

HCA Food for Thought Program
Lunch served daily to fuel your learning.



Dear Parents,

Our school is excited to offer an online service* that will allow you to monitor your children's lunchtime purchases, make deposits directly into their meal accounts, and have an email reminder sent to you when an account balance gets low. Student debit account deposits can be made through electronic withdraws using a checking or savings account. You may also send payments by check in to the school office. Please make a note for **lunch** and the **child's name** on your check. Please deposit a minimum of \$20 at a time. Each child's account will be updated nightly so that account balance information and payments will be current as of the following day.

Every family must create a parent account. This requires you to:

1. Go to **www.myschoolaccount.com**.
2. Click "Create Account" on the top menu bar.
3. Fill in the required information on the "Parent Account Sign-Up page."
4. Choose <Holy Cross Academy> from the "School District" drop down menu.
5. Create a User ID and Password
6. Click the "Accept" box, and then click "Signup." An email will be sent to your email address that will contain a "verification code."

After you receive the "verification code" you may begin to add your children's information. To do this, you will need to:

1. Go to **www.myschoolaccount.com** and login using your previously created user ID and password.
2. Enter the "verification code" to verify your account and email address.
3. Begin adding your children's information according to the guidelines provided. **You will need each of your children's student ID numbers to add each student. Your specific information is on a label located at the bottom of this page.**
4. After the students are added you will be able to view the lunch account activity and make payments to the student lunch account.

Important notes:

- A parent account can be linked to many children, but a child can only be linked to one parent.
- You must set-up your balance notification preferences so you can be notified by email when your child's account needs funded
- You can transfer funds between accounts
- **Balances roll over from year to year; students withdrawing or graduating will receive a refund check if the balance is over \$10.00.**

We urge you to take full advantage of this system by making deposits into your children's accounts on a weekly, monthly, or annual basis. Any money that is not spent by the end of the school year will be available the following school year. If you have any questions about this or any other food service program, please contact the Food Service Office by e-mail at: hcakitchen@holycrossweb.com

Sincerely,

Mary Beall
Cafeteria Manager

***if you are accessing this letter from the school website and need student ID numbers please contact the front desk 540-286-1600**

* Learn more about FSS[®], the provider of www.myschoolaccount.com, by visiting www.foodserve.com.