



SNACS

Free and Reduced Price School Meal Application Guide

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*Wisconsin Department of Public Instruction
SNACS Free and Reduced Price School Meal Application Guide*

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Chapter 1:

Applicant Login

In this chapter you will learn how the applicant

- ✓ Logs in to the SNACS Free and Reduced Price School Meal Application website.
- ✓ Views the Free & Reduced Price lunch information, the Use of Information Statement and the Non-Discrimination Statement.
- ✓ Views SNACS contact information.
- ✓ Registers a Username and Password in the Free & Reduced Meals Online Applications system.

Free & Reduced Price School Meal Application Website

Free and Reduced Price School Meal Application

[Free & Reduced Price Lunch Information](#) [Use of Information Statement](#) [Non-Discrimination Statement](#)

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

USDA

Making it faster and easier for families to apply for free or reduced priced meals.

Select an option to get started

- ✓ If you need to create a new account, click the Register tab.
- ✓ If you already have an account, click the Sign In tab.

Register **Sign In**

Sign In

Username:

Password:

B A B N Q 5 [Try a different image](#)

Enter the characters you see in the image above:

Letters are not case sensitive.

To access the Free & Reduced Price School Meal Application website, the applicant

- Opens an Internet browser, such as Microsoft Internet Explorer.
- Enters the URL for the Free and Reduced Price School Meal Application website.
- A link to Free & Reduced Price School Meal Application website can be placed on an SFA's website to provide convenient access.

By default, the **Sign In** tab page is displayed after a user has created a login/password.

These links are available on all pages.

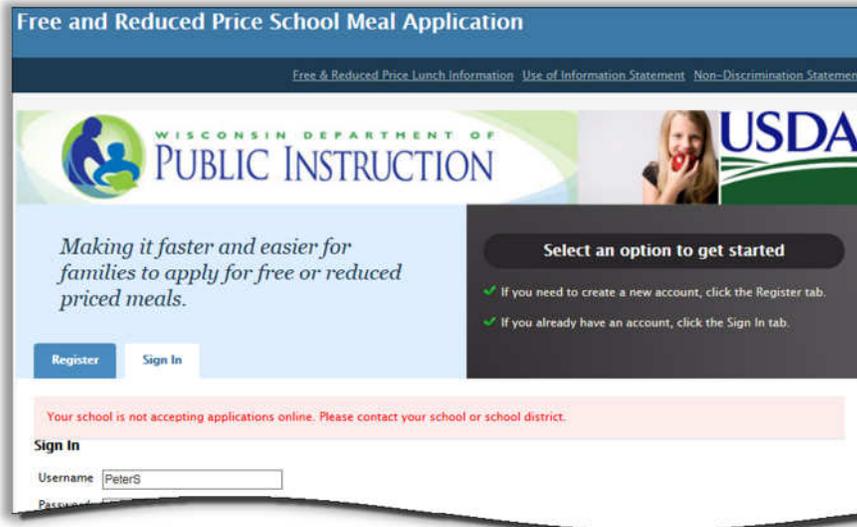
- [Free & Reduced Price Lunch Information](#) — displays Free and Reduced-Price lunch information; applicant uses popup scroll bars to view lunch information.
- [Use of Information Statement](#) — displays the Use of Information Statement; applicant uses popup scroll bars to view the statement in its entirety.
- [Non-Discrimination Statement](#) — displays the Non-Discrimination Statement; applicant uses popup scroll bars to view the statement in its entirety.

Getting Ready

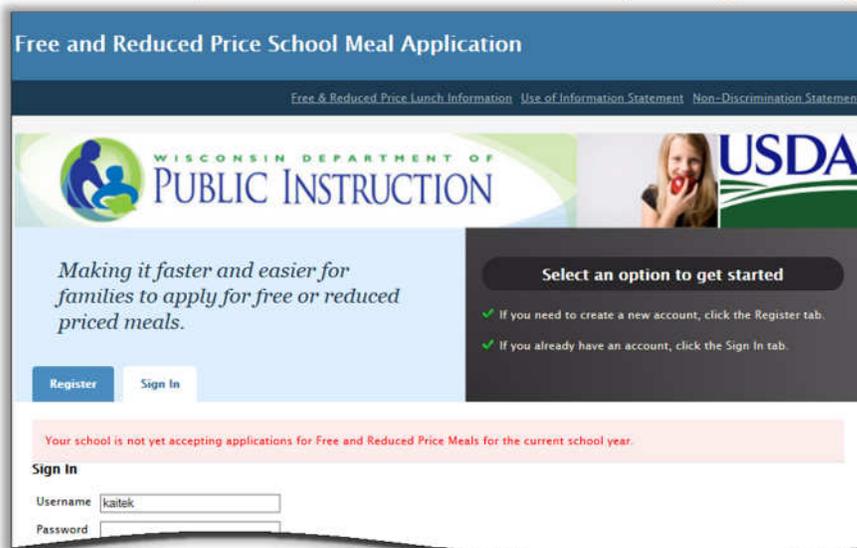
Before parents can access the Free and Reduced Price School Meal Application website to begin the application process, two tasks must be completed:



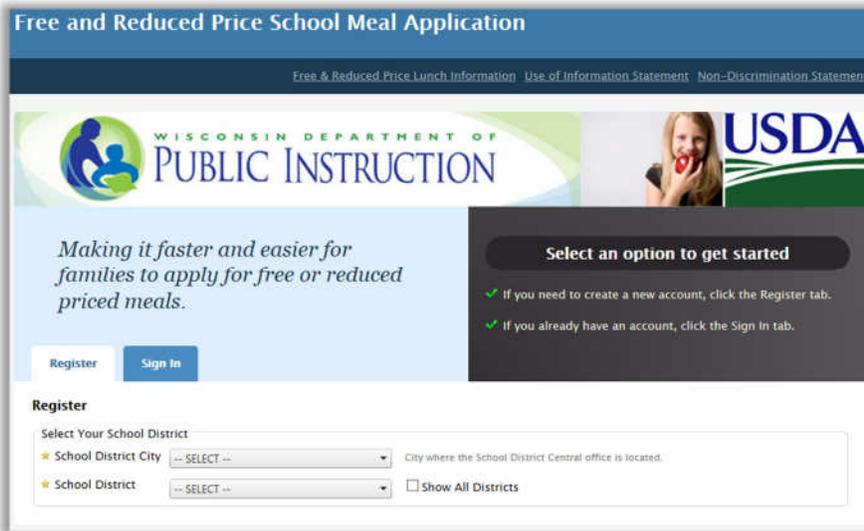
DPI must “turn on” access for each SFA that intends to accept online applications. This is completed through the Eligibility Certification Control function on the **Management** menu. When access is turned off, the message **“Your school is not accepting applications online. Please contact your school or school district.”** is shown when the user attempts to sign in. When turned on, access remains available until specifically turned off.



The SFA must set the Academic Year **Start Date** and **Carryover End Date** in **Sites and Users > SFAs > Set Up** tab. The **Start Date** must be between July 1 and July 31 and is the date on which the SFA will **begin** accepting online applications. For example, the 2015 Academic Year starts on Wednesday, July 1, 2015 but the SFA doesn’t want to start accepting/processing online applications until Monday, July 6, 2015. Therefore, 7/6/2015 is entered for **Start Date** on the **Set Up** tab. If the **Start Date** and **Carryover End Date** are not set, the message **“Your school is not yet accepting applications for Free and Reduced Price Meals for the current school year.”** is shown when the user attempts to register or sign in.



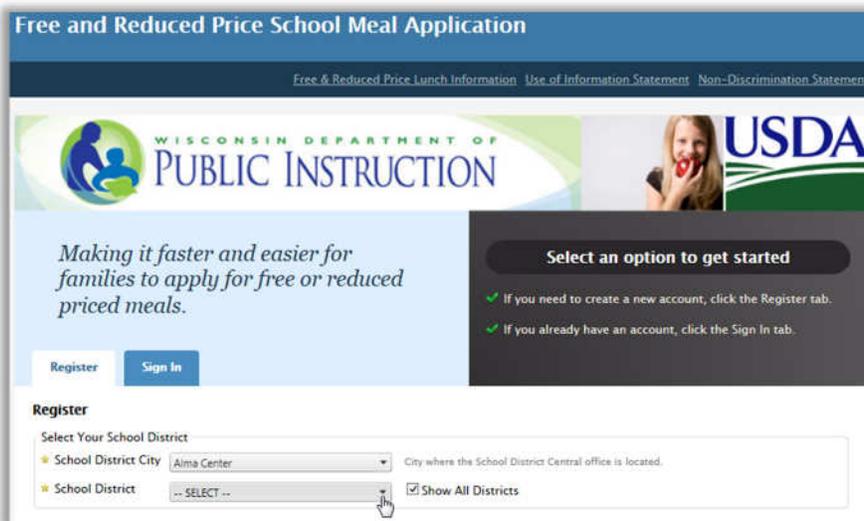
1 Registration



An applicant must register to use the Free and Reduced Price School Meal Application website.

Registration includes creating a username and password.

The applicant begins with identifying the school district and the city in which the school district’s Central office is located.



To register, the applicant

- Selects a **School District City**
- Checks **Show All Districts**
- Selects a **School District**

The SFAs shown in the list are those for which the Online Applications option has been turned “On” in Eligibility Certification Control by DPI.

families to apply for free or reduced priced meals.

Register Sign In

If you need to create a new account, click the Register tab.
If you already have an account, click the Sign In tab.

Register

Select Your School District

★ School District City: --SELECT-- City where the School District Central office is located.

★ School District: Rice Lake Area School District Show All Districts

Provide Your Personal Information (Adult Applying)

★ Required information! ★ Strongly suggested for faster processing- Optional

Note: Do not enter any child or student information here.

Check the box if you are a student attending school in grades K-12, and if you are the person signing the application.

★ First Name: Hilary

★ Last Name: Biggs

★ Email: Providing a valid email address will help you in case you forget your username or password.

★ Address:

★ City:

★ State: --SELECT--

★ Zip:

Create your user account

Note: Do not enter any child or student information here.

★ Enter a Username: HilarBiggs Please enter a valid Username of 5 – 12 characters – no spaces or special characters.

★ Enter a Password: Minimum of six characters – no spaces.

★ Confirm Password:

★ Select a Security Question: What is your favorite color?

★ Answer to your Security Question: green

10092f Try a different image

Enter the characters you see in the image above:
10092f
Letters are not case sensitive.

Register

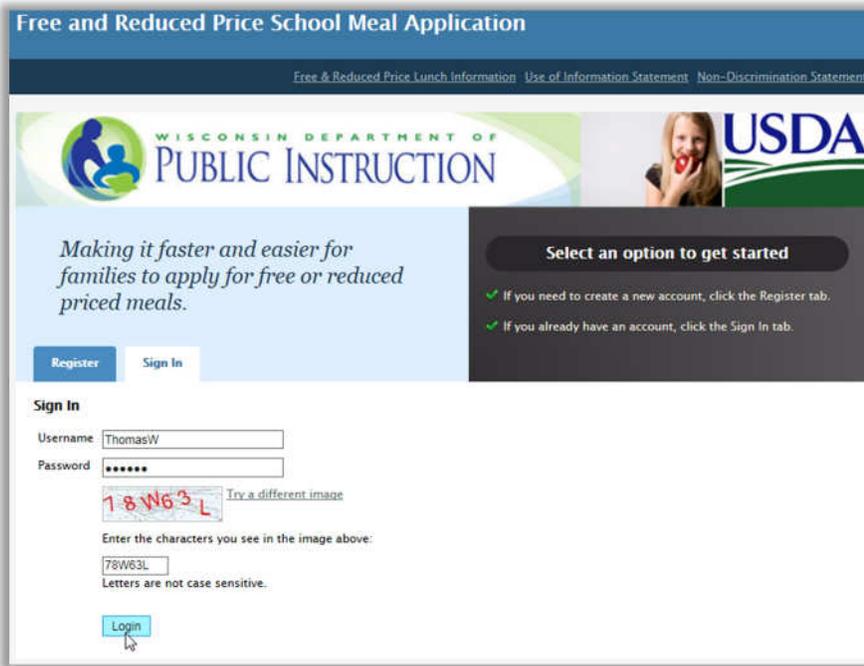
The registration screen expands.

To create Username/ Password credentials, the applicant

- ★ Enters **First Name** and **Last Name**.
- Enters email address.
- Enters mailing address.
- ★ Creates a **Username** and **Password**; re-enters the **Password**.
- ★ **Selects a Security Question** and provides an answer.
- ★ Enters the displayed security code.
- Clicks **Register**.

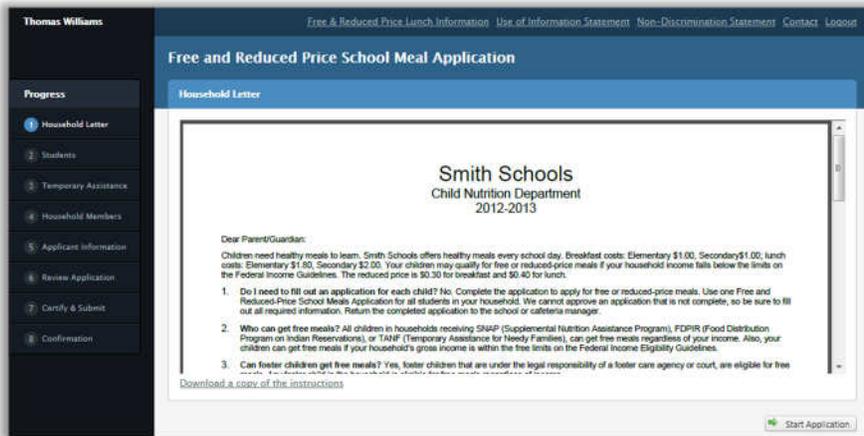
Note: Actions noted with a "★" are required.

2 Sign In



To sign in, the applicant

- Clicks the **Sign In** tab.
- Enters **Username** and **Password**.
- Enters the displayed security code.
- Clicks **Login**.



The Household Letter page is shown.

The Progress indicator displays where the user is in the application process.

◀ End of Chapter ▶

Chapter 2:

Complete the Application

In this chapter you will learn how the applicant

- ✓ Reviews the Household letter.
- ✓ Enters and updates Student information.
- ✓ Designates a Foster, Head Start, Homeless, Migrant, or Runaway child.
- ✓ Enters Temporary Assistance information.
- ✓ Enters and updates Household Member information.
- ✓ Enters Household Member income.
- ✓ Updates Applicant information.
- ✓ Reviews and certifies the application.
- ✓ Submits the application.

1

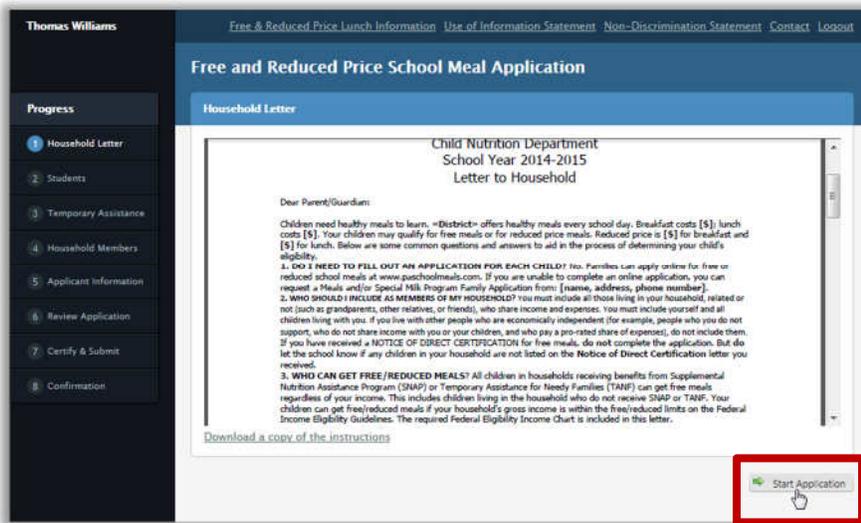
Household Letter

The first page in the online application process appears—*Household Letter*.

Two new links appear above the page

- [Contact](#) — displays SNACS contact information and the Determining Official's name.
- [Logout](#) — displays the initial **Sign In** tab page.

Reviewing the Household Letter



The applicant can choose to

- Review the letter online, using the scroll bar(s), or
- Click the [Download a copy of the instructions](#) link and save or view the letter in a PDF file.

To move to the next step in the process, the applicant

- Clicks 

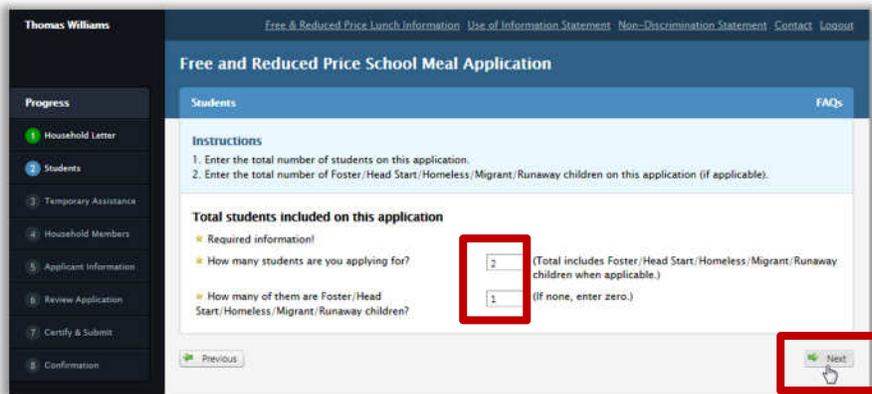
2 Students

The Students page appears next to collect required information on the number of students that will be included on the application. A new link, **FAQs**, may appear. Clicking this link displays a list of commonly asked questions with answers about the online school meal application process.

Notes:

- "★" notes a required action.
- Throughout this manual, the term "Foster Child" and "Foster Application" refer to any child or application, respectively, that are identified or designated as either "Foster", "Head Start", "Homeless", "Migrant", or "Runaway".

Entering Student Totals

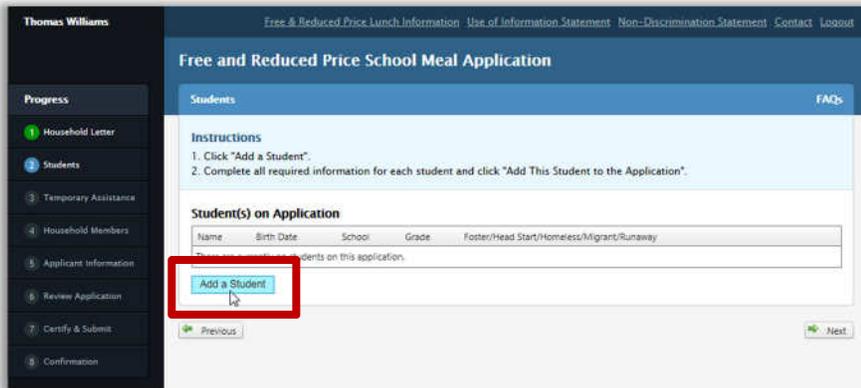


The applicant

- ★ Enters the total number of students on the application in **How many students are you applying for?**
- ★ Enters the total number of foster students on the application in **How many of them are foster / head start / homeless / migrant / runaway children?**

- Clicks **Next**

Entering Student Information



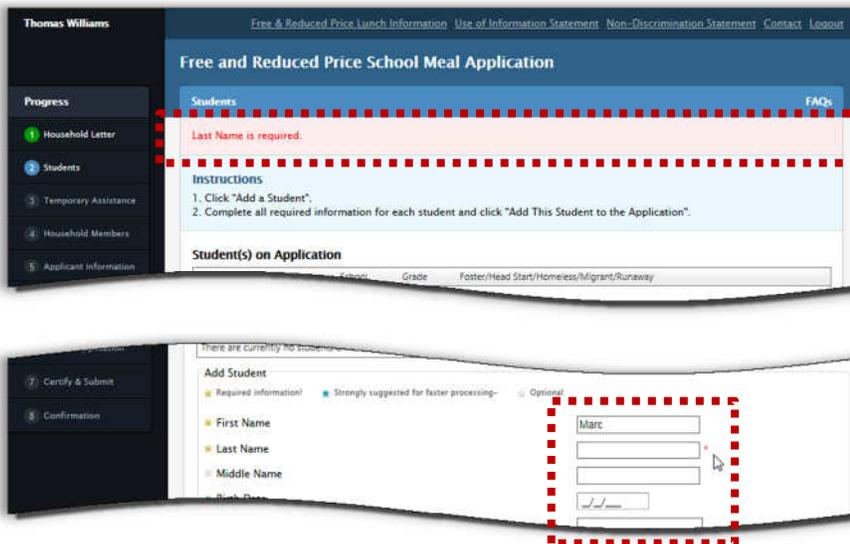
The *Students* page changes to provide a button to add a student.

The applicant

- Clicks **Add a Student**.

The *Students* page changes to display fields to collect student information.

Adding Required Student Information

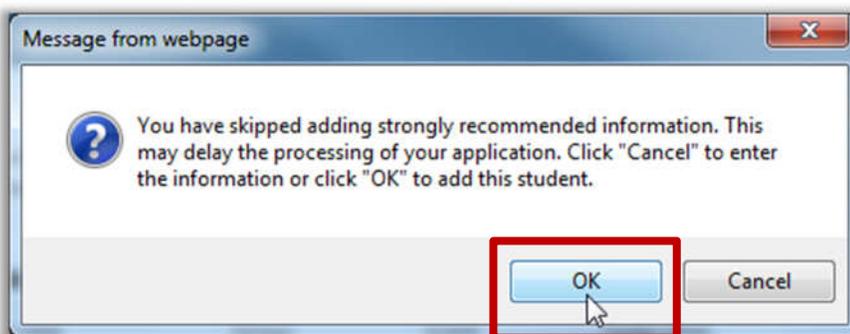


Required information is noted with a "★".

When required information is omitted, a message is shown that tells the user what information is missing.

A red "*" is placed next to the missing information field.

Omitting Suggested Student Information



Not all information on the application is required, such as Birth Date and Student ID. However, the optional information does help with processing the application.

A message appears to notify the applicant when some non-required information fields on the application have been left blank.

Adding a Non-Foster Child to a Mixed-Student Application

Both Foster and non-Foster children can be included on the same application (mixed application). Non-Foster status is established by answering “**No**” to the question “**Is this student a Foster / Head Start / Homeless / Migrant / Runaway child?**”

Note: “★” notes a required action.

Total students included on this application

★ Required information!

★ How many students are you applying for? (Total includes Foster/Head Start/Homeless/Migrant/Runaway children when applicable.)

★ How many of them are Foster/Head Start/Homeless/Migrant/Runaway children? (If none, enter zero.)

The example to the left shows totals for a “mixed” application that includes both Foster and non-Foster children.

The screenshot shows the 'Add Student' form with the following fields and values:

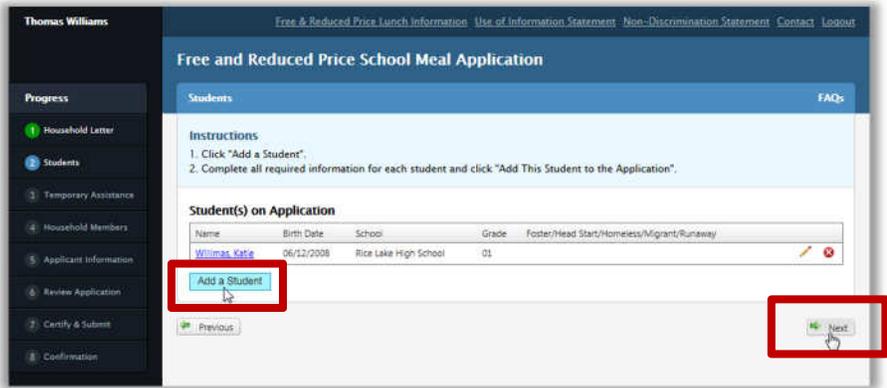
- First Name: Katie
- Last Name: Willimas
- Middle Name: (empty)
- Birth Date: 06/12/2008
- Student ID: (empty)
- School: Rice Lake High School
- Grade: 01
- Is this student a Foster/Head Start/Homeless/Migrant/Runaway child? Yes No
- Does this student receive income? Yes No

The 'Add This Student to the Application' button is highlighted with a red box.

To add a non-Foster student to a Mixed-Student application, the applicant

- ★ Enters the first student’s **First Name** and **Last Name**.
- May or may not include personal and school information for the student.
- ★ Clicks “**No**” to answer the question “**Is this student a Foster/Head Start/Homeless/Migrant/Runaway child?**”.
- ★ Clicks the appropriate response to the question “**Does this student receive income?**”.
- Clicks

Add This Student to the Application



The student is added to the **Student(s) on Application** list. “No” appears in the **Foster/Head Start/Homeless/Migrant/Runaway** column.

The applicant can either

- Click **Add a Student** to add another student.
- Click **Next** to continue to the *Temporary Assistance* page.

Adding a Foster/Head Start/Homeless/Migrant/Runaway Child to a Mixed-Student Application

Both Foster and non-Foster children can be included on the same application (mixed application). Foster status is established by answering “Yes” to the question “**Is this student a Foster/Head Start/Homeless/Migrant/Runaway child?**”

Note: “★” notes a required action.

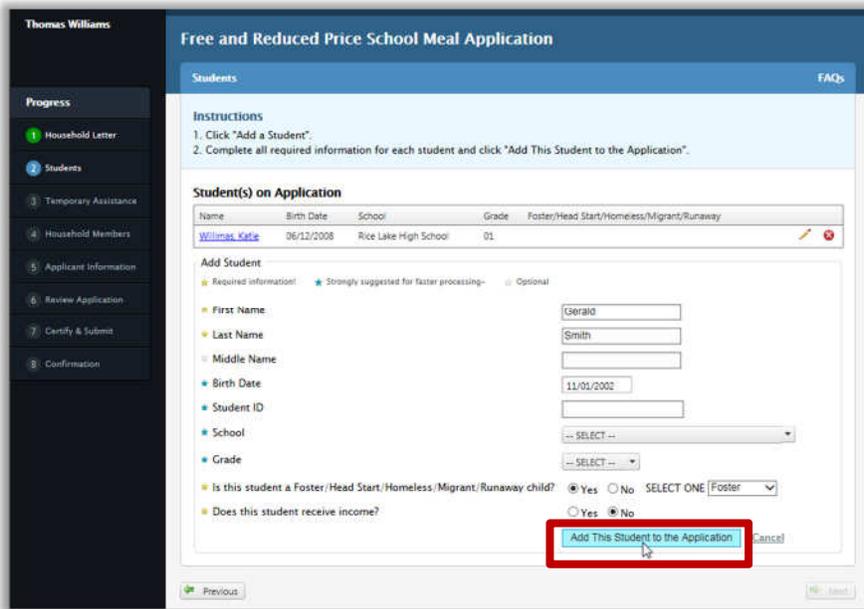
Total students included on this application

★ Required information!

★ How many students are you applying for? (Total includes Foster/Head Start/Homeless/Migrant/Runaway children when applicable.)

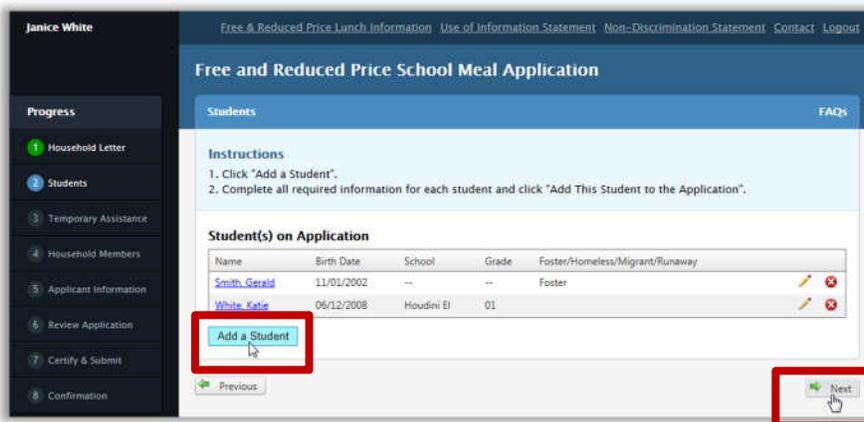
★ How many of them are Foster/Head Start/Homeless/Migrant/Runaway children? (if none, enter zero.)

The example to the left shows totals for a “mixed” application that includes both Foster and non-Foster children.



To add a Foster child to a Mixed-Student application, the applicant

- ★ Enters student's **First Name** and **Last Name**.
 - May or may not include personal and school information for the student.
- ★ Clicks "Yes" to answer the question "Is this student a **Foster/Head Start/Homeless/Migrant/Runaway child?**" and selects one type from the SELECT ONE list.
- ★ Clicks the appropriate response to the question "Does this student receive income?".
 - Clicks Add This Student to the Application.



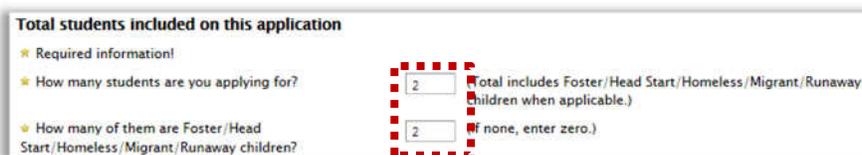
The student is added to the **Student(s) on Application** list. "Yes" appears in the **Foster/Head Start/Homeless/Migrant/Runaway Child** column.

The applicant can either

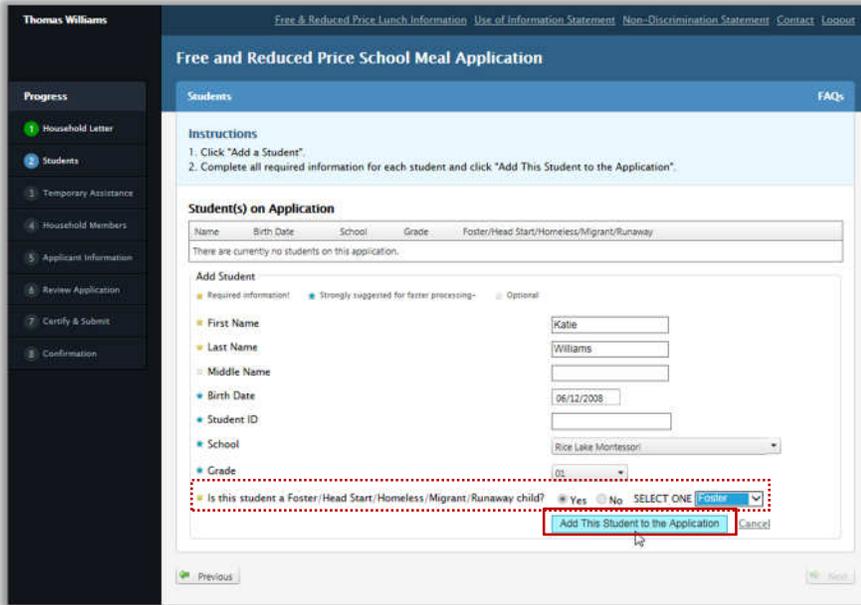
- Click Add a Student to add another student.
- Click Next to continue to the *Temporary Assistance* page.

Adding a Foster/Head Start/Homeless/Migrant/Runaway Child to a Foster/Head Start/Homeless/Migrant/Runaway-Only Application

When all children on the application are Foster children, the applicant enters the same number for both totals on the initial *Students* page.



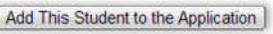
In the example shown to the left, the number of Foster children equals the total number of children on the application indicating that all children on the application are Foster children.

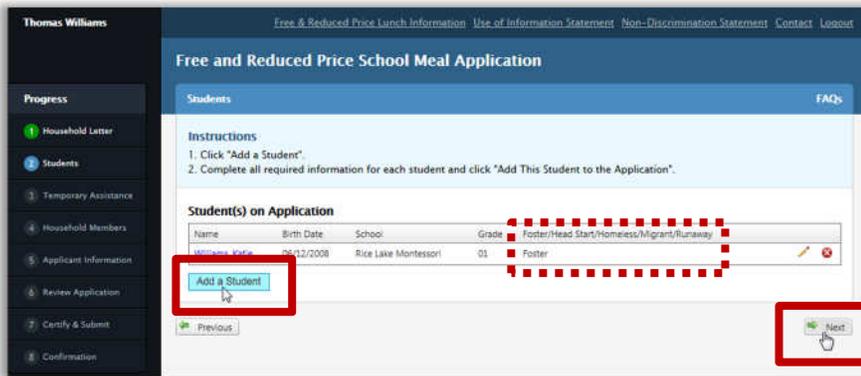


When the application only includes foster children, the question **“Is this student a Foster / Head Start / Homeless / Migrant / Runaway child?”** on the expanded *Students* page is

- Set to **“Yes”** and made unavailable.
- SELECT ONE is available for selecting a student type.
- The question **“Does this student receive income?”** is not shown.

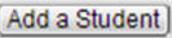
After entering student information and selecting a student type, the applicant

- Clicks 

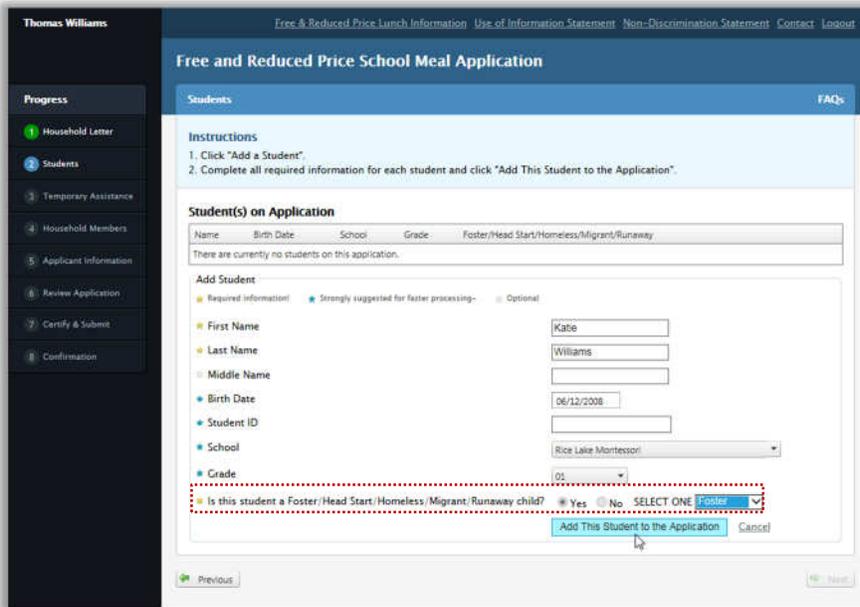


The foster student appears in the **Student(s) on Application** list.

The applicant can either

- Click  to add another student.
- Click  to continue to the *Temporary Assistance* page.

Adding a Non-Foster Child to a Foster/Head Start/Homeless/Migrant/Runaway-Only Application

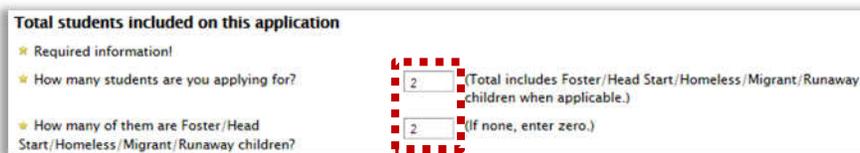


When the application only includes Foster children, the question “**Is this student a Foster/Head Start/Homeless/Migrant/Runaway child?**” is set to “**Yes**” and is grayed out (cannot be changed). The SELECT ONE field appears after the question.

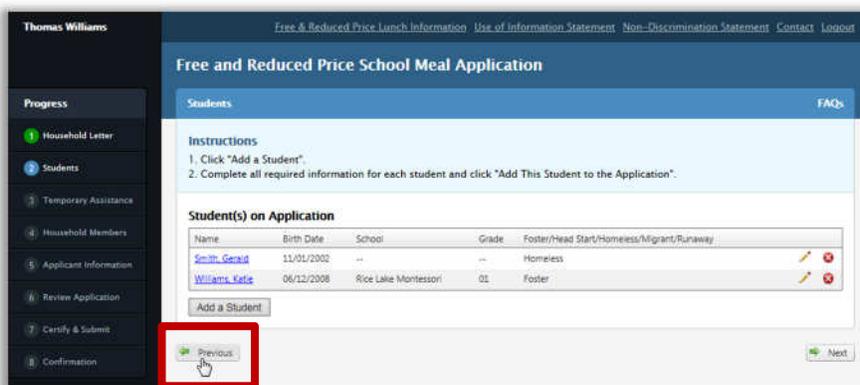
To add a non-Foster student to a Foster-only application, the application must be changed to a mixed application before adding the non-Foster child(ren).

To change an application to a Mixed-Student application, the totals on the initial *Students* page must be changed.

Changing to a Mixed Application

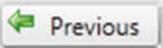


This application is a Foster-only application. The total number of students on the application matches the total number of Foster students included on the application.



Both students included on the application are Foster children.

To change the application to a Mixed-Student type, the applicant

- Clicks 

On the initial *Students* page, the applicant

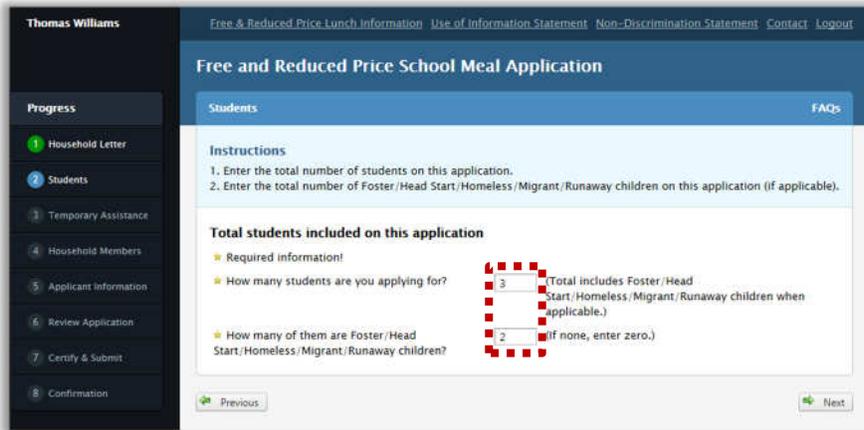
- Changes either the total number of students or the total number of Foster / Head Start / Homeless / Migrant / Runaway students.
- Clicks  .

Now the applicant can either

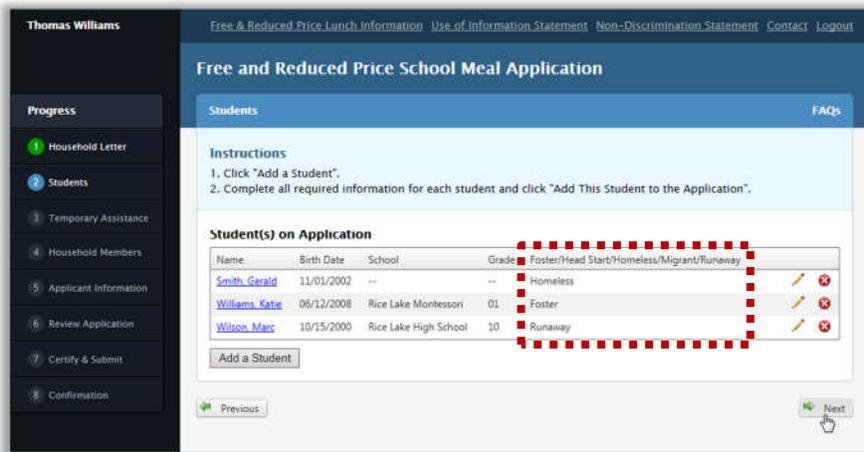
- Change the response to the question **“Is this student a Foster / Head Start / Homeless / Migrant / Runaway child?”** for a student on the application, or
- Add a new student and select **“Yes”** to the question **“Is this student a Foster / Head Start / Homeless / Migrant / Runaway child?”**

Changing a Mixed-Student Application to a Foster/Head Start/Homeless/Migrant/Runaway-Only Application

CAUTION! This procedure *removes all entered student data for all students*; re-entry of all student information is required.

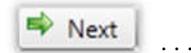


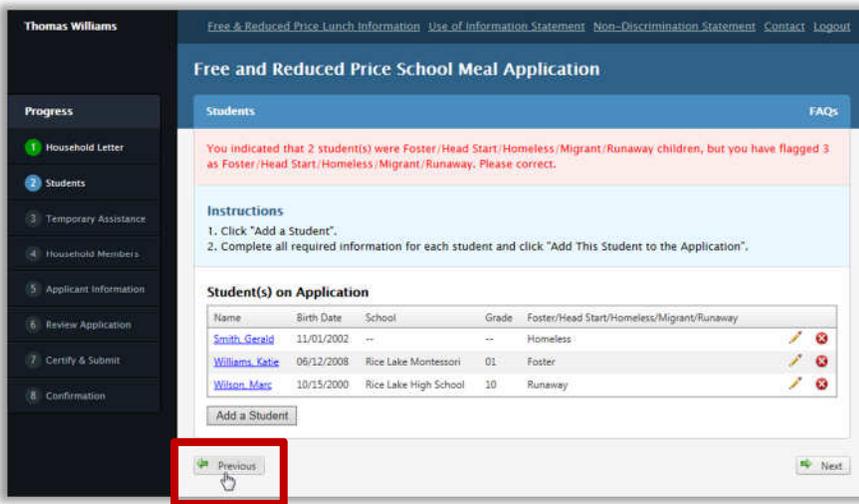
In this example, the totals entered on the initial *Students* page indicate a Mixed-Student application.



However, all students added to the application are Foster / Head Start / Homeless / Migrant / Runaway children.

When the applicant clicks

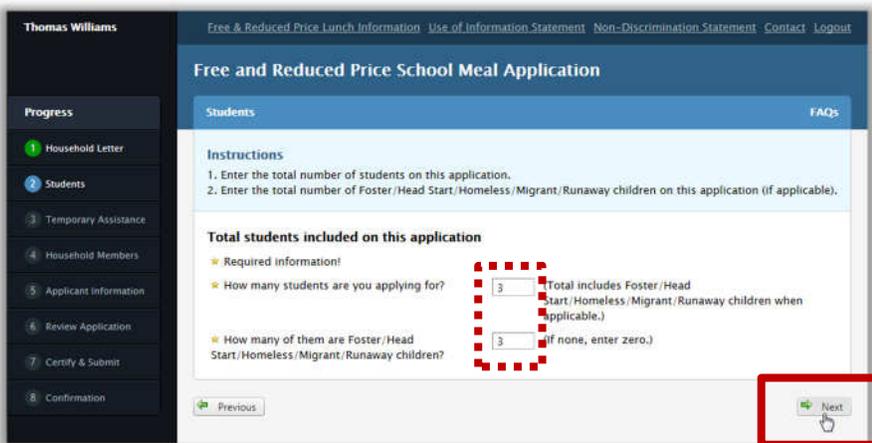




... an error message appears to alert the applicant that the student types do not match what was entered on the initial *Students* page.

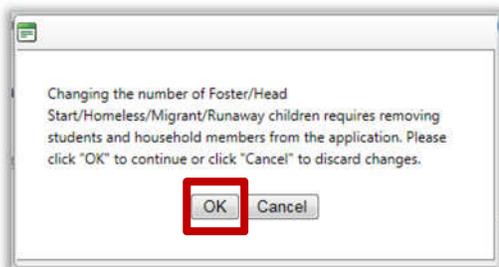
The applicant

- Clicks 



The applicant

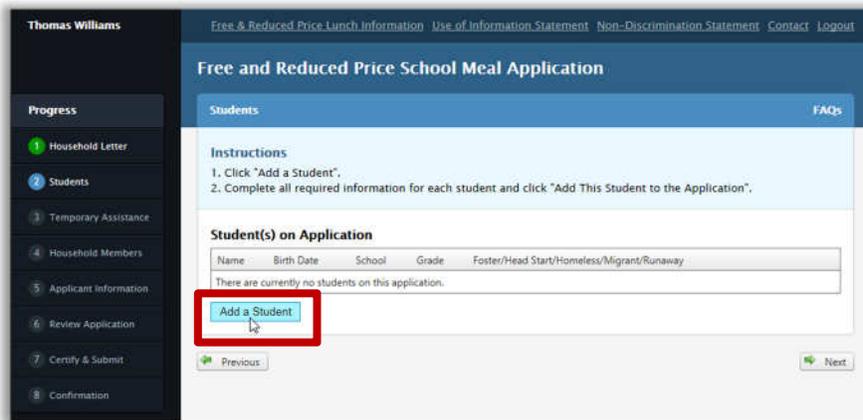
- Changes the number of Foster/ Head Start / Homeless / Migrant/ Runaway students.
- Clicks 



A warning message appears to alert the user that all students entered will be removed from the application.

The applicant

- Clicks 



All entered students have been removed from the application.

The applicant

- Re-enters all student data.
- Clicks  to continue.

Changing Student Information on a Foster/Head Start/Homeless/Migrant/Runaway-Only Application

At any time before submission of the application, the applicant can update student information.

Total students included on this application

- Required information!
- How many students are you applying for? (Total includes Foster/Head Start/Homeless/Migrant/Runaway children when applicable.)
- How many of them are Foster/Head Start/Homeless/Migrant/Runaway children? (If none, enter zero.)

The example to the left shows totals for a "Foster-only" application where the total number of students on the application and the total number of Foster / Head Start / Homeless / Migrant / Runaway children on the application are the same.

Thomas Williams

Free & Reduced Price Lunch Information Use of Information Statement Non-Discrimination Statement Contact Logout

Free and Reduced Price School Meal Application

Students FAQs

Instructions

- Click "Add a Student".
- Complete all required information for each student and click "Add This Student to the Application".

Student(s) on Application

Name	Birth Date	School	Grade	Foster/Head Start/Homeless/Migrant/Runaway
Smith, Gerald	10/15/2002	Rice Lake Mid	07	Migrant
White, Katie	02/14/2008	Tainter EI	01	Foster

In a student listing in the **Student(s) on Application** list, the applicant

- Clicks **Edit** ().

Thomas Williams

Free & Reduced Price Lunch Information Use of Information Statement Non-Discrimination Statement Contact Logout

Free and Reduced Price School Meal Application

Students FAQs

Instructions

- Click "Add a Student".
- Complete all required information for each student and click "Add This Student to the Application".

Student(s) on Application

Name	Birth Date	School	Grade	Foster/Head Start/Homeless/Migrant/Runaway
Smith, Gerald	10/15/2002	Rice Lake Mid	07	Migrant
White, Katie	02/14/2008	Tainter EI	01	Foster

Edit Student

Required information! Strongly suggested for faster processing- Optional

- First Name:
- Last Name:
- Middle Name:
- Birth Date:
- Student ID:
- School:
- Grade:
- Is this student a Foster/Head Start/Homeless/Migrant/Runaway child? Yes No **SELECT ONE**

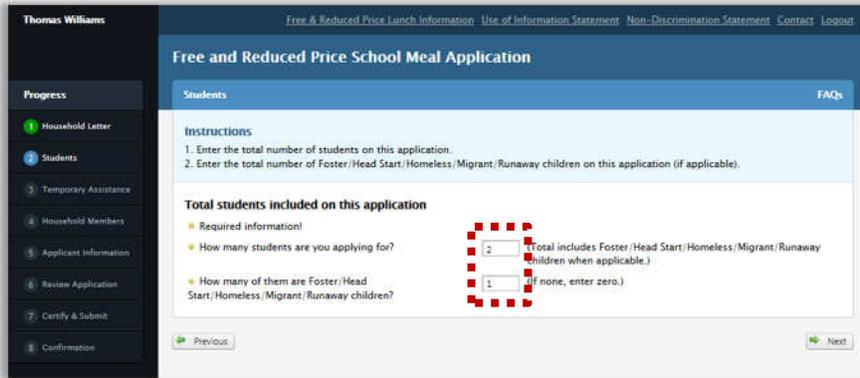
All information can be changed **except** the response to the question **"Is this student a Foster/Head Start/Homeless/Migrant/Runaway child?"** The question is grayed out and cannot be changed.

The applicant

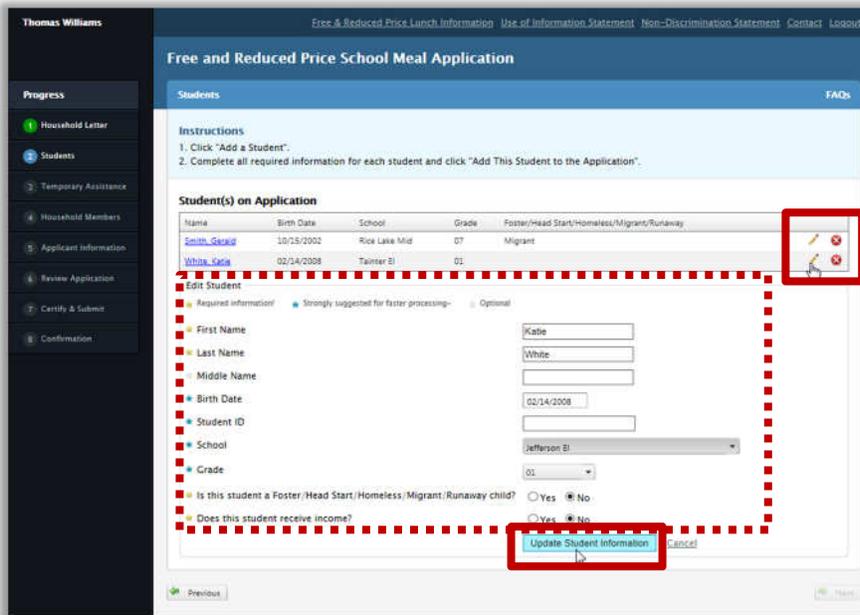
- Changes student information as needed.
- Clicks .

Changing Student Information on a Mixed-Student Application

At any time before submission of the application, the applicant can update student information.



The example to the left shows totals for a “mixed” application that includes both foster and non-foster children.



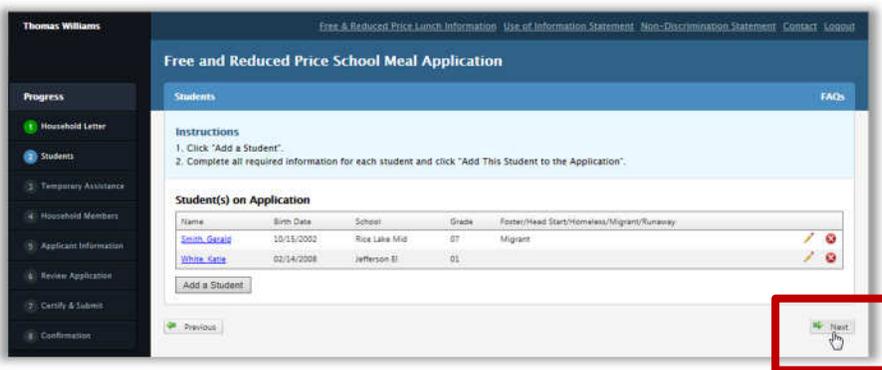
To change student information, the applicant

- Clicks **Edit** () in a student listing.

On the expanded *Students* page, the applicant

- Makes changes as needed.
- Clicks **Update Student Information**.

Note See the following procedures for the results

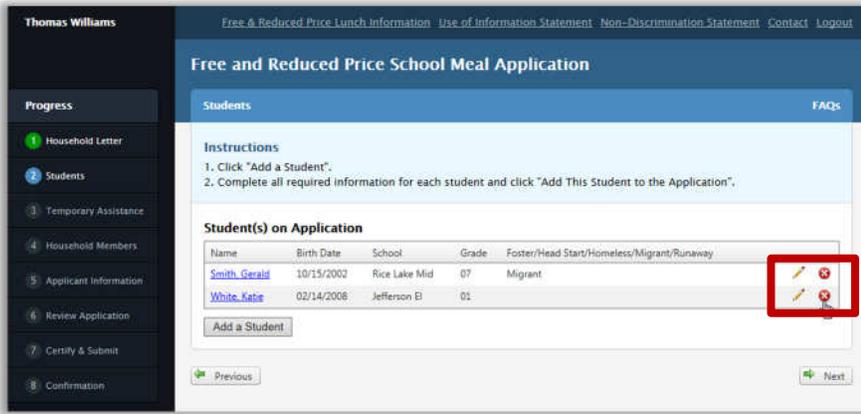


The information in the student listing is updated.

The applicant can either

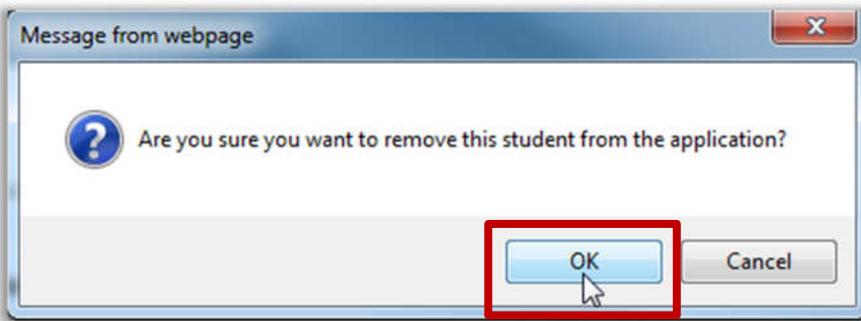
- Click **Add a Student** to add another student.
- Click **Next** to continue to the *Temporary Assistance* page.

Removing a Student

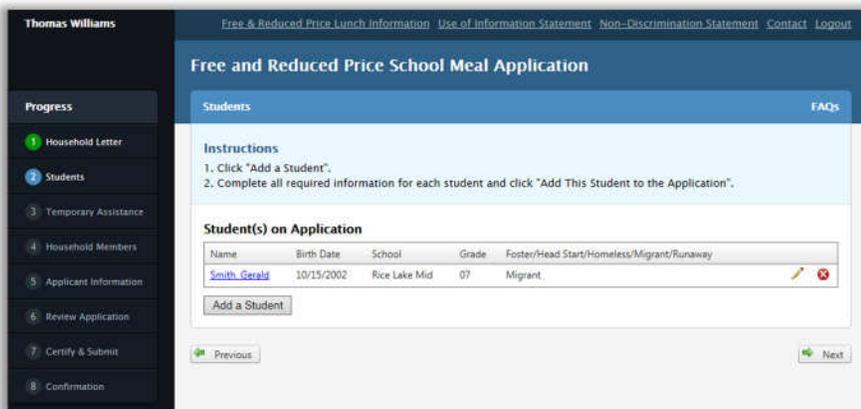


To remove a student, the applicant

- Clicks **Remove** (✖).



- Clicks **OK** to respond to the removal confirmation message.

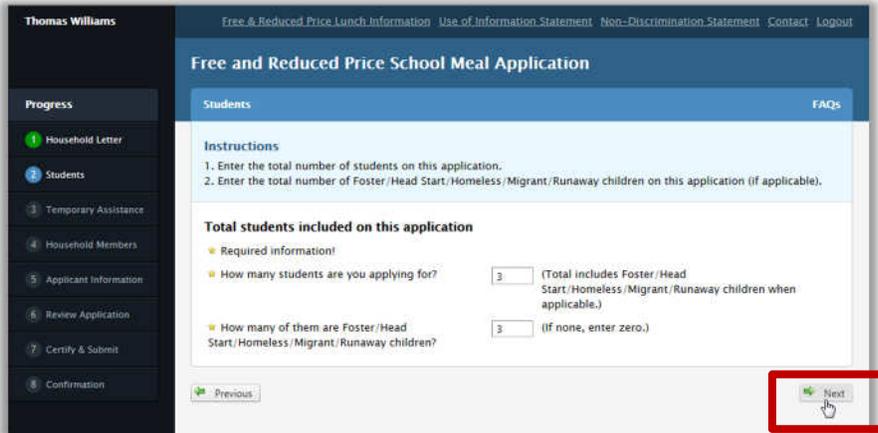


The **Student(s) on Application** list is updated.

3 Temporary Assistance

Note: "★" notes a required action.

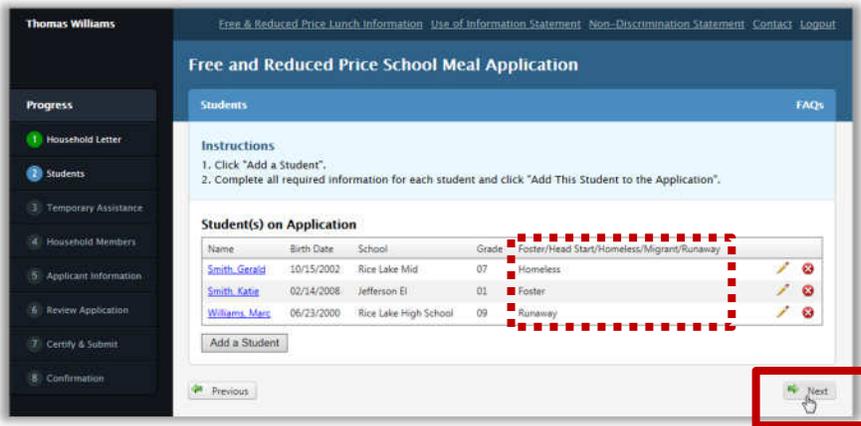
Foster / Head Start / Homeless / Migrant / Runaway-Only Application



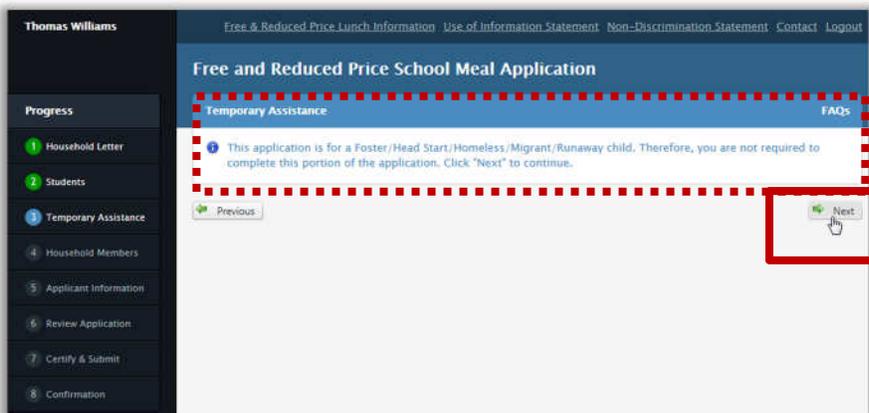
When all students on the application are foster children, recording temporary assistance is not required.

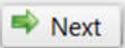
A Foster / Head Start / Homeless / Migrant / Runaway application is one which

1. Indicates the same number for total number of students on the application and the total number of Foster / Head Start / Homeless / Migrant / Runaway students.
2. All students display one special status in the **Foster / Head Start / Homeless / Migrant / Runaway** column.



On the *Temporary Assistance* screen, a message is shown regarding Foster / Head Start / Homeless / Migrant / Runaway children. The applicant



- Clicks  .

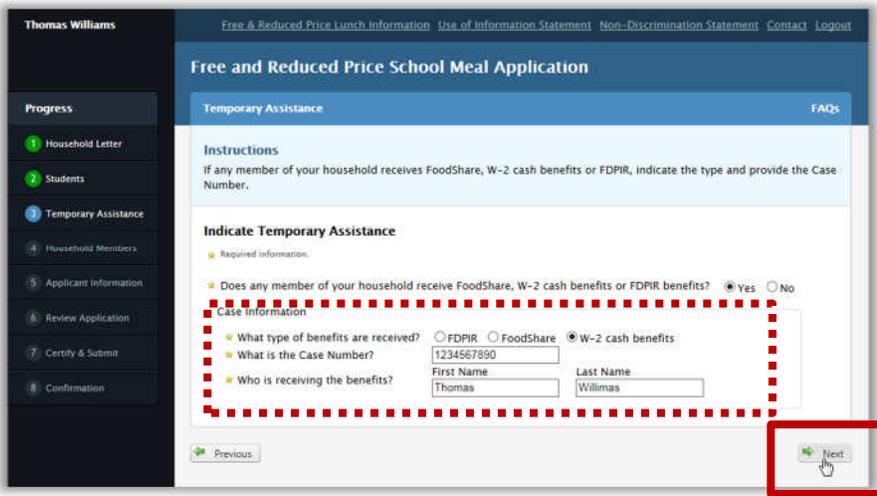
Adding Temporary Assistance Information



On the *Temporary Assistance* page, the applicant

- Clicks “**Yes**” to answer the question, “**Does any member of your household receive FoodShare, W-2 cash benefits or FDIPIR benefits?**”

The page expands to allow input of Temporary Assistance case information



To include temporary assistance information, the applicant

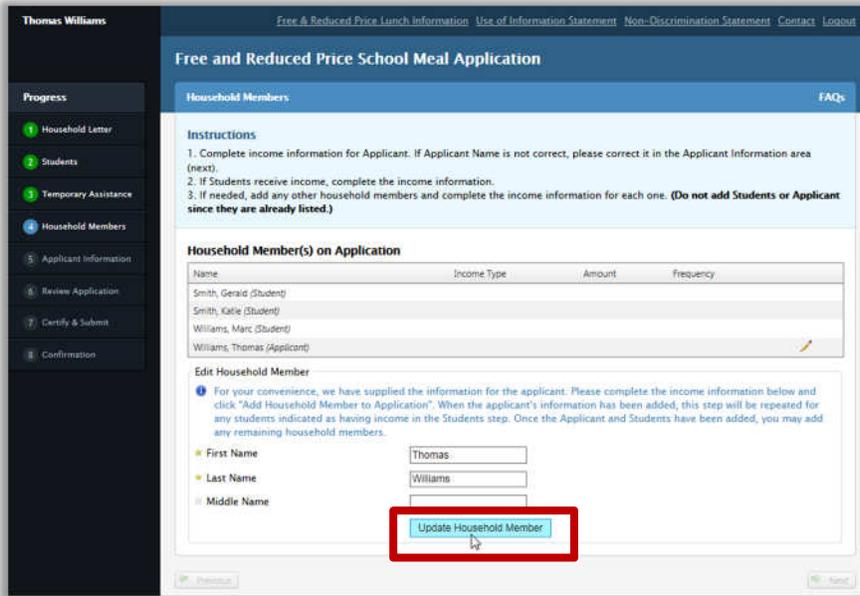
- ★ Selects the type of benefit.
- ★ Enters the **Case Number**.
- ★ Enters the **First Name** and **Last Name** of the temporary assistance recipient.

- Clicks  .

4 Household Members

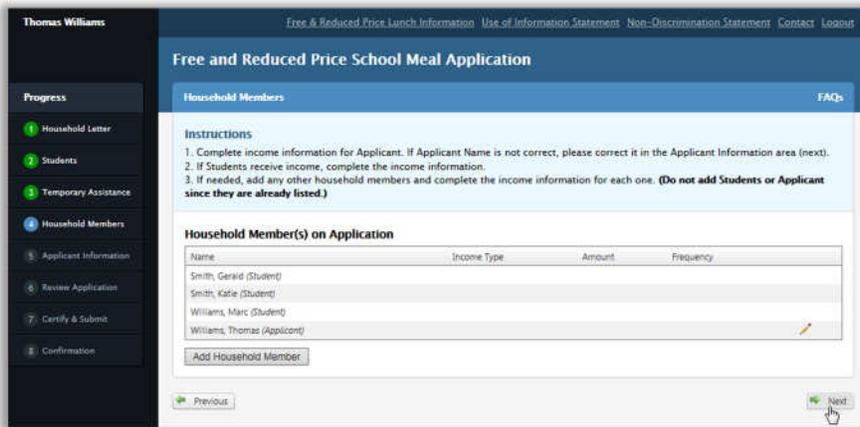
The applicant's next step is to enter household member information beginning with the Applicant.

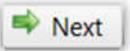
Updating Applicant Information



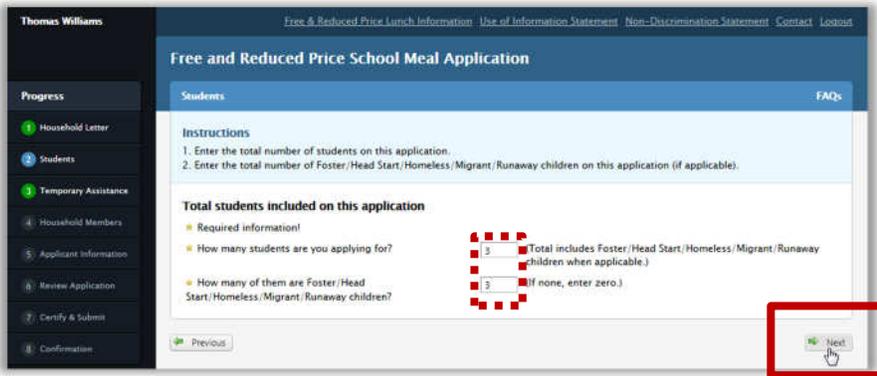
The first page shown lists Applicant information. The applicant

- Makes changes, if needed.
- Clicks 



- Click 

Updating a Foster / Head Start / Homeless / Migrant / Runaway-Only Application

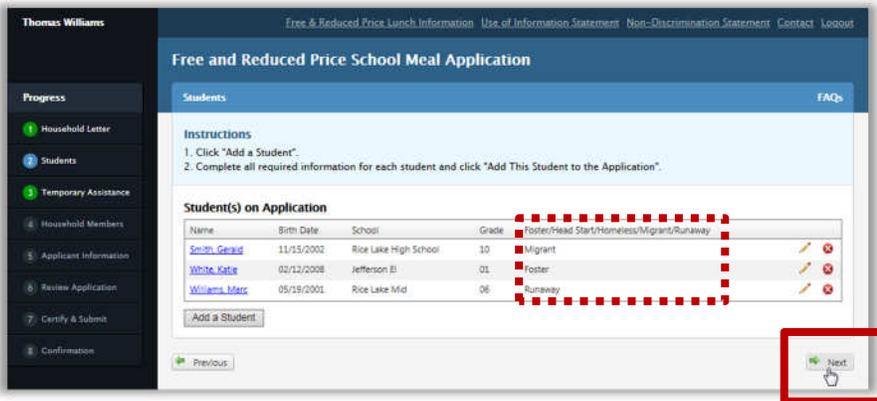


When all students on the application are Foster / Head Start / Homeless / Migrant / Runaway children, recording household members is not required.

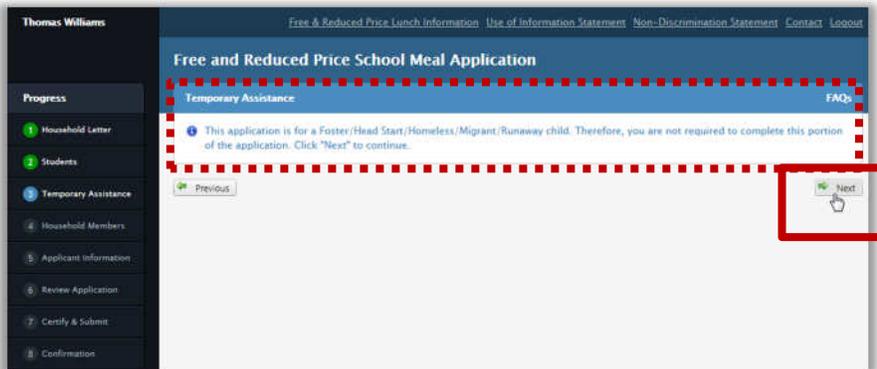
A Foster / Head Start / Homeless / Migrant / Runaway application is one which

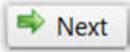
1. Indicates the same number for total number of students on the application and the total number of Foster / Head Start / Homeless / Migrant / Runaway students.

2 All students display a special status in the **Foster / Head Start / Homeless / Migrant / Runaway** column.



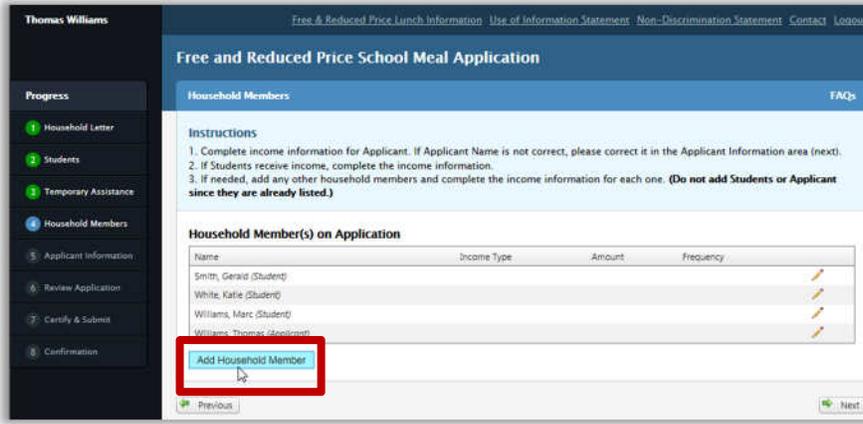
A message is shown on the *Household Members* page when all children on the application are Foster / Head Start / Homeless / Migrant / Runaway children.



The applicant clicks 

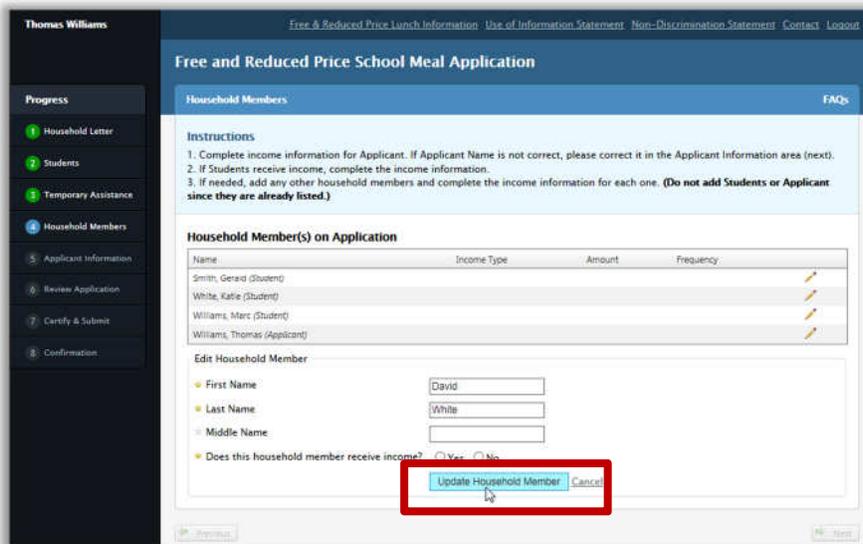
Adding a Household Member with No Income

Note: "★" notes a required action.



To add a household member, the applicant

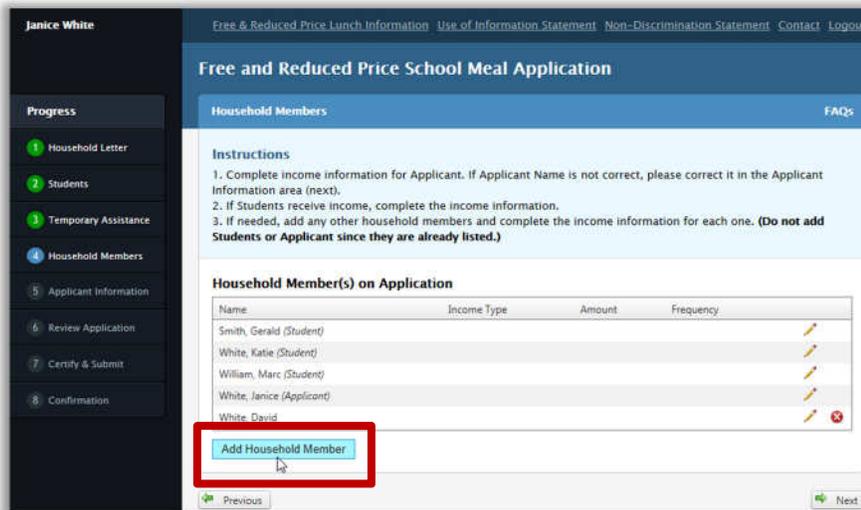
- Clicks 



The applicant

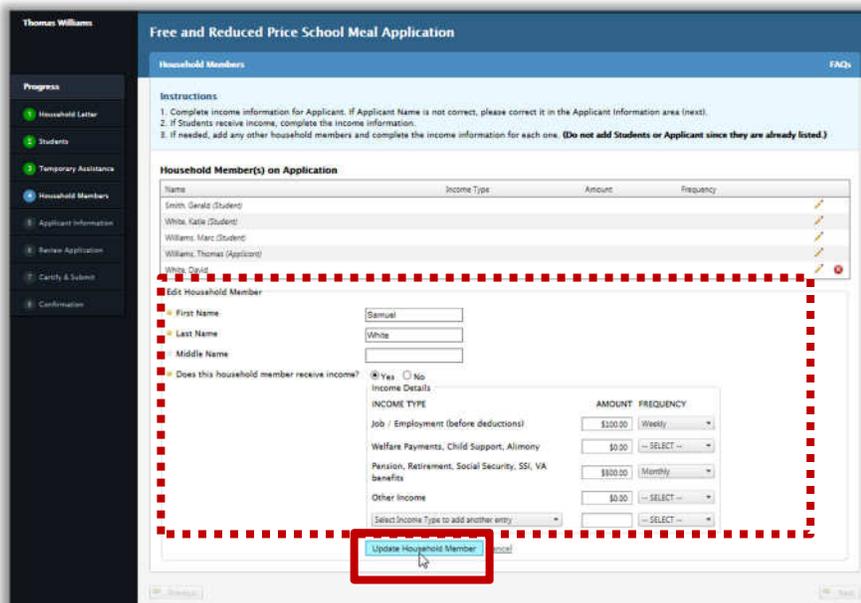
- Enters the member's **First Name**.
- Enters the member's **Last Name**.
- Click "No" in response to the question "**Does this household member receive income?**"
- Clicks 

Adding a Household Member with Income



To add a household member, the applicant

- Clicks **Add Household Member**.



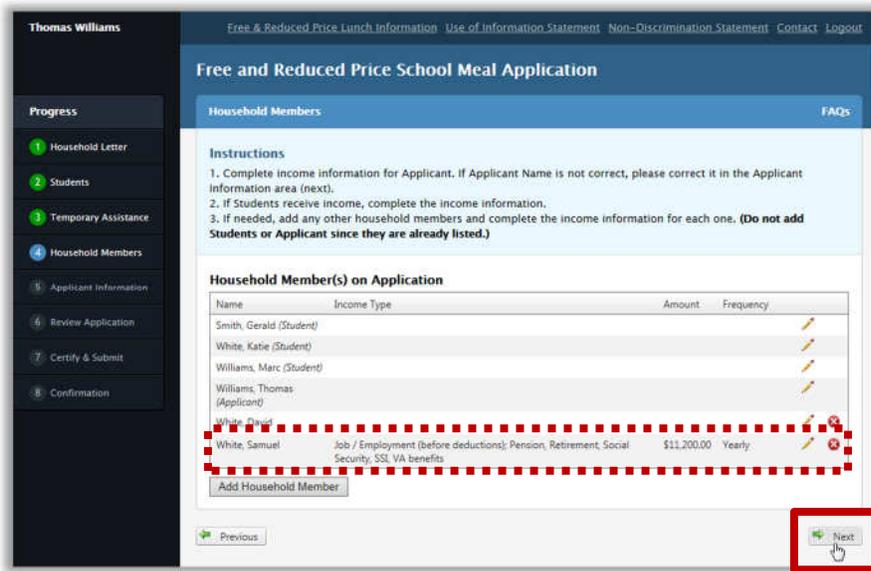
The applicant

- Enters the member's **First Name**.
- Enters the member's **Last Name**.
- Clicks **"Yes"** in response to the question **"Does this household member receive income?"**
- Enters an **AMOUNT** for an **INCOME TYPE**.
- Selects how often the income is received (**FREQUENCY**).

If needed, more income entries for a single type of income can be made by selecting the Income Type from the dropdown list and completing income information.

When all income has been entered, the applicant

- Clicks **Update Household Member**.



The added household member appears in the **Household Member(s) on Application** list.

Notice that the added member can be removed, if needed.

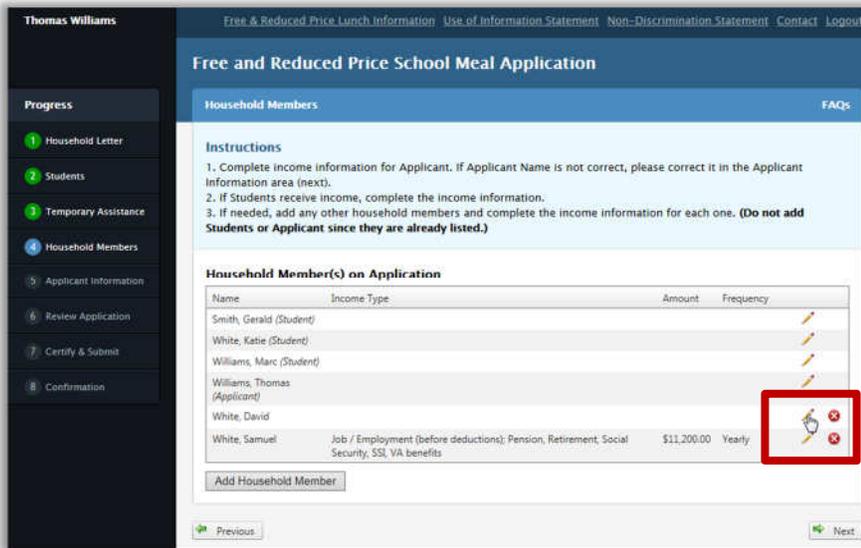
When

- All household members have been added to the application
- All member information is complete (income added, when needed)

the applicant clicks

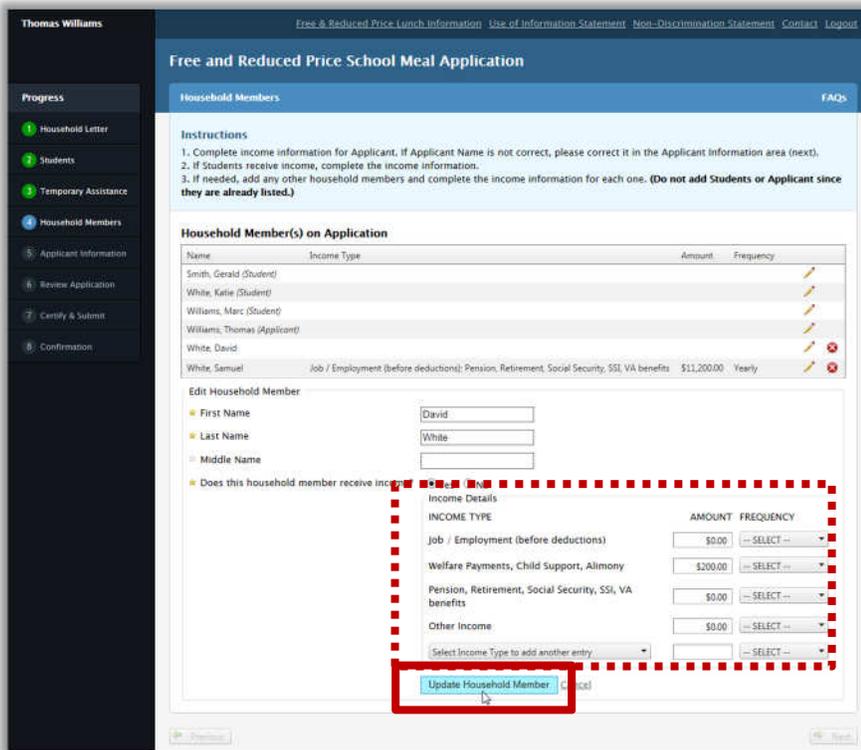


Adding Household Member Income Information



To add income information for a household member, the applicant

- Clicks **Edit** () in the member listing.

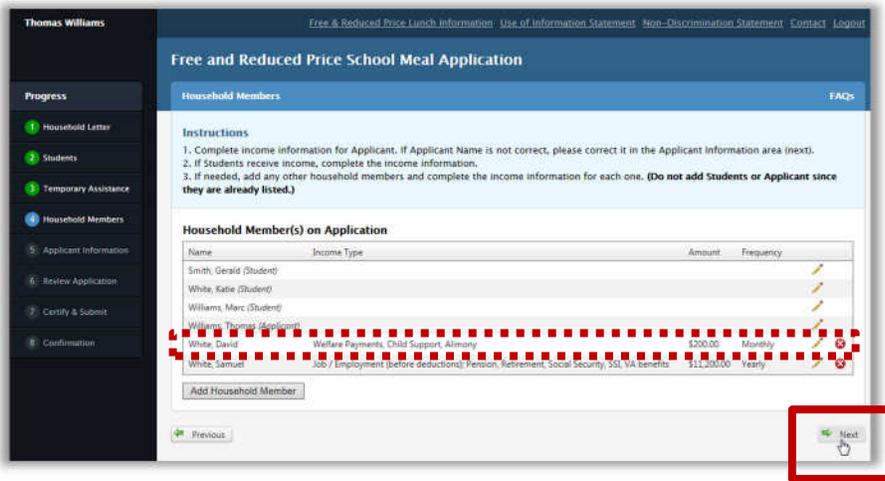


To enter income information, the applicant

- Clicks **"Yes"** to respond to the **"Does this household member receive income?"** question.
- Enters an **AMOUNT** for an Income Type.
- Selects how often the income is received (**FREQUENCY**).

When all income has been entered, the applicant

- Clicks 

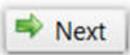


The updated household member information appears in the **Household Member(s) on Application** list.

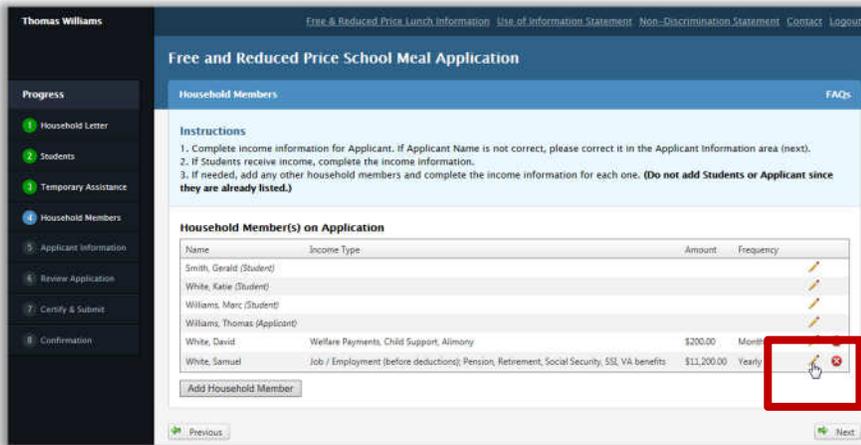
When

- All household members have been added to the application
- All member information is complete (income added, when needed)

the applicant

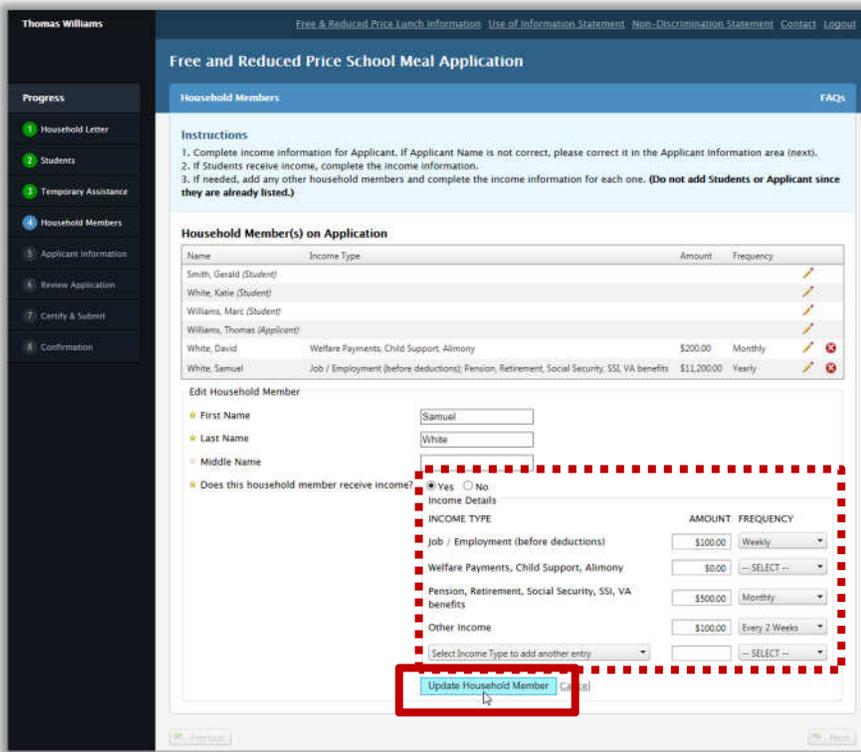
- Clicks 

Updating Household Member Income Information



To add or update income information for a household member, the applicant

- Clicks **Edit** () in the member listing.

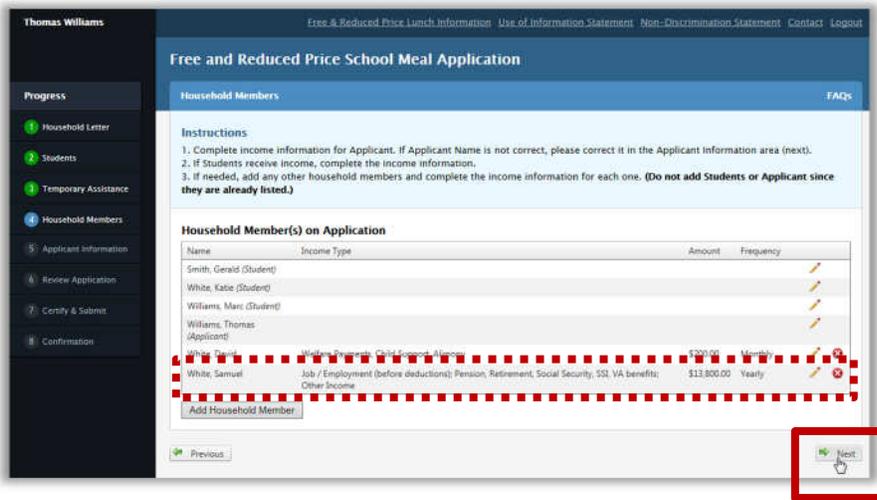


To update income information, the applicant

- Enters or updates an **AMOUNT** for an Income Type.
- Selects or updates how often the income is received (**FREQUENCY**).

When all income has been entered, the applicant

- Clicks 



When income is added for a household member, the **Household Member(s) on Application** list reflects the total amount of income received by each member, frequency of receipt, and all income types.

When all income has been entered, the applicant

- Clicks 

5 Applicant Information

After all application information has been entered, the applicant must review the information and indicate either that they do not have a Social Security Number (SSN) or provide the last four digits of the SSN.

Note: "★" notes a required action.

The screenshot shows the 'Applicant Information' page for Thomas Williams. The form includes the following fields and options:

- First Name:** Thomas
- Last Name:** Williams
- I prefer to be notified by:** Phone, Email, Letter
- Phone Number:** (555) 555-5555
- Cell Phone:** (222) 222-2222
- Email:** thomasw@school.net
- Address:** 1234 Skippy Do Dah Way
- City:** Happyville
- State:** WI
- Zip:** 11111
- SSN:** Enter the last 4 digits of your Social Security Number: 1234. I do not have a Social Security Number.

A red dashed box highlights the SSN field and the 'Next' button at the bottom right.

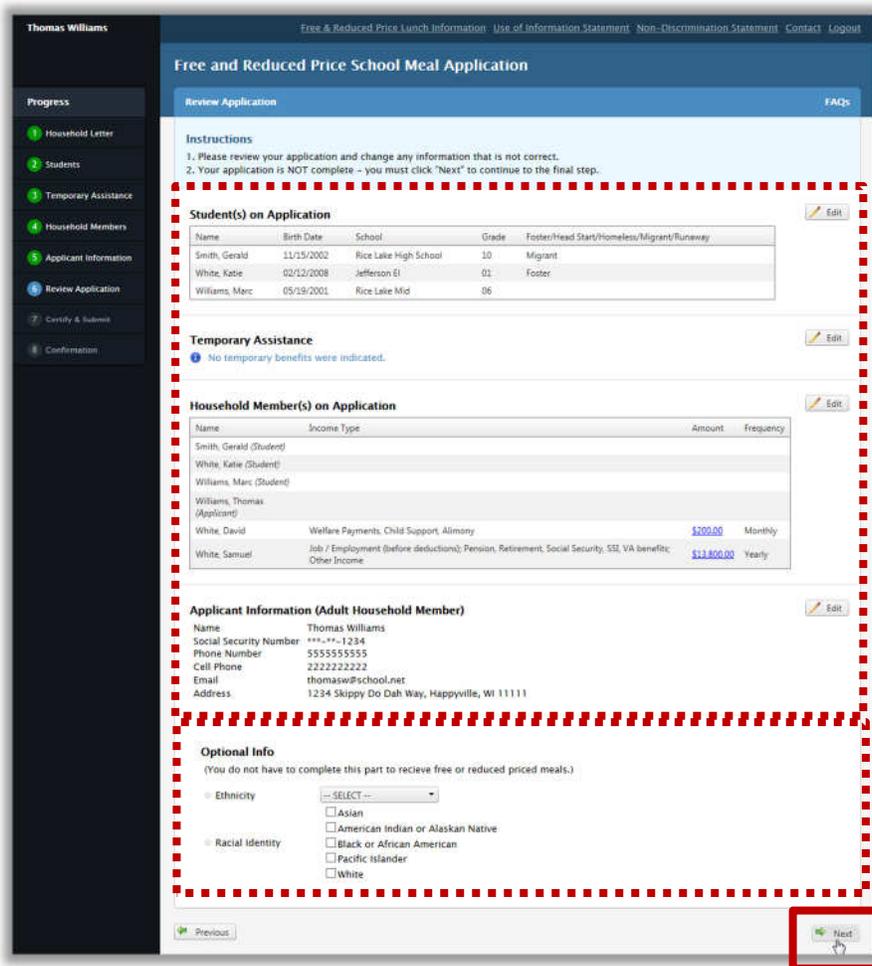
On the *Applicant Information* page, the applicant:

- Reviews applicant information.
- Makes changes as needed.
- ★ Either enters the last four digits of the Social Security Number or indicates they do not have a Social Security Number.

When applicant information has been verified and updated where needed, the applicant

- Clicks 

6 Review Application

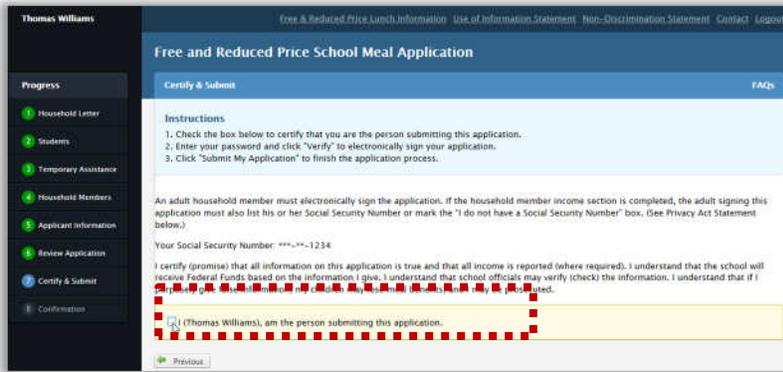


On the *Review Application* page, the applicant

- Reviews the information.
- Clicks  **Edit** in the corresponding section to make changes to entered data.
- Selects **Optional Info** if desired.
- Clicks  **Next**.

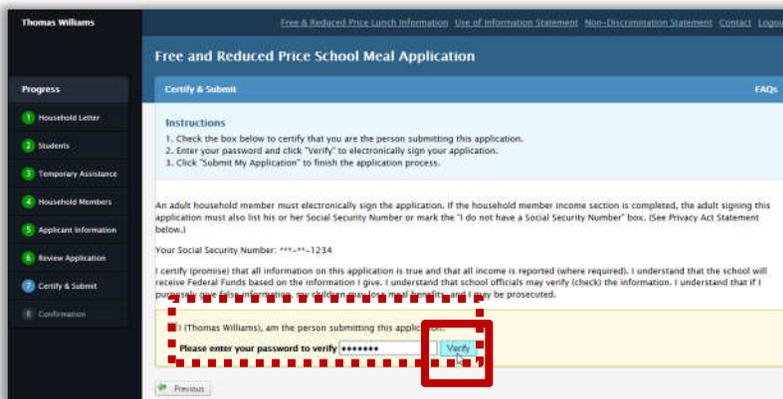
7 Certify & Submit

Certifying the Application



On the *Certify & Submit* page, the applicant:

- Verifies the last four digits of the Social Security Number, or that "N/A" is shown.
- Selects "I (Name), am the person submitting this application".

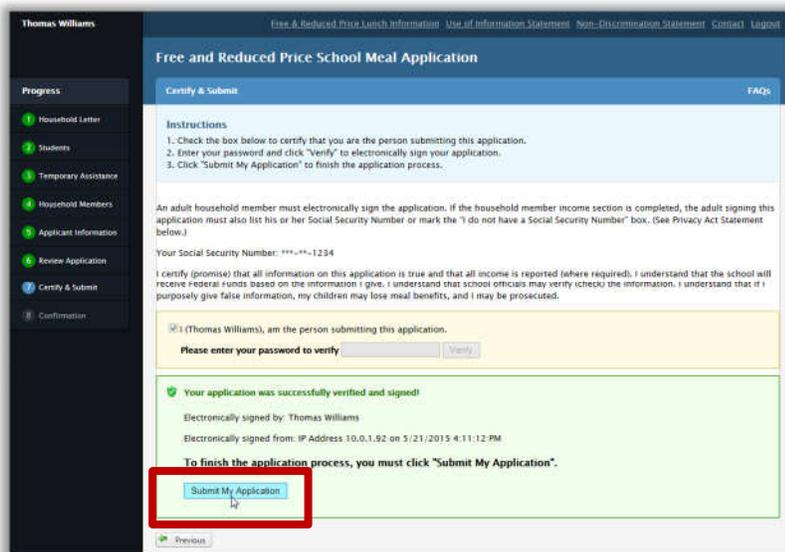


The Password field appears.

The applicant:

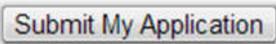
- Enters the password that was used to log in.
- Clicks .

Submitting the Application



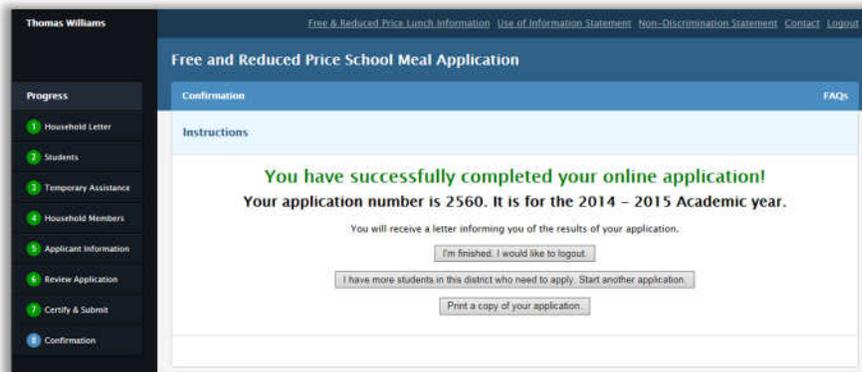
A success message appears.

The applicant:

- Clicks .

8

Confirmation



A success message appears.

An application number is provided.

Three buttons are displayed. The applicant clicks

[I'm finished. I would like to logout.](#)

To close the Free and Reduced Price School Meal Application. The **Sign In** tab of the Login page appears.

[I have more students in this district who need to apply. Start another application.](#)

To display the *Household Letter* page.

[Print a copy of your application.](#)

To send the application to a local printer (applicant's printer).

◀ *End of Chapter* ▶

Chapter 3:

Student Applicant Login

In this chapter you will learn how the Student Applicant

- ✓ Logs in to the SNACS Free and Reduced Price School Meal Application website.
- ✓ Views the Free & Reduced Price lunch information, the Use of Information Statement and the Non-Discrimination Statement.
- ✓ Views SNACS contact information.
- ✓ Registers a Username and Password in the Free & Reduced Meals Online Applications system.

Free & Reduced Price School Meal Application Website Access

To access the Free & Reduced Price School Meal Application website, the Student Applicant

- Opens an Internet browser, such as Microsoft Internet Explorer.
- Enters the URL for the Free and Reduced Price School Meal Application website.

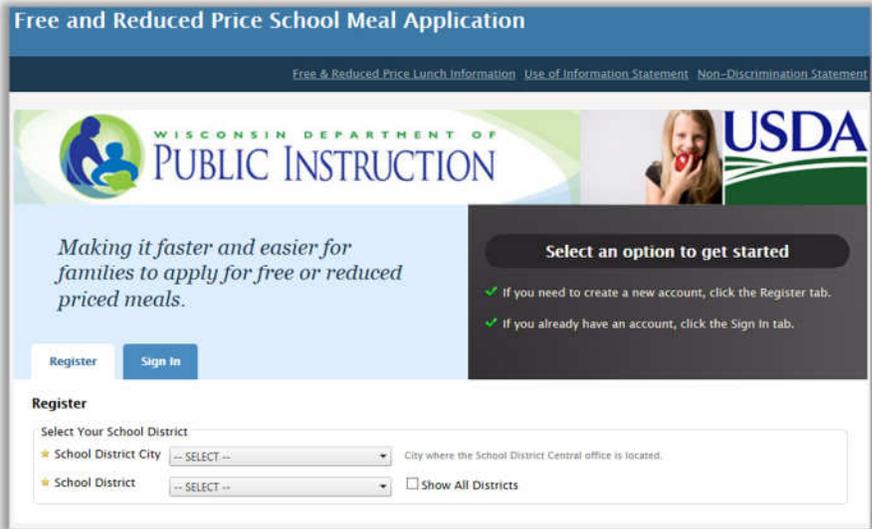
By default, the **Register** tab page is displayed.

The Student Applicant select the school district and the city in which the school district Central office is located.

These links are available on all pages.

- [Free & Reduced Price Lunch Information](#) — displays Free and Reduced-Price lunch information; applicant uses popup scroll bars to view lunch information.
- [Use of Information Statement](#) — displays the Use of Information Statement; applicant uses popup scroll bars to view the statement in its entirety.
- [Non-Discrimination Statement](#) — displays the Non-Discrimination Statement; applicant uses popup scroll bars to view the statement in its entirety.

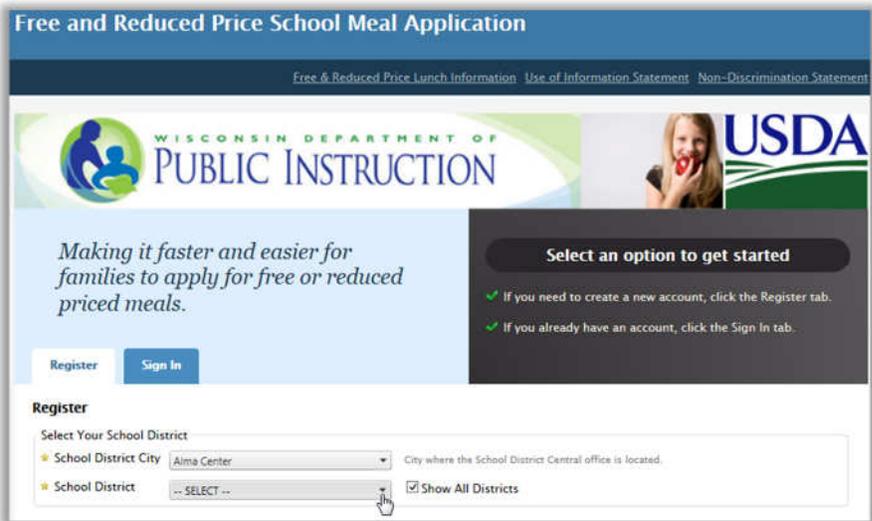
1 Student Applicant Registration



A student applicant must register to use the Free and Reduced Price School Meal Application website.

Registration includes creating a username and password.

The student applicant begins with identifying the school district and the city in which the school district’s Central office is located.



To register, the student applicant

- Selects a **School District City**
- Checks **Show All Districts**
- Selects a **School District**

The SFAs shown in the list are those for which the Online Applications option has been turned “On” in Eligibility Certification Control by DPI.

The registration screen expands.

To register, the Student applicant

★ Checks the “Check the box if you are a student attending school in grades K-12, and if you are the person signing the application.

★ Enters **First Name** and **Last Name**.

- Enters email address.
- Enters mailing address.

★ Creates a **Username** and **Password**; re-enters the **Password**.

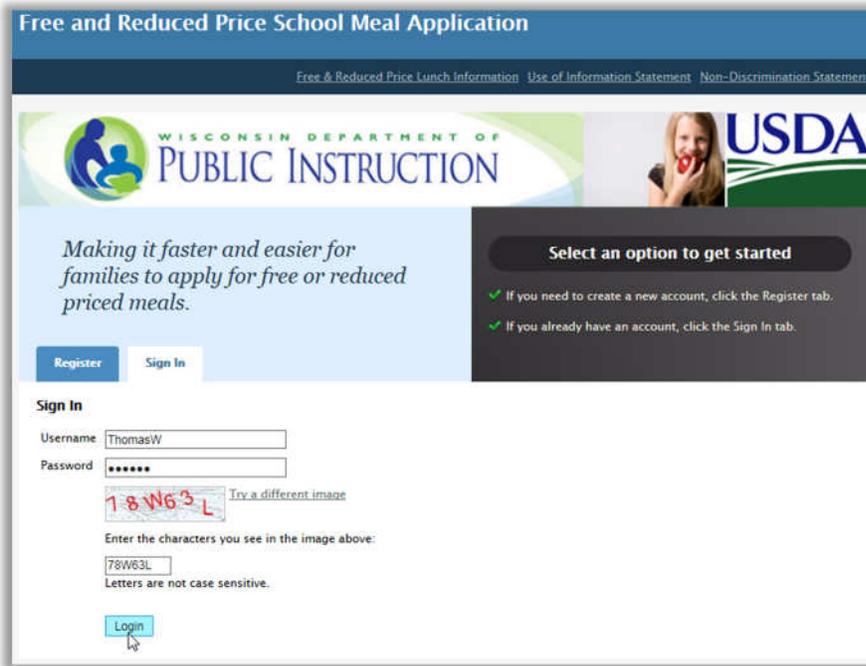
★ **Selects a Security Question** and provides an answer.

★ Enters the displayed security code.

- Clicks Register .

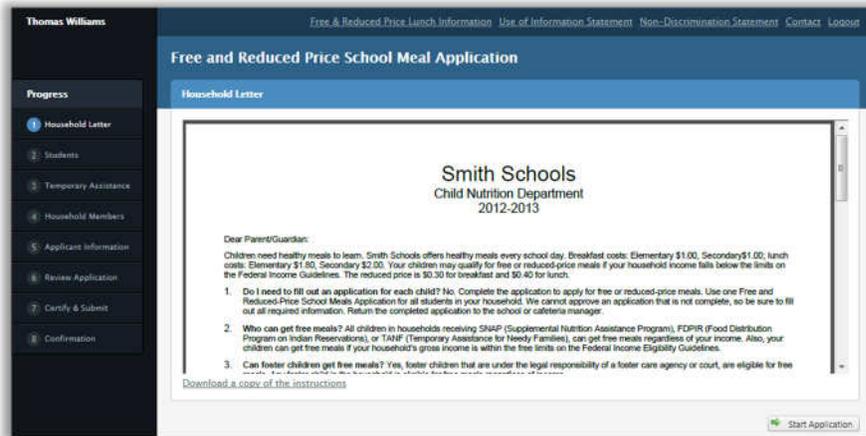
Note: Actions noted with a “★” are required.

2 Student Applicant Sign In



To sign in, the applicant

- Clicks the **Sign In** tab.
- Enters **Username** and **Password**.
- Enters the displayed security code.
- Clicks **Login**.



The Household Letter page is shown.

The Progress indicator displays where the user is in the application process.

◀ End of Chapter ▶

Chapter 4:

Student Applicant — Complete the Application

In this chapter you will learn how the Student Applicant

- ✓ Reviews the Household letter.
- ✓ Enters and updates Student information.
- ✓ Designates a Foster, Head Start, Homeless, Migrant, Runaway child.
- ✓ Enters Temporary Assistance information.
- ✓ Enters and updates Household Member information.
- ✓ Enters Household Member income.
- ✓ Updates Applicant information.
- ✓ Reviews and certifies the application.
- ✓ Submits the application.

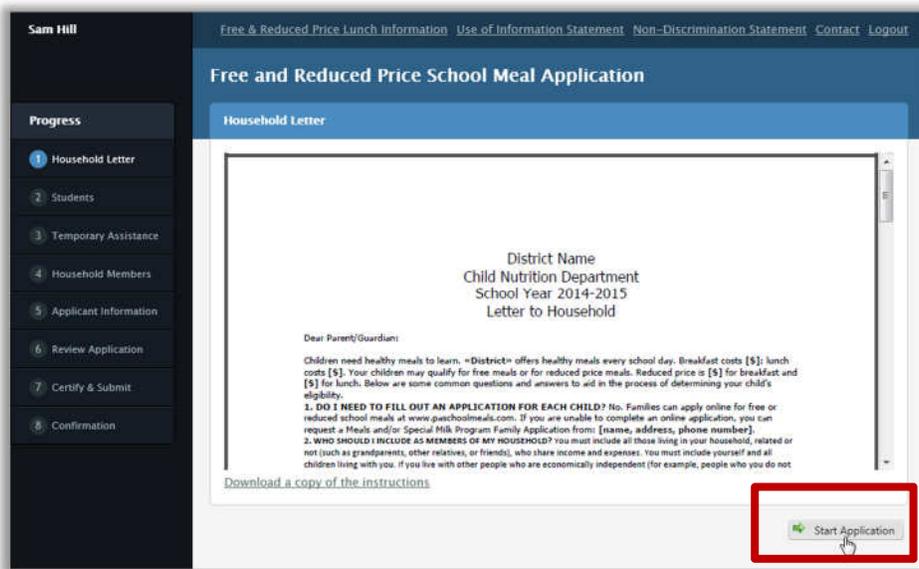
1 Household Letter

The first page in the online application process appears—*Household Letter*.

Several links appear above the page

- [Free & Reduced Price Lunch Information](#) - displays the current Federal Eligibility Income chart for free or reduced-price meals.
- [Use of Information Statement](#) - description of how the information provided by the applicant will be used.
- [Non-Discrimination Statement](#) - explanation of applicant’s right to file a Civil Rights program complaint of discrimination.
- [Contact](#) - displays SNACS contact information and the Determining Official’s name.
- [Logout](#) - displays the initial **Sign In** tab page.

Reviewing the Household Letter

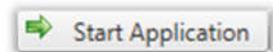


The applicant can choose to

- Review the letter online, using the scroll bar(s), or
- Click the [Download a copy of the instructions](#) link and save or view the letter in a PDF file.

When the applicant is ready to move to the next step in the application process, she

- Clicks

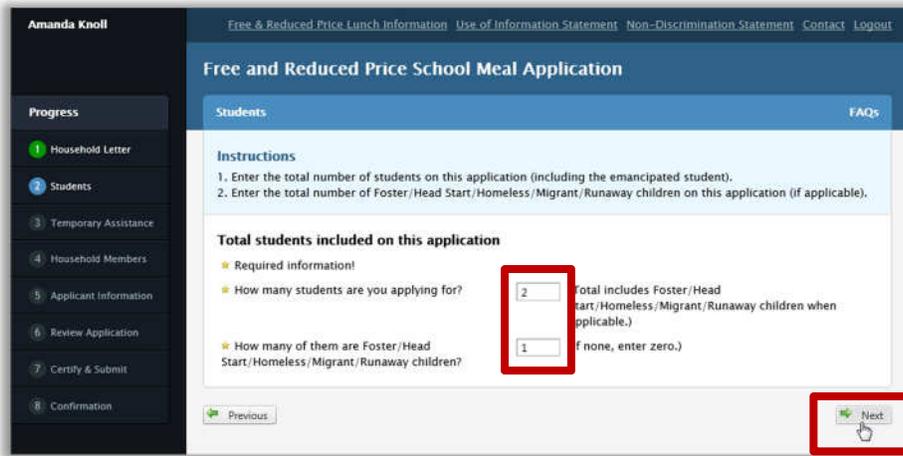


2 Students

The Students page appears next to collect required information on the number of students that will be included on the application. At a minimum, the Student Applicant will be included on the application.

A new link, [FAQs](#), appears. Clicking this link displays a list of commonly asked questions with answers about the online school meal application process.

Entering Student Totals



The Student Applicant

- ★ Enters the total number of students on the application in **How many students are you applying for?**
- ★ Enters the total number of foster students on the application in **How many of them are Foster/ Head Start /Homeless/ Migrant/ Runaway children?**

- Clicks 

Note: This information is required. The Student Applicant must complete both questions before continuing.

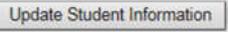
Editing Student Applicant Information

The *Students* page displays the Student Applicant as the first student on the application.

The Student Applicant can choose to add Birth Date, Student ID and School information.

The Student Applicant must answer the two questions marked with a "★".

The Student Applicant

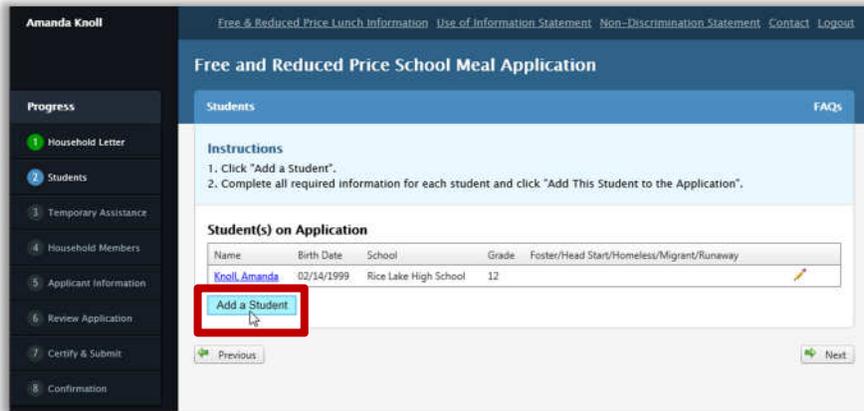
- Clicks "Yes" or "No" to both questions
- Clicks 

The *Students* page changes to display updated Student Applicant information, if provided.

If no other students are to be included on the application, the Student Applicant

Clicks 

Entering Student Information



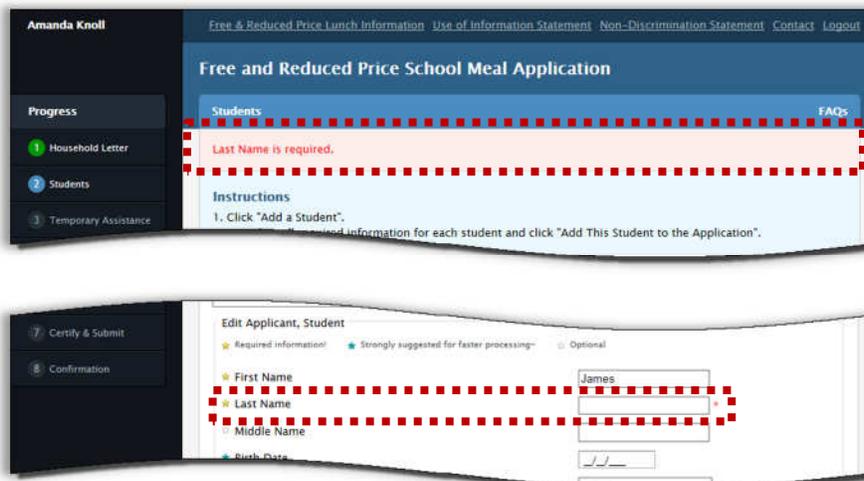
Other students can be added to a Student Applicant application.

The applicant

- Clicks **Add a Student**.

The *Students* page changes to display fields to collect student information.

Adding Required Student Information

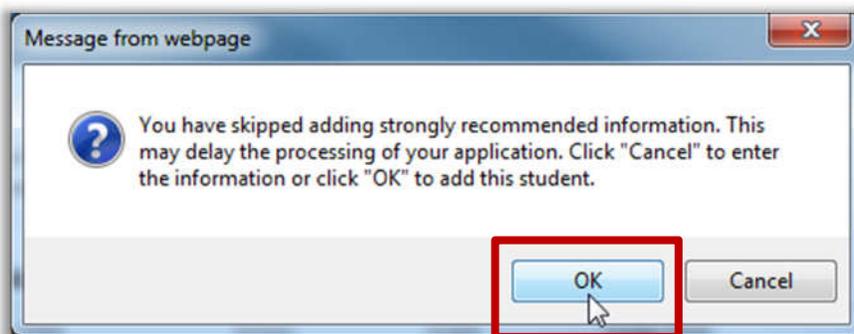


Required information is noted with a "★".

When required information is omitted, a message is shown that tells the user what information is missing.

A red "★" is placed next to the missing information field.

Omitting Suggested Student Information



Not all information on the application is required, such as Birth Date and Student ID. However, the optional information does help with processing the application.

A message appears to notify the applicant when some non-required information fields on the application have been left blank.

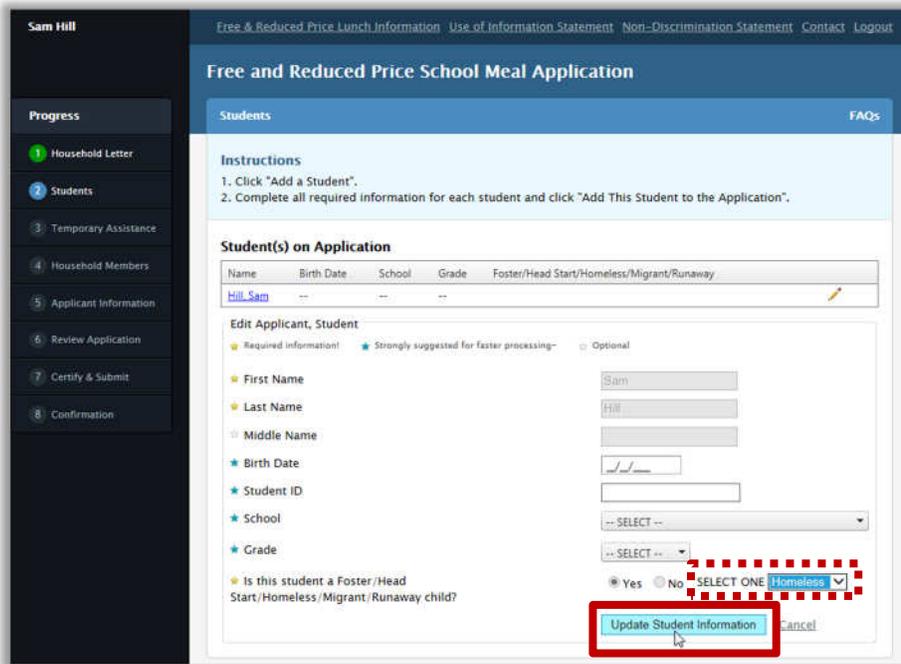
Adding Student Applicant as Foster/Head Start/Homeless/Migrant/Runaway

When the Student Applicant is the only student on the application and the number of Foster/Head Start/Homeless/Migrant/ Runaway students was indicated as "1", the system automatically asks to which category the Student Applicant belongs. No income question is presented.

When the Student Applicant is one of two or more students on the application, the applicant must specify the Foster/Head Start/Homeless/Migrant/Runaway student(s).

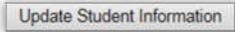
Note: "★" notes a required action.

Adding Self as Foster/Head Start/Homeless/Migrant/Runaway

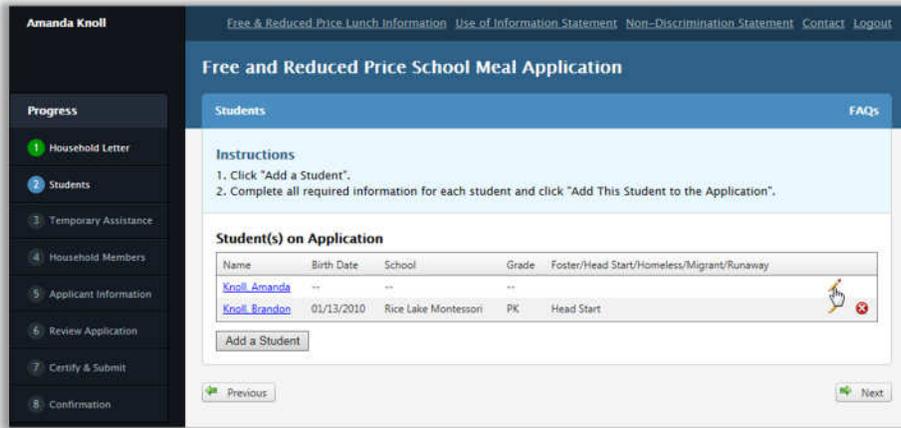


The example to the left shows an example of the Student Applicant as the only applicant who is a select-category student.

The applicant

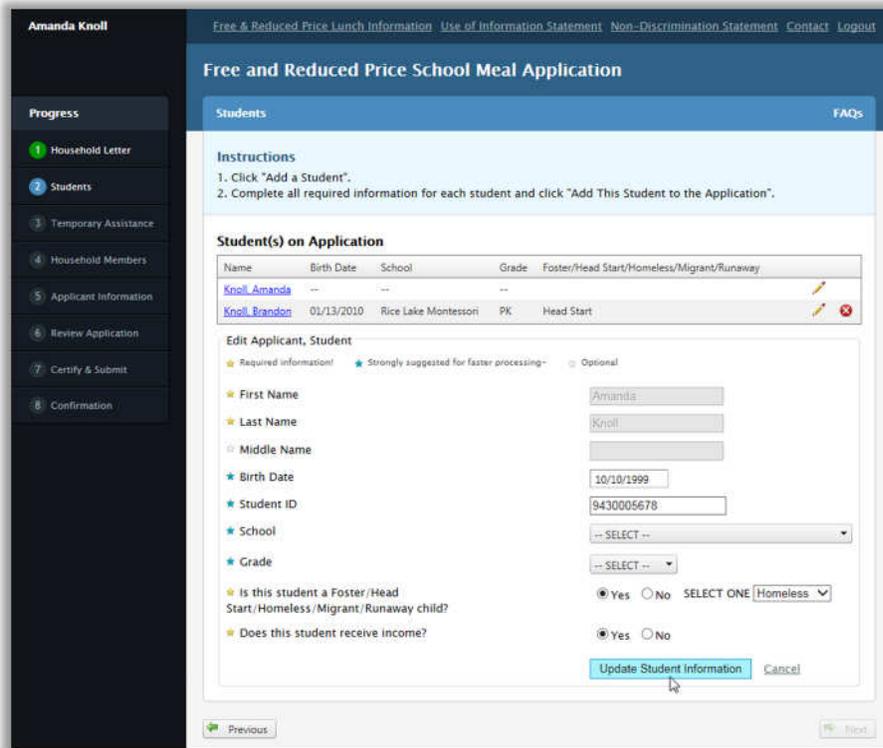
- Chooses one category.
- Clicks 

Editing Student Information



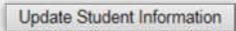
The example to the left shows an example of the Student Applicant as one of multiple students to be included on the application, and at least one student was specified as a select-category student.

The applicant can edit her own listing by clicking **Edit** .



All information can be edited except for the Student Applicant name.

To edit the student listing, the Student Applicant

- Adds or makes changes to the fields marked with "✎".
- Answers the two questions regarding student category and income.
- Clicks .

The screenshot shows the 'Free and Reduced Price School Meal Application' interface. On the left is a 'Progress' sidebar with steps 1 through 8. The main content area is titled 'Students' and includes 'Instructions', a table of 'Student(s) on Application', and an 'Edit Applicant, Student' form. The table lists two students: Amanda Knoll and Brandon Knoll. The form for Brandon Knoll is active, showing fields for First Name, Last Name, Middle Name, Birth Date, Student ID, School, and Grade. It also includes radio buttons for 'Is this student a Foster/Head Start/Homeless/Migrant/Runaway child?' and 'Does this student receive income?'. A 'SELECT ONE' dropdown is set to 'Head Start'.

Name	Birth Date	School	Grade	Foster/Head Start/Homeless/Migrant/Runaway
Knoll, Amanda	10/10/1999	--	--	Homeless
Knoll, Brandon	01/13/2010	Rice Lake Montessori	PK	Head Start

For all other students on the application, any field, including name, can be added or updated.

This screenshot shows the same 'Free and Reduced Price School Meal Application' interface, but the 'Edit Applicant, Student' form is no longer visible. Instead, there is an 'Add a Student' button below the table of students. The table still lists Amanda Knoll and Brandon Knoll. The 'Progress' sidebar and navigation buttons ('Previous', 'Next') are also visible.

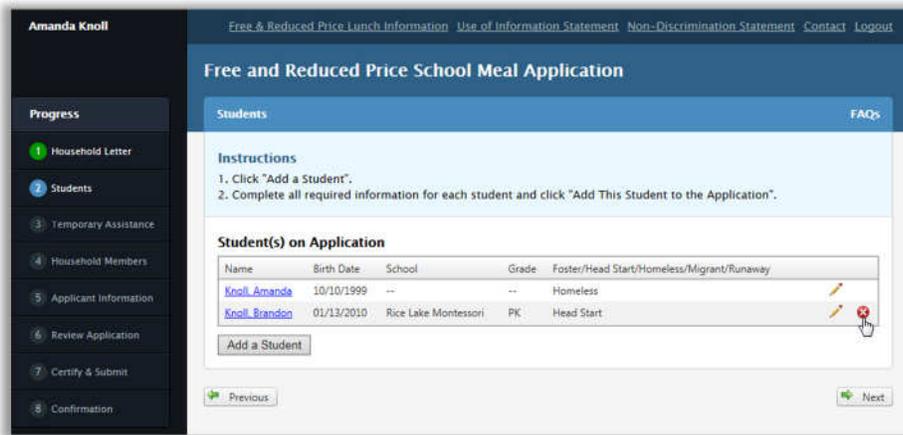
To add a new student and select a category, see pages 16 – 17 for the steps to complete.

The selected category appears on the Students page.

Notice that the Student Applicant cannot be removed from the application.

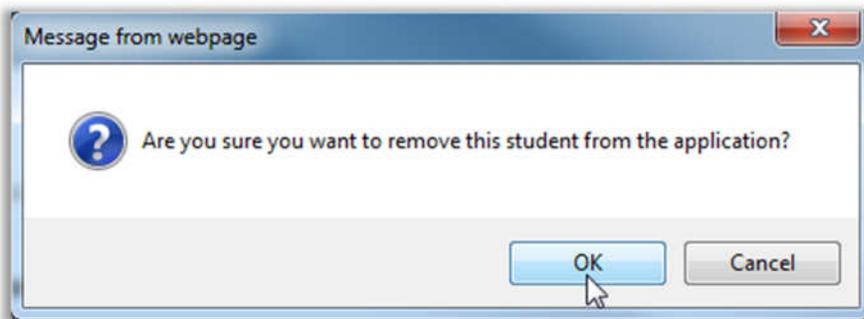
Removing a Student

The Student Applicant cannot be removed from the application. All other students included on the application can be removed.

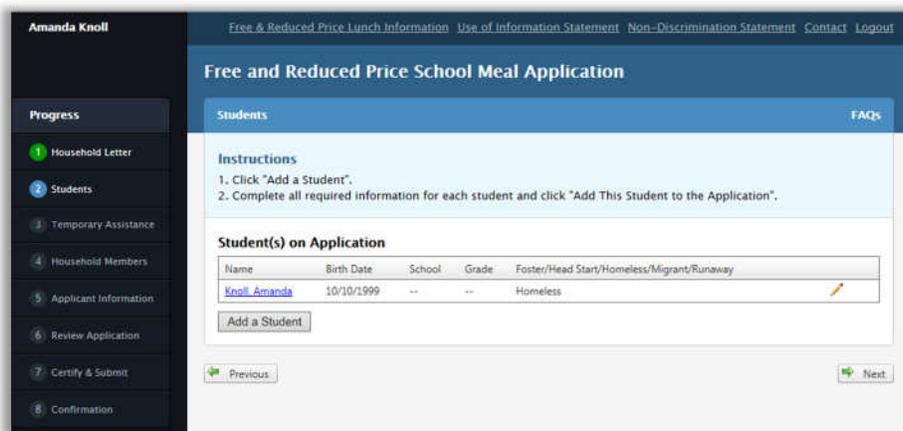


To remove a student, the Student Applicant

- Clicks **Remove** (✖).



- Clicks **OK** to respond to the removal confirmation message.

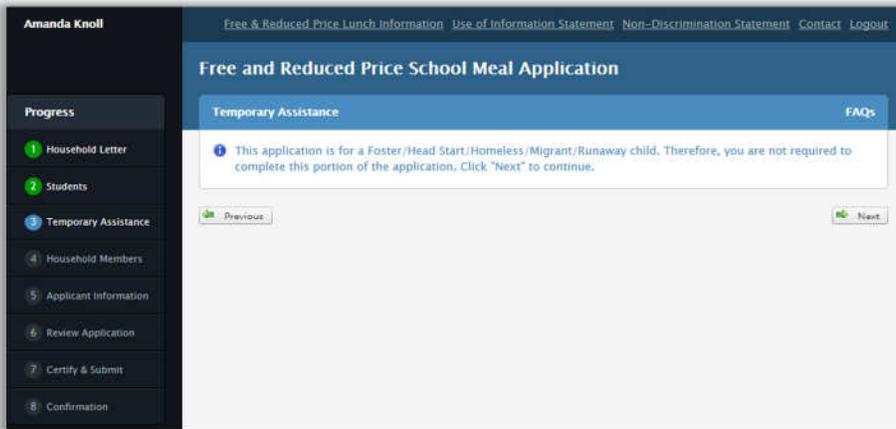


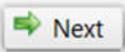
The **Student(s) on Application** list is updated.

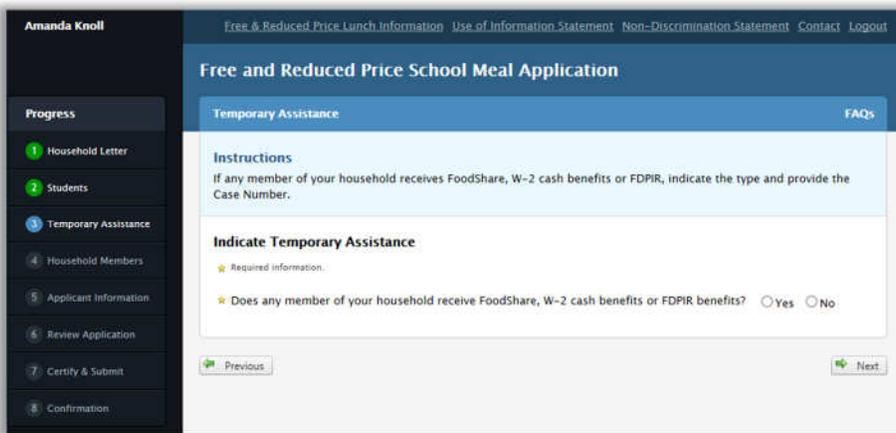
3 Temporary Assistance

Temporary Assistance could be FoodShare, W-2 Cash Benefits, or FDPIR.

If the Student Applicant and all other students on the application are select-category students, recording temporary assistance is not required.

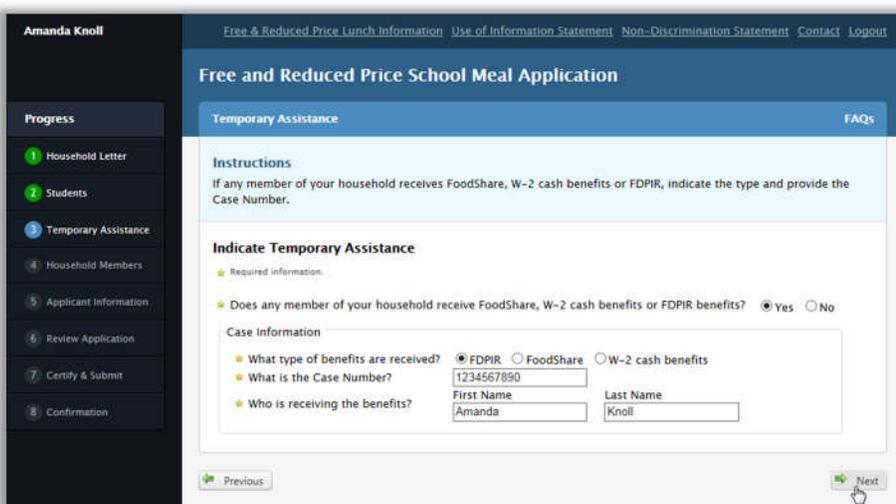


- Click  to continue.



If at least one student on the application is not a select-category student (Foster, Head Start, Migrant, Homeless, or Runaway), the Temporary Assistance page presents one question that must be answered before continuing.

Note: "★" notes a required action.

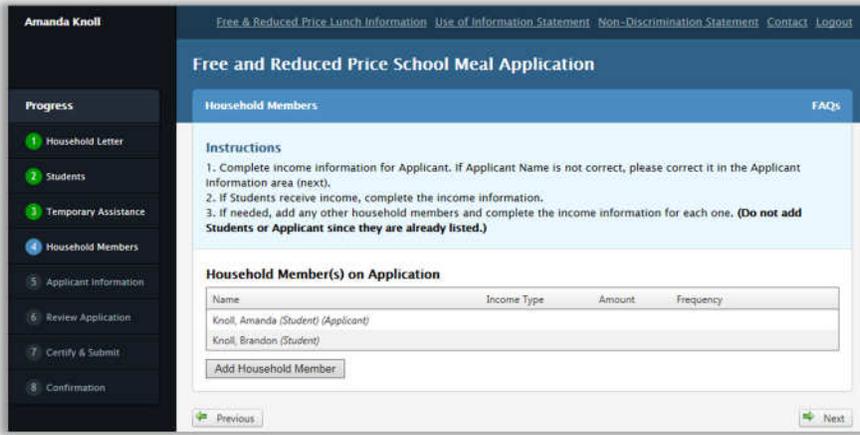


The Student Applicant indicates which benefit type is being received, provides the Case Number and the name of the person receiving the benefit.

See page 28 for more information on adding Temporary Assistance information.

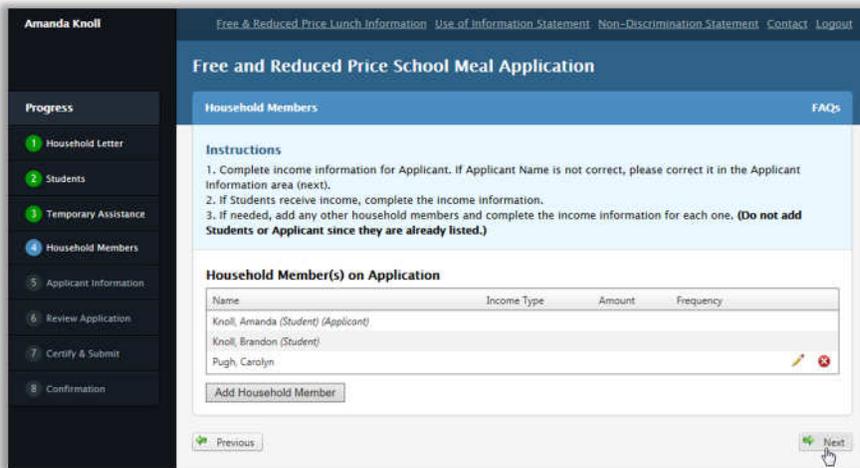
4 Household Members

The Student Applicant’s next step is to enter household member information.



Notice that the Student Applicant is tagged with “(Student) (Applicant)”.

Neither Student Applicant information, nor any other student’s information, can be edited on this page.



The Student Applicant can add and edit other Household Members as needed.

See pages 29- 37 for the steps to add and edit Household Member information.

The Student Applicant clicks



to continue.

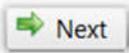
5 Applicant Information

Next, the Student Applicant reviews her information and makes changes as needed.

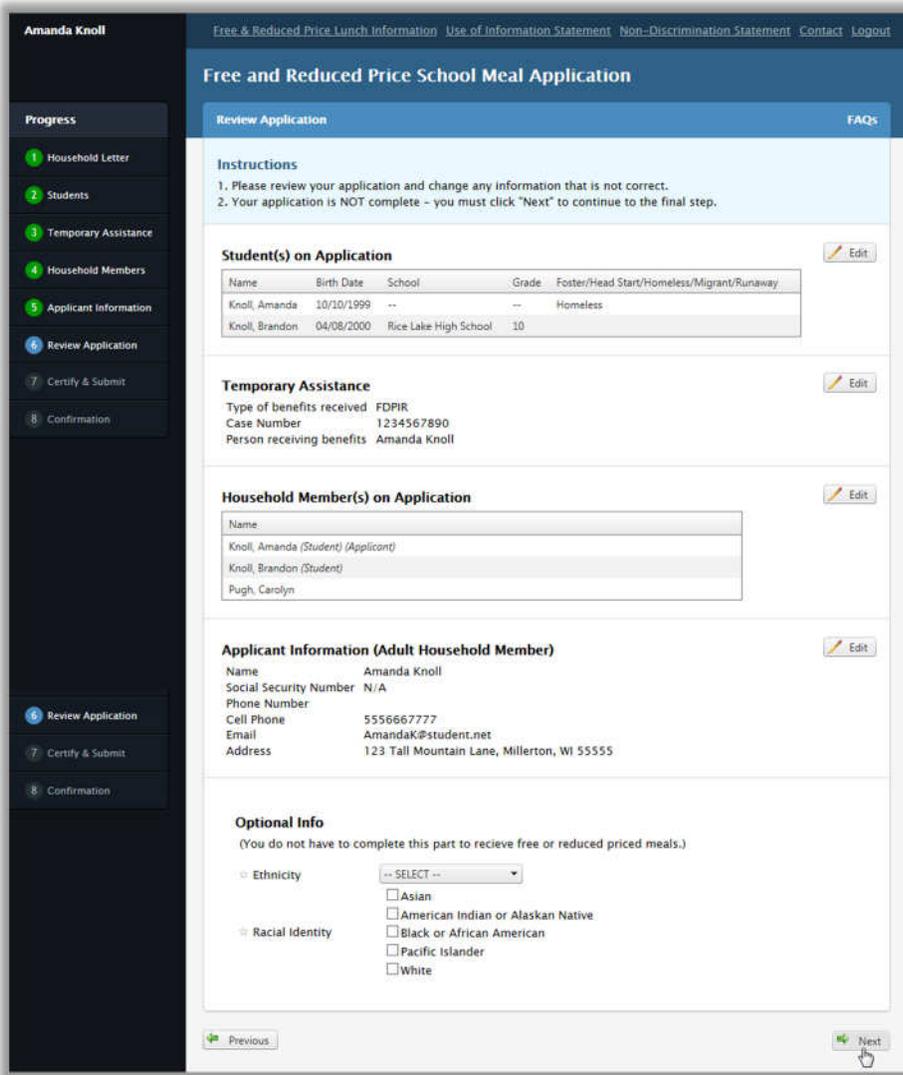
Note: “★” notes required information.

The screenshot displays the 'Applicant Information' page for Amanda Knoll. The page title is 'Free and Reduced Price School Meal Application' with a sub-header 'Applicant Information'. A progress bar on the left shows 8 steps: 1. Household Letter, 2. Students, 3. Temporary Assistance, 4. Household Members, 5. Applicant Information (current), 6. Review Application, 7. Certify & Submit, and 8. Confirmation. The main content area includes instructions to verify information for the adult household member. The form section, titled 'Applicant Information (Adult Household Member)', asks for personal information. It includes a note: 'Do not enter any child or student information here.' and a checkbox for students in grades K-12. The form fields are: First Name (Amanda), Last Name (Knoll), I prefer to be notified by (Phone and Email checked), Phone Number, Cell Phone ((555) 666-7777), Email (AmandaK@student.net), Address (123 Tall Mountain Lane), City (Millerton), State (WI), and Zip (55555). Navigation buttons for 'Previous' and 'Next' are at the bottom.

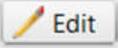
On the *Applicant Information* page, the Student Applicant:

- Reviews applicant information.
- Makes changes as needed.
- Clicks  .

6 Review Application



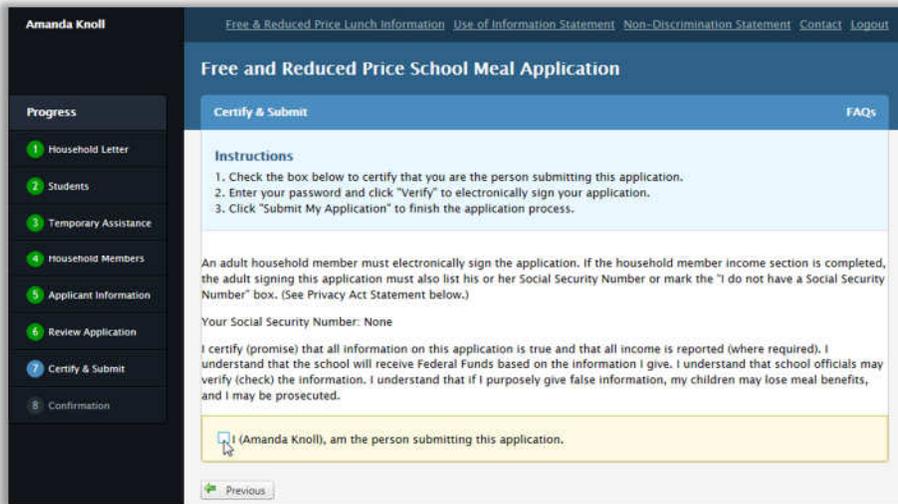
On the *Review Application* page, the Student Applicant

- Reviews the information.
- Clicks  in the corresponding section to make changes to entered data.
- Selects **Optional Info** if she desires.
- Clicks .

7 Certify & Submit

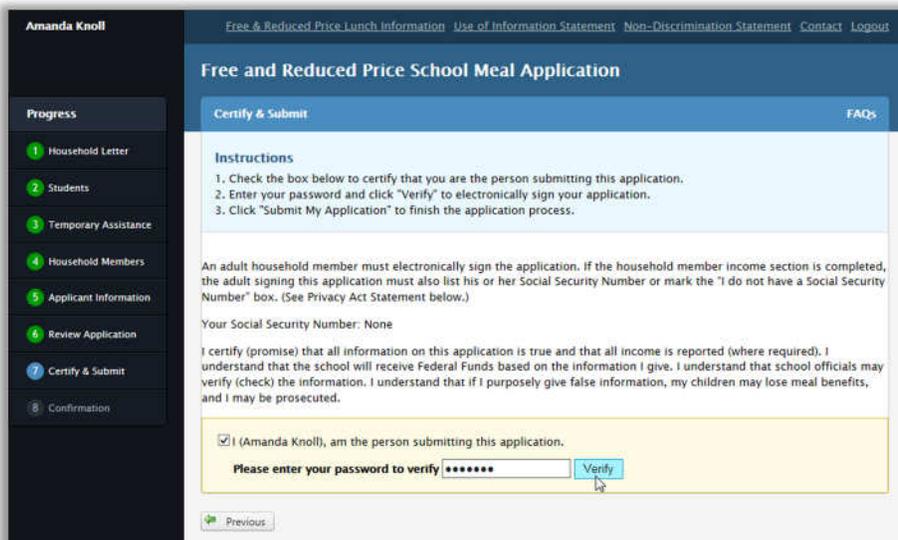
When all required information is included on the application, the Student Applicant certifies that the supplied information is correct.

Certifying the Application



On the *Certify & Submit* page, the Student Applicant:

- Verifies the last four digits of the Social Security Number, or that "None" is shown in "Your Social Security Number".
- Selects "**I (Name), am the person submitting this application**".



The Password field appears.

The Student Applicant:

- Enters the password that was used at log on.
- Clicks **Verify**.

Submitting the Application

Amanda Knoll | [Free & Reduced Price Lunch Information](#) | [Use of Information Statement](#) | [Non-Discrimination Statement](#) | [Contact](#) | [Logout](#)

Free and Reduced Price School Meal Application

Certify & Submit FAQs

Progress

- 1 Household Letter
- 2 Students
- 3 Temporary Assistance
- 4 Household Members
- 5 Applicant Information
- 6 Review Application
- 7 **Certify & Submit**
- 8 Confirmation

Instructions

1. Check the box below to certify that you are the person submitting this application.
2. Enter your password and click "Verify" to electronically sign your application.
3. Click "Submit My Application" to finish the application process.

An adult household member must electronically sign the application. If the household member income section is completed, the adult signing this application must also list his or her Social Security Number or mark the "I do not have a Social Security Number" box. (See Privacy Act Statement below.)

Your Social Security Number: None

I certify (promise) that all information on this application is true and that all income is reported (where required). I understand that the school will receive Federal Funds based on the information I give. I understand that school officials may verify (check) the information. I understand that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted.

I (Amanda Knoll), am the person submitting this application.

Please enter your password to verify:

✓ Your application was successfully verified and signed!

Electronically signed by: Amanda Knoll
 Electronically signed from: IP Address 10.0.1.92 on 5/22/2015 8:27:01 AM

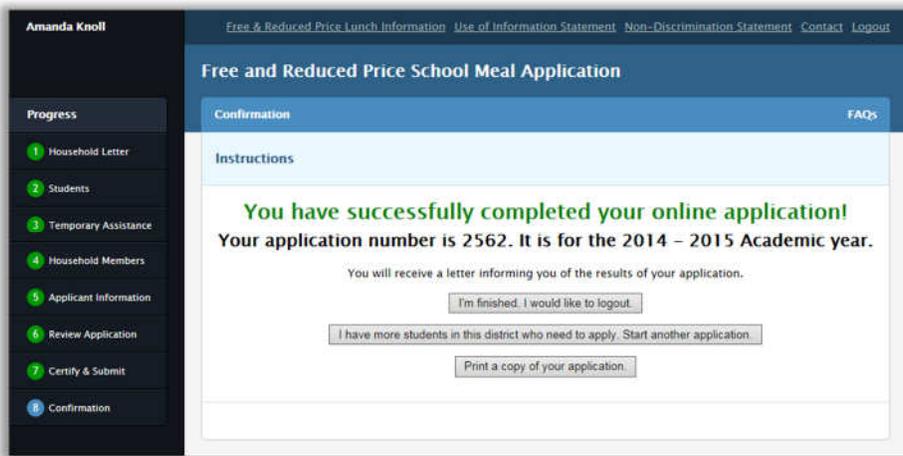
To finish the application process, you must click "Submit My Application".

A success message appears.

The Student Applicant

- Clicks

8 Confirmation



A success message appears.
An application number is provided.

Three buttons are displayed. The applicants clicks

I'm finished. I would like to logout.

To close the Free and Reduced Price School Meal Application. The **Sign In** tab of the Login page appears.

I have more students in this district who need to apply. Start another application.

To display the *Household Letter* page.

Print a copy of your application.

To send the application to a local printer (applicant's printer).

< End of Guide >