

Dear Parents,

This year the process for placing lunch orders and payment procedures has changed. For the 2018/2019 school year, **ALL** lunch orders and **ALL** corresponding lunch payments will be handled through FACTS via RenWeb ParentsWeb. There will be no paper copies of lunch orders sent home, and no form of payments for lunch will be accepted at the school. Using FACTS for all lunch orders and payments will simplify the lunch procedure process, and allow parents to easily view the lunch calendar online. You will still have the option to pay for your child's lunch on a weekly or monthly basis. The system will not allow you to place orders past the cut-off date (all payments are due the Thursday prior to the following week's order.) Again, please note that no lunch payments will be accepted at the school. All monies must be paid through FACTS. Please see the instructions below for ordering and paying for lunches. If you have questions or need assistance with placing lunch orders and making payments via FACTS, please contact the school at 706-426-8881.

Lunch orders for September may now be placed through FACTS.
Lunches will be served starting the week of September 10th.

Instructions for Ordering Lunches/Paying for Lunches at CCA:

1. Log in to your RenWeb ParentsWeb account at www.renweb.com (district code: cmn-ga)
2. Under the tab **Student Information** click **lunch**
3. Change the time frame to **month** and choose September (option to print)
4. Click Create **Web Order**
5. Click on student's name under Lunch Order Form (shows daily meal choices)
6. Choose the day you wish to order and enter the quantity by your meal choice
7. Once you are done ordering, click **Submit Order**
8. Check your order on the Confirm Lunch Order page
9. Click **Confirm and Pay**; takes you to the FACTS payment page
10. Click **Pay Now** and your order will be placed. ***You must pay for your order when you place it, or your order is not valid.

CCA Lunch Choices:

- Monday : Chick-Fil-A
- Tuesday : Culver's
- Wednesday : Subway
- Thursday : Dairy Queen
- Friday: Papa Johns

~Available meal options are listed in detail on the lunch calendar via RenWeb (refer to instructions above for viewing monthly lunch calendar)

Thank you in advance for your participation in the lunch program at CCA this school year.