

Dear Parents:

The Franklin Public Schools' Food Service Department is excited to provide parents a convenient, easy and secure **online prepayment service** to deposit money into your child's school meal account at any time. This service also provides parents the ability to view your child's account balance through a web site called **MyNutrikids.com**. By having money in each child's account prior to entering the cafeteria, we find the lunch lines move along much faster so your child has more time to eat and be with friends.

Also, parents will have the ability to print out a copy of their child's eating history report. This history report will show you all dates and times that your child has purchased a lunch within the past thirty days.

**These new services will be available beginning August 24, 2009.**

To access these services:

1. Simply go to **www.MyNutrikids.com**
2. From this site you will create your account and add money to your child's school meal account. All you need is your child's name, student ID number and school ZIP code. The instructions listed on the second page of this letter will guide you through the easy online account set up process.

Things to know:

- If you have more than one child in the Franklin Public Schools you can handle all online prepayments from the same online account.
- Payments may be made through an existing PayPal account or with a major credit or debit card.
- In order to use the online prepayment service, a small convenience fee for each transaction will be assessed to cover the bank fees. The convenience fee is \$1.75 per deposit transaction. Parents placing money into multiple meal accounts will only be assessed the \$1.75 fee once per deposit transaction. Franklin Public Schools will not profit from the use of this site.
- You can set up automatic e-mail alerts to notify you when your child's balance falls below a certain level.

We are very excited to offer these new services. However, if you choose not to take advantage of the online prepayment service you may continue to make advance payments via check, which should be made payable to the Franklin School Lunch Program. Please write your **child's full name** in the memo line on the check. Students may also continue to pay with cash.

If you have any questions about these new services, please feel free to contact my office at 508-541-2100 x3039.

Best Regards,

Clair Doyle  
Food Service Director  
Franklin Public Schools

### **Registering for MyNutrikids.com**

- You will first need your child's student ID number; you may get this number by contacting your child's school or contacting my office. If your child is entering grades 4 – 12 they should already know their ID number, it is the same 7-digit number they used in the lunch line last year, and the same number they use to log into the school's computers.
- Go to **www.MyNutrikids.com**.
- Click **Sign Up** and enter the required information.
- Click **Finish** to complete the initial registration process.

### **Add Students to Your Family Account**

- When you log in you will be taken to the homepage.
- Click **MyKids** from the main menu OR from the blue navigation bar above.
- This is a listing of the students in your account. It will be empty on your first visit to the site.
- Click **Add Child** and enter the required information.
- Click **Add** (next to your child's name) to continue.
- Click **Add Child** to repeat the process for additional children.
- NOTE: Your child's transaction history report will not display information during the initial account set up process. Please allow one school day for this information to display on your child's online account.

### **How to Make a Deposit**

- Click **Deposit Money** located next to **Add Student**.
- Enter an amount in the **Deposit** column next to your child's name.
  - o If you have more than one child, enter the amount you wish to deposit into the column next to each child's name. DO NOT deposit money for your entire family into ONE child's account.
- Click **Calculate**.
- Click **Make Deposit**.
- You will be directed to the PayPal web site to enter your payment information.
  - o You have the option to use your existing PayPal account or a major credit card to make your payment.
  - o If you are using your PayPal account, enter your email address and PayPal password to continue.
  - o If you are using a credit card, enter the required information. For your protection, MyNutrikids.com will not store your financial information.
- Click **Pay Now** when finished.
- Click **Pay** once again to finish the process.

### **Low Balance Alerts**

- Click **Profile**
- Click **Edit** next to "Low Balance Alert Set"
- Click the drop-down menu to change to "Alert Status" to "On"
- Enter a dollar amount of your choice. When your child's balance drops below this dollar amount, an e-mail will be sent to you.
- Click **Update**

**Please allow one complete school day for payments to show up in your child's account.**