

LONNIE BURT, MS, RD, CD-N
FOOD SERVICE DIRECTOR

STEVEN J. ADAMOWSKI, Ph.D.
SUPERINTENDENT

Dear Parents:

Hartford Public Schools Foods & Nutrition Services 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 www.MyNutrikids.com.

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 made a purchase at breakfast and/or lunch within the past thirty days. Another feature will be to set up low balance alerts.

These new services will be available October 1, 2009

To access these services:

1. Use the internet to access 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 back of this page will guide you through the easy online account set up process.

Things to know:

- If you have more than one child in the Hartford Public Schools District 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 of \$1.75 for each deposit transaction will be assessed to cover the bank fees. Parents placing money into multiple meal accounts will only be assessed the \$1.75 fee once per deposit transaction. Hartford Public Schools will not profit from the use of this site.

Schools with Access to Online Prepayments:

- | | |
|--------------------------|----------------------------|
| ▪ Breakthrough Magnet | ▪ Jumoke / Jumoke Annex |
| ▪ Capitol Prep | ▪ Montessori Magnet School |
| ▪ Classical Magnet | ▪ Opportunity High |
| ▪ Fisher Montessori | ▪ Pathways to Technology |
| ▪ Hartford Magnet Middle | ▪ University High School |
| ▪ High School Inc | ▪ Webster Microsociety |

If you choose not to take advantage of the online prepayment service you may continue to make advance payments via cash or check. Checks should be made payable to the **Food Service Department**. Please write your **child's full name and student ID number** on the check. You may also pay daily if you do not wish to make advance payments.

If you have any questions about these new services, please feel free to contact my office at 860-695-8490

Respectfully,

Lonnie Burt, MS, RD, CD-N
Foods & Nutrition Services Director

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.
- Go to www.MyNutrikids.com on the internet.
- 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.**

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.
- You will receive a confirmation email when you successfully complete an online payment.