



## **ORDERING STUDENT LUNCHES ON FACTS**

Lunch orders must be **placed online via FACTS by Noon each Saturday** for the following week. Lunch orders will not be accepted after 12:00 p.m.

1. Go to factsmgt.com, Parent Login, FACTS Family Portal to login
2. The school district code CCS-KY, your username and password, then login
3. On the homepage, click the **Student Information** button on the left
4. Choose **Lunch**
5. Choose the correct date of the week you will be ordering for then choose “Create Web Order.”
6. **Please make sure that you do not order lunch on a day when your child will not be present during lunch, i.e. field trips, class trips, etc. as you will be billed based on what you order.**
7. You will receive a credit if your child is listed as **sick** on the attendance list or if school is cancelled (example: snow day).
8. **Important** – Before you click “Order Items”, verify your totals for each day in case you ordered more of an item than you wanted.
9. Once you choose “**Order Items**” at the bottom of the page, the page will say **Lunch Order Created**. You can go back and make changes to your order if it’s done before noon on Saturday.
10. **Important** – If you are unsure that the order was placed, you can **verify** this by going back to the **Lunch** button on the left of the screen, choose your child’s lunch menu for the week (by date) and everything ordered with the quantity will show up in **BLUE**. It is your responsibility to verify that an order has been placed correctly; even if placed by the student.
11. To order lunches on your mobile device or to use all of the FACTS/ParentsWeb options, you will need to purchase the **Renweb Home App** for \$4.99 and renew it every year. Otherwise you can order lunches using a computer.
12. Lunch charges will be billed to your **FACTS** account as one lump sum for your children at the end of each month.