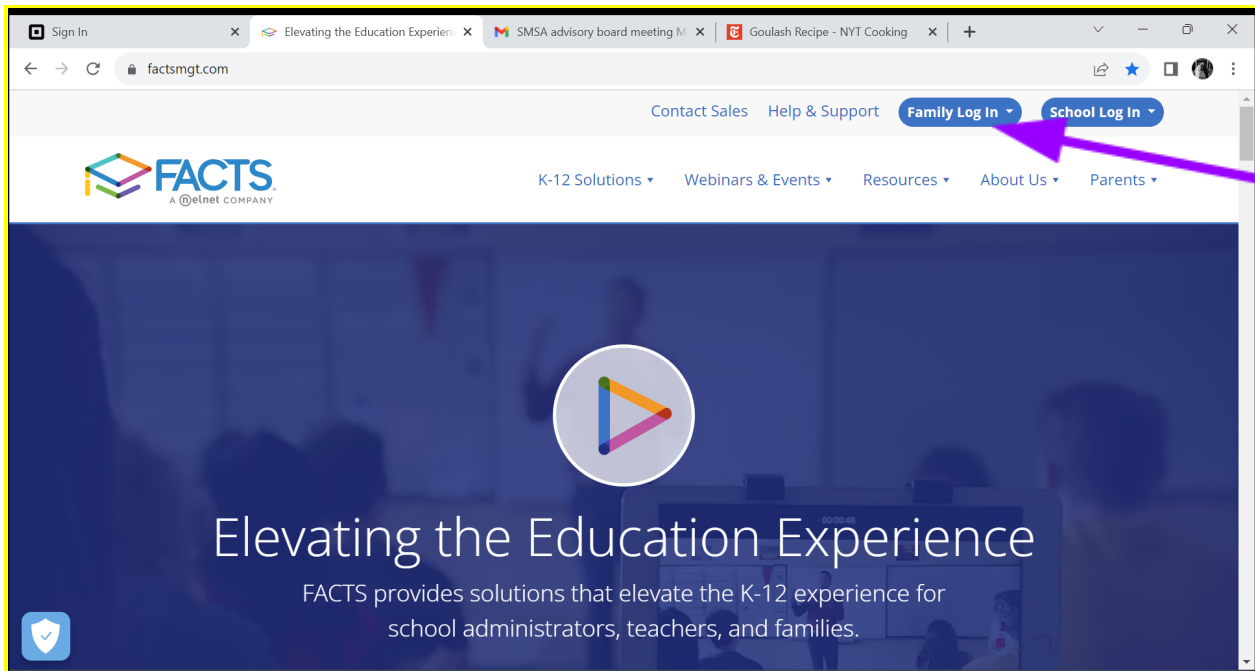
Are you already utilizing a payment plan through FACTS? Are charges automatically deducted from your bank account for tuition, camp Kerry, or Pizza Friday's last year?

If yes, then hooray! You are all set up. You are ready to start ordering lunch.

If you pay tuition in one payment and do not send your students to camp Kerry then there is a good chance that you need to set up a prepay account.

In order to enroll in a Pre Pay account for Incidental charges.

Go to <https://factsmgt.com/>



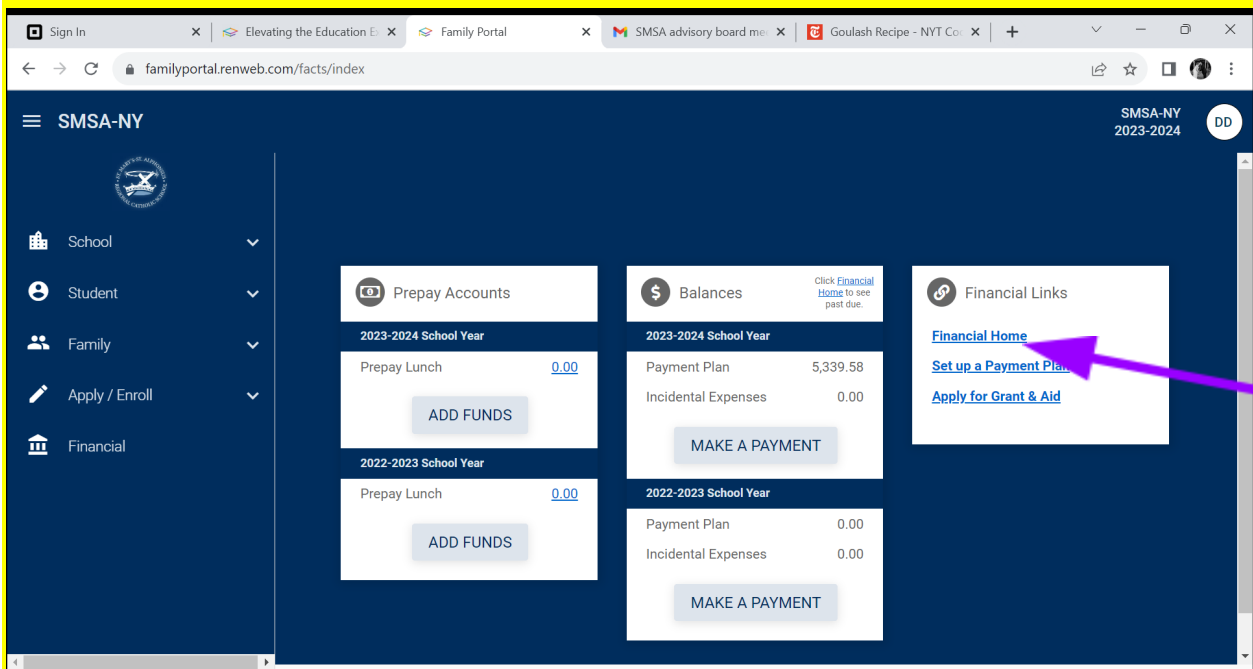
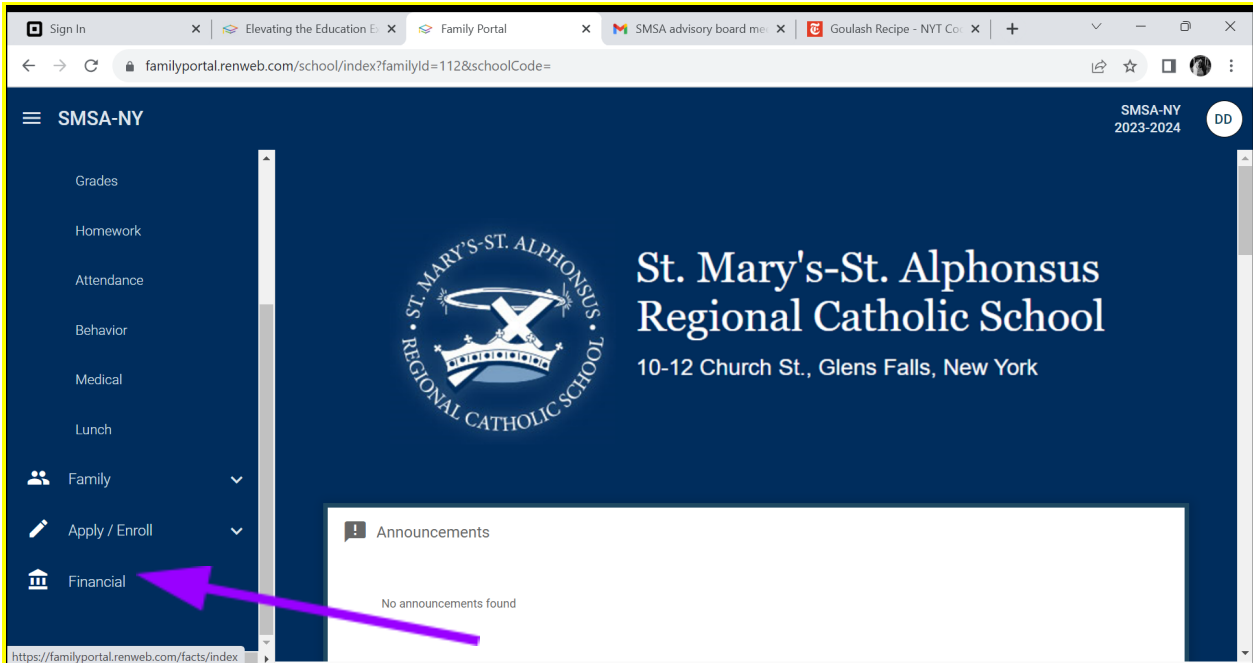
Select → **Family Log in** and from that drop down menu select → **FACTS Family Portal**

Log in to your **FACTS family portal**. (this is the same place you handle enrollment)

The district code is **SMSA-NY**

The home screen for FACTS will have a menu on the left hand side of the screen.

Selec → **FINANCIAL (it is the bottom option)**



On the Financial screen select → **Financial Home**.

Note: Please disregard the "lunch "prepay accounts", that is not part of the system we are using. This is confusing and we apologize for that.

Next to 2023-2024 school year you will click the drop down button next to Incidental Charges and select → **Enroll in auto pay**.

Follow the instructions to enroll in auto pay.

You can always come back to this screen to change your auto pay account.

You only need to set up auto pay once, the settings follow you from year to year.

You're ready to order lunch!

Let's order lunch!

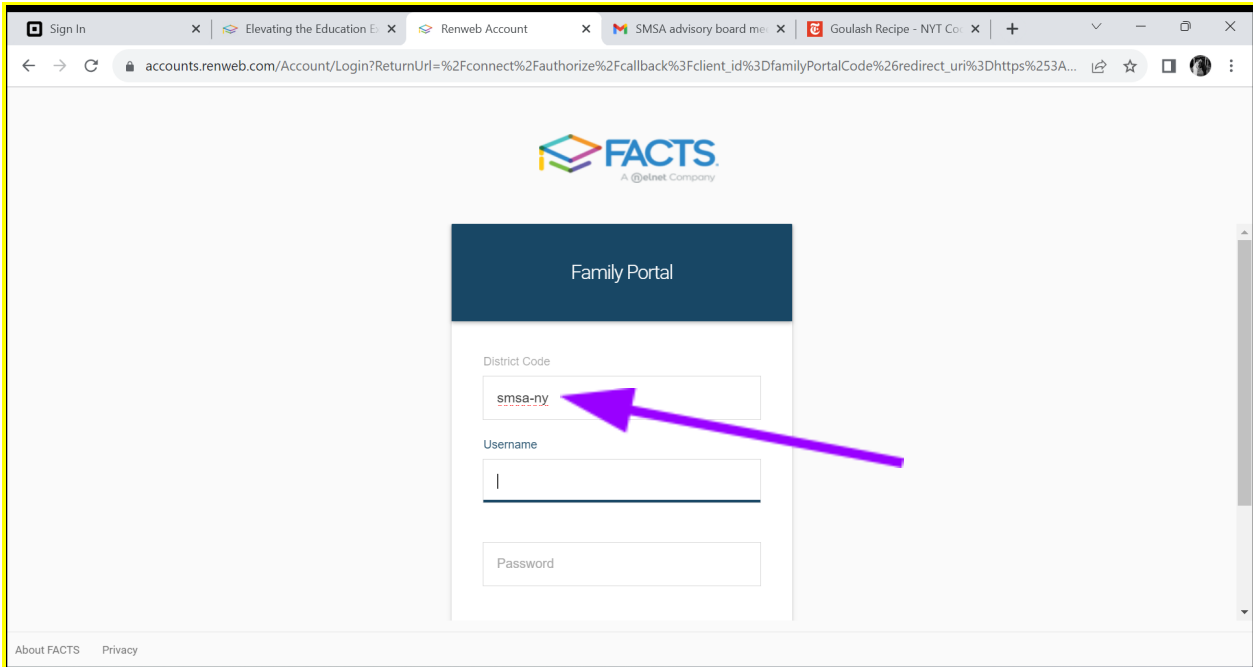
We ask that families order at least a day in advance. Orders submitted one week at a time would be greatly appreciated. However, we understand that emergencies happen and we are well prepared to handle those.

Log in to FACTS Family portal: Go to → <https://factsmgt.com/>

Select → **Family Log in** and from that drop down menu select → **FACTS Family Portal**

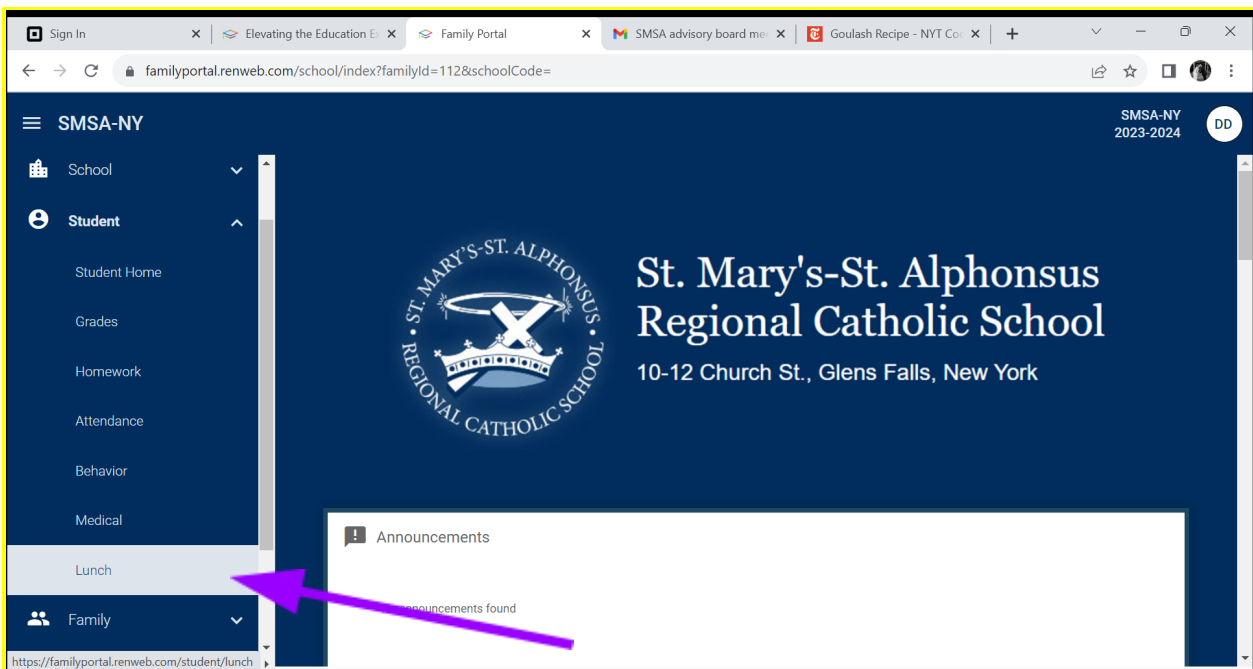
Log in to your FACTS family portal. (this is the same place you handle enrollment)

The district code is: **SMSA-NY**



The home screen for FACTS will have a menu on the left hand side of the screen.

Select Student and from the drop down menu select → **LUNCH**.



This will bring you to the cafeteria calendar where you can see the lunch options for a month at a time.

Click on the → **+create web order button**

The screenshot shows the SMSA-NY Family Portal interface. On the left, a sidebar contains navigation options: Student, Family, and Apply/Enroll. The 'Lunch' option is highlighted, and a purple arrow points to it. The main content area displays a calendar for the week of 10/2/2023, with a grid of lunch items for each day. A legend indicates that red text means items not yet paid for, blue means items paid for, and green means items ordered, paid, and changed by school.

This will bring you to the → **Lunch Order Form**. Select the Child's name you want to order lunch for.

Lunch Ordering
Lunch Order Form

Briella Adcock (\$0.00)

Ross Adcock (\$4.75)

Lunch Items for Friday 01/15/2021 (\$4.75)

Lunch Item	Price	Quantity	Total
Cheeseburger, Fries, Corn	\$4.25	<input type="text" value="1"/>	\$4.25
Chicken Nugget, Corn, Mash Potatoes	\$5.00	<input type="text"/>	\$0.00
Chips	\$0.50	<input type="text" value="1"/>	\$0.50
Green Beans - Mashed Potatoes - Roast	\$6.23	<input type="text"/>	\$0.00
Green Beans / Mashed Potatoes / Roast	\$6.00	<input type="text"/>	\$0.00
Hot Lunch	\$5.00	<input type="text"/>	\$0.00
Ice Cream Sandwich	\$1.25	<input type="text"/>	\$0.00
Milk-Strawberry	\$0.75	<input type="text"/>	\$0.00
Pizza	\$2.00	<input type="text"/>	\$0.00
Spaghetti and Toast	\$3.00	<input type="text"/>	\$0.00
Turkey Burger, Chips, Corn	\$4.25	<input type="text"/>	\$0.00
Vegan Sandwich, Chips, Drink	\$5.00	<input type="text"/>	\$0.00

Quantity may include items previously ordered.

Grand Total: \$4.75

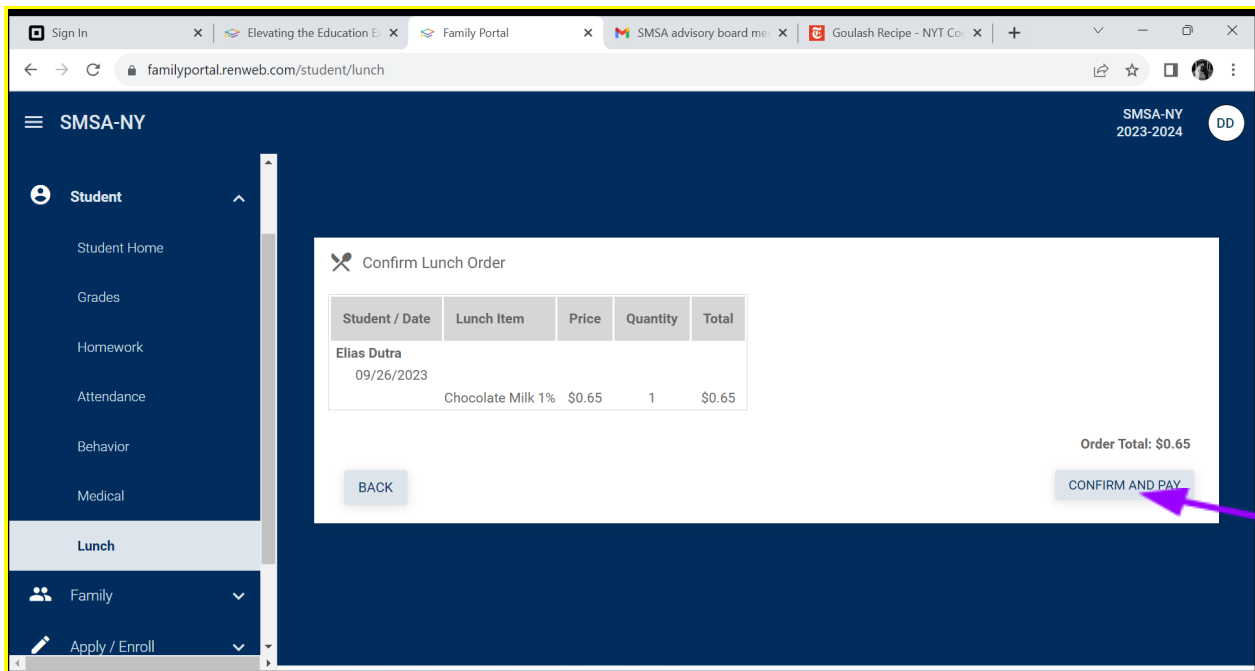
SUBMIT ORDER

On this page you will see a light gray shaded box for each day that a lunch option is available. (ie: Monday 10/2/2023 has a box, Tuesday 10/3/2023 has a box, etc).

When you select a box a menu will drop down displaying the lunch options for that day (pizza, soup, sandwich, milk etc). Just input the quantity in the boxes for each item (leave zero if you do not want an item) For example Ham Sandwich you would mark the quantity as 1 for one ham sandwich. The total amount will automatically populate. When you are done with that day, say Monday 10/16/2023, the box will automatically close when you click the next box. You can order for as many days as you would like. See below for tips on ordering frequency.

If you have multiple students at SMSA you will have to select lunches for one student at a time.

Once you have finished making your selections click → **Submit Order.**



This will bring you to a payment page where you will confirm the charges.

You will receive an email receipt for the charges.

It is recommended that you order for however many days at a time you are comfortable with and what works best for your family (ie: weekly, monthly etc) . We do not recommend daily as the reason for preordering is so that the cafeteria has a good idea of how much food to prepare. However, we understand that there will be times that parents need to order the day of and we are prepared to handle this.

FAQ's

Answers to questions that you may have.....

- If school is canceled all orders will be refunded.
- Everyday student orders will be confirmed and if your child is absent, you will receive a credit/refund.

- Please make sure your students' food allergies are up to date and in the FACTS system! You can check this by looking at your child's medical status under the student heading (where lunch is) and just select → **MEDICAL**. Reach out to smsalunch@gmail.com with any questions about substitutions for allergies.
- If you need to know what days you have already ordered for, simply go to the Cafeteria Calendar and the items you have ordered are highlighted in blue. For families with multiple children, just change the selected student at the top of the page next to the create web order button. You can also go to the financial home and pull up a list of recent charges to your prepay account. If you are free or reduced lunch please contact the business office if your charges are not showing up correctly.