

Dear Parents,

As you probably know, each child in Florence City Schools is assigned an on-line account (called "LunchBox") upon his/her very first meal in the school cafeteria. As your child's parent/guardian, you may have access to that account to enable you to check on meals and extra foods that your child is purchasing each day. In addition, the on-line access will alert you to the current balance in your child's account and will allow you to place limits on the *a la carte* items (extra food, drinks, ice cream, etc.). If you are a PayPal customer, you may deposit money on line into your child's LunchBox account. (See directions below on how to become a PayPal customer.)

Please follow these instructions to establish a LunchBox account for yourself so you will be able to check your child's cafeteria account activity (requires internet Explorer 6.0 or higher **ONLY**). **If you are having trouble signing in, please check the browser you are using.**

1. Go to <http://www.fcs.k12.al.us> and select "Child Nutrition"; then select the link that says "Online School Food Service."
2. Select the sign-up button and type in the required information (your email address, your name, and the social security number of one of your children). If you have signed up in a previous year, **do not sign up as a new user; you may use the same account every year.**
3. A user name and password will automatically be emailed to you at the email address you provided in step 2. If you have an existing account or are unsure if you have an account but forgot your password, you may call 256-768-3060 between 7:30 a.m. and 2:00 p.m., Monday-Friday. Your user ID is always your e-mail address. Your user name is either the parent or child's name.
4. Once you receive your user name and password, go to <http://www.fcs.k12.al.us>, select "Child Nutrition," and then select the link that says "Online School Food Service."
5. Enter the user name and password you received from the system. Select "General Maintenance." Select "Internet Participants." You will be able to add your other children at this time even if they are enrolled in other schools in the District by clicking the "add participant" button and entering their social security numbers.
6. Select the participant you wish to view.

To become a PayPal customer so you can deposit money into your child's account, you must log onto www.PayPal.com and follow the instructions on that site. Please refer any questions on setting up that account to PayPal directly. When a credit card (Visa, MasterCard, etc.) is used in PayPal, the deposit will be posted to the child's account immediately. When a checking account is used in PayPal, the deposit will take three (3) days for it to be posted in the child's account.

Remember – credit card – posted immediately; checking – 3 days to post in child's account. If you make a deposit through Pay Pal, remember to use a decimal (example: \$25.00).

Sincerely,

Robert Grice, Child Nutrition Program Coordinator