



# 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

ree and Reduced Price School Meal App	lication
Free & Reduced Price Lunch	Information Use of Information Statement Non-Discrimination Statem
PUBLIC INSTRUCTI	ON USDA
Making it faster and easier for families to apply for free or reduced priced meals. Register Sign In	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.
Sign In Username Password BABNOS Iry a different image Enter the characters you see in the image above: Letters are not case sensitive.	
Login	

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.
- <u>Use of Information Statement</u> displays the Use of Information Statement; applicant uses popup scroll bars to view the statement in its entirety.
- <u>Non-Discrimination Statement</u> 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.

Free and Reduced Price School Meal App	ication
Free & Reduced Price Lunch	Information Use of Information Statement Non-Discrimination Statement
PUBLIC INSTRUCTION	ON 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	dol or school district.
Username PeterS	
Partounad	



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.

Free & Reduced Price Lunci	h Information Use of Information Statement Non-Discrimination States
PUBLIC INSTRUCT	ION 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	
Your school is not yet accepting applications for Free and Reduced Pric	e Meals for the current school year.
sign In	

Wisconsin Department of Public Instruction

# Registration

	E	Free & Reduced Pr	ice Lunch Information Use of Information Statement Non-Discrimination Stat
🧔 Ï	UBLIC I	NSTRU	CTION USD
Making it fo families to priced mea Register Sign	aster and easi apply for free ls.	ier for or reduced	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.
594705			
Register			
Register Select Your School Dis	trict		
Register Select Your School Dis School District City	+ SELECT ++	•	City where the School District Central office is located.

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.

Free and Redu	ced Price Sch	iool Meal Ap	plication
	Ē	ee & Reduced Price Lun	h Information Use of Information Statement Non-Discrimination Statemen
Č 😣	UBLIC I	NSTRUCT	ION USDA
Making it f families to priced mea	aster and easi apply for free ls.	er for or reduced	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			
School District City     School District	Alma Center	City with     City with     Sh	ere the School District Central office is located. ow All Districts

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.

present	ieals.		If you need to create a new account, thick the Register tab.
			If you already have an account, click the Sign In tab.
Register	Sign In		
egister			
Select Your Schoo	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 Pers	onal Information (A	Adult Applying)	
🛓 Required informati	on! 🚖 Strongly sugg	ested for faster processing-	2 Optional
Note: Do not en	ter any child or stu	ident information here.	
Check the bo	x if you are a stude	nt attending school in grad	les K-12, and if you are the person signing the application.
First Name	lary		
Last Name Bi	99s		
* Email		Providing a valid	t email address will help you in case you forget your username or password.
* Address			
* City		-	
state	COLOCE -		
* State	SELECT *		
* State	SELECT *		
* State	SELECT •		
State     Zip     Create your user     Note: Do not en	SELECT • account ter any child or stu	ident information here.	
State     Zip     Create your user     Note: Do not en     Enter a Userna	SELECT • account ter any child or stu	ident information here.	Being geben until therease of 5 - 12 characters - no income or constit characters
State     Zip     Create your user     Note: Do not en     Enter a Userna	SELECT • account ter any child or stu me	ident information here. HilarBiggs	Please enter a valid Username of 5 – 12 characters – no spaces or special characters.
State     Zip     Create your user     Note: Do not en     Enter a Userna     Enter a Passwo	SELECT •	ident information here. HilarBiggs	Please enter a valid Username of 5 – 12 characters – no spaces or special characters. Minimum of six characters – no spaces.
State     Zip     Create your user     Note: Do not en     Enter a Userna     Enter a Passwo     Confirm Passw	SELECT • account ter any child or stu me rd ord	HilarBiggs	Please enter a valid Username of 5 – 12 characters – no spaces or special characters. Minimum of six characters – no spaces.
State     Zip     Create your user     Note: Do not en     Enter a Userna     Enter a Passwo     Confirm Passw     Select a Securit	SELECT • account ter any child or stu me rd ord ny Question	HilarBiggs	Please enter a valid Username of 5 - 12 characters - no spaces or special characters. Minimum of six characters - no spaces.
State     Zip     Create your user     Note: Do not en     Enter a Userna     Enter a Passwo     Confirm Passw     Select a Securit     Answer to your	SELECT • account ter any child or stu me rd ord ty Question r Security Question	HilarBiggs	Please enter a valid Username of 5 – 12 characters – no spaces or special characters. Minimum of six characters – no spaces.
State     Zip     Create your user     Note: Do not en     Enter a Userna     Enter a Vaswo     Confirm Passw     Select a Securit     Answer to your	SELECT • account ter any child or stu me rd ord ty Question r Security Question	HilarBiggs What is your favorite color? green A QOG 2 1 III	Please enter a valid Username of 5 – 12 characters – no spaces or special characters. Minimum of six characters – no spaces. * a different image
State     Zip     Create your user     Note: Do not en     Enter a Userna     Enter a Passwo     Confirm Passw     Select a Securi     Answer to your	SELECT • account ter any child or stu me rd ord ty Question r Security Question	HilarBiggs	Please enter a valid Username of 5 - 12 characters - no spaces or special characters. Minimum of six characters - no spaces. * a.different image
State     Zip     Create your user     Note: Do not en     Enter a Userna     Enter a Fasswo     Confirm Passw     Select a Securit     Answer to your	SELECT • account ter any child or stu me rd ord ty Question r Security Question	HilarBiggs	Please enter a valid Username of 5 - 12 characters - no spaces or special characters. Minimum of six characters - no spaces. * a different image ee in the image above:
State     Zip     Create your user     Note: Do not en     Enter a Userna     Enter a Vserna     Confirm Passw     Select a Securi     Answer to your	SELECT • account ter any child or stu me rd ord ty Question r Security Question	HilarBiggs HilarBiggs What is your favorite color? green V QOO 2 1 Ity Enter the characters you s 1QD927 Letters are not case sensiti	Please enter a valid Username of 5 - 12 characters - no spaces or special characters. Minimum of six characters - no spaces: * a different image ee in the image above: tive.
State     Zip     Create your user Note: Do not en     Enter a Userna     Enter a Userna     Enter a Passwo     Confirm Passw     Select a Securit     Answer to your	SELECT • account ter any child or stu me rd ord ty Question r Security Question	Ident information here. HilarBiggs  What is your favorite color? green Volume favorite color? Income favorite color? Try Enter the characters you s InCD927 Letters are not case sensit Register	Please enter a valid Username of 5 - 12 characters - no spaces or special characters. Minimum of six characters - no spaces. a different image ee in the image above: tive.

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.



# Sign In

ree an	nd Reduced Price School Meal Application
	Free & Reduced Price Lunch Information Use of Information Statement Non-Discrimination Statement
(	PUBLIC INSTRUCTION
Ma fan prio Regime	king it faster and easier for nilies to apply for free or reduced ced meals. Sign In Sign In Sign In Sign In the Sign In tab.
Sign In Username Password	ThomasW ThomasW Try a different image Try a

To sign in, the applicant

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

rogress	Household Letter	
1 Hoosebold Letter		11
2 Students		
194 - A. M	Smith Schools	11
E Temperary Assultance	Child Nutrition Department	11
Household Members	2012-2013	
Extension information	Dear Parent/Guardan:	11
Review Application	Children need healthy meets to learn. Smith Schools offers healthy meats every school day. Breakfast costs: Elementary \$1.00, Secondary\$1.00, ianch costs: Elementary \$1.80, Secondary\$2.00, Your children maiy quality for free or reduced-prior meals if your household income fails below the limits on the Federal income Guidelines. The reduced prior is \$0.00 ho treatmant and \$0.40 for lunch.	
7) Certify & Submit	<ol> <li>Do I need to fill out an application for each child? No. Complete the application to apply for the or reduced-price meals. Use one Free and Reduced-Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application the actional completer annuage.</li> </ol>	
Confirmation	<ol> <li>Who can get free meals? All children in households receiving SH4P (Supplemental Nutrition Assistance Program), FDPIR (Food Distribution Program on Indian Reservations), or TAHF (Temporary Assistance for Needy Families), can get tree meals regardnessed of your income. Also, your children can get tree meals if your household's groups income is within the file limit in one Federal Income Explainty Caudeines.</li> </ol>	
	3. Can foster children get free meals? Yes, foster children that are under the legal responsibility of a toster care agency or court, are eligible for free	
	Download a copy of the instructions	

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

- <u>Contact</u> displays SNACS contact information and the Determining Official's name.
- <u>Logout</u> displays the initial **Sign In** tab page.

### **Reviewing the Household Letter**

Thomas Williams	Free & Reduced Price Lunch Information Use of Information Statement Non-Discrimination Statement Contact Logout	The applicant can choose to
Progress	Free and Reduced Price School Meal Application	<ul> <li>Review the letter online, using the scroll bar(s), or</li> </ul>
<ol> <li>Household Letter</li> <li>Students</li> <li>Temporary Assistance</li> <li>Household Members</li> <li>Applicant Information</li> <li>Review Application</li> <li>Certify &amp; Submit</li> <li>Confirmation</li> </ol>	Child Nutrition Department School Year 2014-2015 Letter to Household	<ul> <li>Click the <u>Download a copy of</u> the instructions link and save or view the letter in a PDF file.</li> <li>To move to the next step in the process, the applicant</li> <li>Clicks <u>Start Application</u></li> </ul>

# 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:

- "'motes 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**



#### **Entering Student Information**

	Free and Reduced Price School Meal Application			
rogress	Students	FAQ		
1) Household Letter	Instructions			
Students	Click "Add a Student".     Complete all required information for each student and click "Add This Student to the Application".			
<ol> <li>Temporary Assistance</li> </ol>	Student(s) on Application			
4 Household Members	Name Birth Date School Grade Foster/Head Start/Homeless/Migrant/Runaway			
5 Applicant Information	The second			
p Review Application	Add a Student			
7) Certify & Submit	🗶 Previous	🍨 Ne		

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

TAQS

Required information is noted with a " $\Upsilon$ ".

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		The example to the left shows totals
* Required information!		for a "mixed" application that includes
How many students are you applying for?	3 Total includes Foster/Head Start/Homeless/Migrant/Runaway children when applicable.)	both Foster and non-Foster children.
How many of them are Foster/Head Start/Homeless/Migrant/Runaway children?	[1] (If none, enter zero.)	

rogress	Students						FAC
Household Letter	Instruct	ions					
Students	1. Click 7 2. Comple	Add a Student". ete all required i	nformation fo	r each studer	nt and click "Add This	Student to the Application".	
Temporary Assistance	Student	(s) on Applica	tion				
E Household Members	Name	Birth Date	School	Grade	Foster/Head Start/Ho	omeless/Migrant/Runaway	
Applicant Information	There are	currently no studen	ts on this applica	ition.			
Review Application	Add Stu # Require	ident ed information?	Strangly sugges	rted for factor pr	ucassing- 🗉 Optional		
7 Centify & Submit	· First I	Name				Katie	
Confirmation	- Last P	Name				Willimas	
	= Middl	le Name					
	• Birth	Date				06/12/2008	
	• Stude	ent ID					
	* Schoo	la				Rice Lake High School	
	* Grade	•				01. *	
	<ul> <li>Is this</li> </ul>	s student a Foste	r/Head Start/	Homeless/M	igrant/Runaway child?	? ⊖Yes ®No	
	= Does	this student rece	tive income?			⊖Yes ®No	
						Add This Student to the Application	

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

- Enters the first student's FirstName 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?".
  - Add This Student to the Application

Thomas Williams	Free & Reduced Price Lunch Information Use of Information Statement Non-Discrimination Statement Contact Logout	The student is added to the
	Free and Reduced Price School Meal Application	Student(s) on Application list. "No"
Progress	Sudents FAQ:	appears in the Foster/Head Start/
(1) Household Letter	Instructions	Homeless/Migrant/Runaway
Students	<ol> <li>Click "Add a Student".</li> <li>Complete all required information for each student and click "Add This Student to the Application".</li> </ol>	column.
(2) Temporary Assistance	Student(c) on Application	The applicant can either
() Household Members	Name Birth Date School Grade Foster/Head Start/Homeless/Migrant/Runaway	The applicant can either
(5) Applicant Information	Willimas Kate 06/12/2008 Rice Lake High School 01	Add a Student
(a) Review Application	Add a Student	Click Add a Student to add
	# Previous	another student.
(8) Confirmation		-
		<ul> <li>Click Next to continue to</li> </ul>
		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.



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

#### **SNACS Free and Reduced Price School Meal Application Guide**

#### **Chapter 2: Complete the Application**

	Students						FAQs
rogress	Instructions 1. Click "Add a	Student".					
Students	2. Complete all	required inform	sation for each student a	nd click "Add	This Student to the Application".		
Tancount Automote	Student(s) on	Application					
	Name	Sirth Date	School	Grade	Foster/Head Start/Homeless/Migrant/Runaway		
Household Members	Willmas Katie	06/12/2008	Rice Lake High School	01		1	۵
<ol> <li>Applicate Information</li> <li>Review Application</li> <li>Centify &amp; Submit</li> <li>Confirmation</li> </ol>	Add Student Required infor First Name Last Name Middle Nam Birth Date Student ID	mation) 🌟 Stron	ngly suggested for faster proces	sing- 🥧 Op	Islandi Gerald Smith 11/01/2002		
	School				SELECT		
	• Grade				SELECT ·		
	Is this stude	ent a Foster/He	ad Start/Homeless/Migra	nt/Runaway	child?  Yes ONo SELECT ONE Foster	~	
	Does this st	udent receive in	ncome?		⊖Yes ⊛No		
					Add This Student to the Application	ance	

nice Whit Free and Reduced Price School Meal Application Students old Lette Instructions Click "Add a Student".
 Complete all required information for each student and click "Add This Student to the Applicati Student(s) on Application Birth Date School Grade Foster/H Name 0 Smith Gerald 11/01/2002 Foster 1 06/12/2008 int. . 7 Certify & Submit Next 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.

Birth Date

Previous

2/2008

School

Rice Lake Mo

Grade

01



۵

5

Click

Next to continue to

the Temporary Assistance page.

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

frogress	Students			FA
1) Household Letter	Instructions			
Students	1. Click "Add a Student". 2. Complete all required inform	ation for each stude	it and click "Add This Student to the Application".	
	Student(s) on Application			
Household Members	Name Birth Date	School Grade	Foster/Head Start/Homeless/Migrant/Runaway	
5 Applicant Information	There are currently no students on th	his application.		
6 Review Application	Add Student	gly suggested for faster p	ocessing- Optional	
<ol> <li>Certify &amp; Submit</li> </ol>	* First Name		Kate	
E Confirmation	单 Last Name		Williams	
	Middle Name			
	<ul> <li>Birth Date</li> </ul>		06/12/2008	
	<ul> <li>Student ID</li> </ul>			
	* School		Rice Lake Montessori	
	Grade		01 *	
	Is this student a Foster/Hea	id Start/Homeless/M	igrant/Runaway child? 🔹 Yes 💿 No SELECT ONE	oster 💌
			Add This Student to the Applica	tion Cancel

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 Previous

.

.



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.





	11					
ogress	Students					FA
Household Letter	Instructions					
Students	1. Click "Add a St 2. Complete all re	udent". equired informat	ion for each student and i	click "Add Tr	his Student to the Application".	
Temporary Assistance	Student(s) on a	Application				
Hoolahold Mambers	Name	Birth Date	School	Grade	Foster/Head Start/Homeless/Migrant/Runaway	
Applicant Information	Smith Gerald	11/51/2002	H.	5	Homelets	1.6
	Williams, Kathe	06/12/2008	Rice Lake Montesson	01	Fotter	1.9
	- Last Name	į			5mith	
	Birth Date     Student ID					
	Middle Name     Birth Date     Student ID     School				· SELECT ····································	
	Birth Date     Student ID     School     Crade				- SELECT	
	Middle Name     Birth Date     Student ID     School     Crade     Is this student	t a Foster/Head	Start/Homeless/Migrant/	Runaway chi		

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.





gress	Students						FAQs
Household Letter	You indicated t	hat 2 studen	(s) were Foster/Head	Start/Ho	meless/Migrant/Runaway children, but you ha	ve flagg	ed 3
Students	as Foster/Head	Start/Home	ess/Migrant/Runaway	Please o	orrect.		
Temporary Assistance	Instructions 1. Click "Add a	Student".					
	2. Complete all	required infi	ormation for each stud	lent and	click "Add This Student to the Application",		
Applicant Information	Student(s) or	n Applicatio	n				
Review Application	Name	Birth Date	School	Grade	Foster/Head Start/Homeless/Migrant/Runaway		
	Smith Gerald	11/01/2002	(e)	÷	Homeless	1	0
Certify & Submit	Williams, Katie	06/12/2008	Rice Lake Montessori	01	Faster	1	0
Confirmation	Wilson Marc	10/15/2000	Rice Lake High School	10	Runaway	1	0

... 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	Previous
--------	----------

	Free and Reduced Price School Meal Application	
Progress	Students	FAQ5
1 Household Letter	Instructions	
② Students	<ol> <li>Enter the total number of students on this application.</li> <li>Enter the total number of Foster/Head Start/Homeless/Migrant/Runaway children on the</li> </ol>	s application (if applicable).
3 Temporary Assistance		
Household Members	Total students included on this application  Required information!	
5 Applicant Information	How many students are you applying for?     Total includes Foster /Head     Total include	naway children when
······································	How many of them are Foster/Head	neway children when
B KENEW Apportion	Start/Homeless/Migrant/Runaway children?	
7 Certify & Submit		

#### The applicant

•

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

Clicks	🗣 Next
--------	--------



	Free and Reduced Price School Meal Application	
Progress	Students	FAQ:
1 Household Letter	Instructions	
2 Students	1. Click "Add a Student". 2. Complete all required information for each student and click "Add This Student to the Applicate	ion".
1 Temporary Assistance	Student(s) on Application	
Household Members	Name Birth Date School Grade Foster/Head Start/Homeless/Migrant/Runaway	
5 Applicant information	There are currently no students on this application.	
6 Review Application	Add a Student	
7 Ceruly & Submit	Previous.	🛸 Ne

All entered students have been removed from the application.

#### The applicant

- Re-enters all student data.
- Clicks Next 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.



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 and Reduced Price School Meal Application Progress Students 1 Household Letter Instructions 1. Click "Add a Student" 2 Students 2. 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/Runa Smith Gerald 10/15/2002 Rice Lake Mid 07 Migrant 8 60 White, Katie 02/14/2006 Tainter El 01 Foster Add a Student ity & Submit Previous Next.

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

- Clicks Edit ( 🗾 ).



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 Update Student Information

#### **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.

Progress	Students					FA
1 Household Letter	Instructions					
1 Students	1. Click "Add a S 2. Complete all r	itudent". required informatio	n for each student a	nd click "Add	This Student to the Application".	
	Student(s) on	Application				
Household Members	trania	Birth Date	School	Grade	Foster/Head Start/Homelesc/Mjgrant/Runaway	
P. Acelicant Information	Smith, Gerald	10/15/2002	Rice Lake Mid	87	Migrant	10
Confirmation Confirmation	Edit Student Repared Inform First Name Last Name Middle Name Birth Date Student ID	uzieri 🛖 Strongly s	aggested for faster prices	smp- i Op	tonal  Kate  White  02/14/2008	
	<ul> <li>School</li> <li>Grade</li> </ul>				(Jefferson El 💌	
	<ul> <li>Is this stude</li> <li>Does this str</li> </ul>	nt a Foster/Head St udent receive incon	tart/Homeless/Migra ne?	int/Runaway	child? O'Yes ® No O'Yes ® No Update Student Information <u>Cancel</u>	



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

		Em	e & Røduced Price Lu	nen intermat	on Use of Information Statement 2 Non-Discrimination St	atement Lontain	7888
	Free and Ree	duced Price	School Meal	Applicati	on		
Progress	Students						FAQS
1 Household Letter	Instructions						
Students	1. Click 'Add a St 2. Complete all r	udent". equired information	n for each student an	d click "Add	This Student to the Application".		
	Student(s) on	Application					
Household Members	Name	Birth Date	School	Grade	Foster/Head Start/Homeless/Migrant/Runaway		
S Applicant Information	Smith, Gerald	10/15/2002	Rice Lake Mid	67	Migrant	1	۵
	White Katle	02/14/2008	Jefferson El	01		/	0
Review Application	Add a Student						
	1.55						
	Previous						· Nev
El continuente							0

The information in the student listing is updated.

The applicant can either

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

#### **Removing a Student**



- To remove a student, the applicant
  - Clicks Remove ( 3).





respond to the removal confirmation message.

	Contraction of the						
Progress	Students						FAG
1 Household Letter	Instructions						
2) Students	1. Click "Add a 2. Complete all	Student". required infor	mation for each	student a	nd click "Add This Student to the Application".		
3 Temporary Assistance	Student(s) or	Application					
4 Household Members	Name	Birth Date	School	Grade	Foster/Head Start/Homeless/Migrant/Runaway		
5 Applicant Information	Smith, Gerald	10/15/2002	Rice Lake Mid	07	Migrant	1	ø
6 Review Application	Add a Student						
7 Certify & Submit	Previous					Ē	• N

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

**3** Temporary Assistance

**Note:** "**\***" notes a required action.

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



rogress	Students					FAQs
Household Letter	Instructions					
Students	1. Click *Add a 2. Complete all	Student". required info	rmation for each stude	ent and cl	ick "Add This Student to the Application".	
Temporary Assistance	Etudent(c) or	Applicatio	20			
C Household Members	Name	Birth Date	School	Grade	Foster/Head Start/Homeless/Migrant/Runaway	
Applicant information	Smith_Gerald	10/15/2002	Rice Lake Mid	07	Homeless	/ 0
	Smith, Katig	02/14/2008	Jefferson El	01	Foster	1 0
Review Application	Williams, Marc.	06/23/2000	Rice Lake High School	09	Runaway	/ @
	Contract to an a state of the	1				

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

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



### **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 FDPIR benefits?"

The page expands to allow input of Temporary Assistance case information

Thomas Williams	Free & Reduced Price Lunch Information Sist of Information Statement Non-Discrimination Statement Contact Logout Free and Reduced Price School Meal Application	To include temporary assistance information, the applicant
Progress	Temporary Assistance FAQs	Selects the type of benefit.
(1) Household Letter	Instructions	
2 Students	If any member of your household receives FoodShare, W-2 cash benefits or FDPIR, indicate the type and provide the Case Number.	Enters the Case Number.
Temporary Assistance	Indicate Temporary Assistance	🚖 Enters the <b>First Name</b> and
4 Household Members	👷 Required information.	Last Name of the temporary
5 Applicant Information	Does any member of your household receive FoodShare, W-2 cash benefits or FDPIR benefits?     ONO	assistance recipient
Review Application	Case information	assistance recipient.
🕜 Certify & Submit	What type of benefits are received?     OFDPIR OFoodShare W-2 cash benefits     What is the Case Number?     1234567890	ett l
8 Confirmation	Who is receiving the benefits?     Hist Name     Last Name     Willimas	Clicks
	Previous	1
	Ö	J

**4** Household Members

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

# **Updating Applicant Information**

Thomas Williams	Free & Reduced	Price Lunch Information Use of Informat	ion Statement Nor	-Discrimination Statem	ent Contact Logout	The	first page shown lists Applicant
	Free and Reduced Price	School Meal Application				infor	rmation. The applicant
Progress	Household Members				FAQs		Makes changes if needed
1 Household Letter	Instructions						Makes changes, il needed.
2 Students	1. Complete income information fo (next).	or Applicant. If Applicant Name is not corr	ect, please correct i	it in the Applicant Infor	mation area		Clicke Undate Household Member
3 Temporary Assistance	<ol> <li>If Students receive income, compl.</li> <li>If needed, add any other househ since they are already listed.)</li> </ol>	plete the income information. Iold members and complete the income in	formation for each	one. (Do not add Stud	ents or Applicant		CIICKS
Household Members							
5 Applicant Information	Household Member(s) on App	plication					
	Name	Income Type	Amount	Frequency			
Review Application	Smith, Gerald (Student)						
(2) Carthe & Salard	Smith, Katle (Student)						
	Williams, Marc (Student)						
	Williams, Thomas (Applicant)				1		
	Edit Household Member						
	For your convenience, we hav click "Add Household Membe any students indicated as hav any remaining household met	e supplied the information for the applica ir to Application". When the applicant's inf ring income in the Students step. Once th mbers.	int. Please completi formation has been e Applicant and Stu	e the income informatie added, this step will be idents have been added	in below and in repeated for I, you may add	I	
	* First Name	Thomas					
	Last Name	Williams					
	Middle Name						
		Update Household Member					
	(B. Dates )		_				

	Free and Reduced Price Sc	hool Meal Application				CIICK	
Progress	Household Members				FAQs		
1) Household Letter	Instructions						
2 Students	1. Complete income information for Ap 2. If Students receive income, complete	pplicant. If Applicant Name is not cor e the income information.	rect, please correct it	in the Applicant Information area	(next).		
Temporary Assistance	<ol> <li>If needed, add any other household since they are already listed.)</li> </ol>	members and complete the income i	nformation for each o	ne. (Do not add Students or Appl	licant		
Household Members	Household Member(s) on Applic	ation					
	The second						
S Applicant Information	Name	Income Type	Amount	Frequency			
Applicant Information     Review Application	Name Smith, Gerald (Student) Smith, Kable (Student)	Income Type	Amount	Frequency			
<ol> <li>Applicant Information</li> <li>Review Application</li> <li>Centify &amp; Submit</li> </ol>	Name Smith, Ganid (Student) Smith, Kable (Student) Williams, Thomas (Applicont) Williams, Thomas (Applicont)	Income Type	Amount	Frequency	,		
Applicant Information     Review Application     Cently & Subont     Confirmation	Norre Smith, Gavid (Student) Smith, Kafe (Student) Williams, Mac (Student) Williams, Thomas (Applicant) Add Household Member	Income Type	Amount	Frequency	~		

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



	Free and Re	duced Pric	e School Meal A	pplicati	ion		
Trogress	Students						FAQ
1) Household Letter	Instructions						
2) Students	1. Click "Add a 5 2. Complete all r	tudent". equired informa	tion for each student and	click "Add	This Student to the Application*.		
3 Temporary Assistance	Student(s) on	Application					
4 Household Members	Name	Birth Date	Schodi	Grade	Foster/Head Start/Homeless/Migrant/Runaway		
	Smith, Gerald	11/15/2002	Rice Lake High School	10	Migrant	1	۵
Applicant Information		02/12/2008	Jefferson El	01	Foster	1	0
Applicant Information	White Katle						
Applicant Information	White Katle Williams Marc	05/19/2001	Rice Lake Mid	06	Runaway	1	0
Applicant Information     Review Application     Centify & Submit	White Kate Willems Marc Add a Student	05/19/2001	Rice Lake Mid	06	Runaway :	1	0

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

- 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.

Next

The applicant clicks

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#### Adding a Household Member with No Income

**Note:** "**\***" notes a required action.

Thomas Williams	Free & Reduced Pri	ce Lunch Information Use of Infor	nation Statement No	n-Discrimination Staten	tent Contect Locious	10 8	add a ho	busehold member, the
	Free and Reduced Price Sch	ool Meal Application				арр	licant	
Progress	Household Members				FAQs		Clinks	Add Household Member
1 Household Letter	Instructions				1	•	CIICKS	Add Household Member
Students	1. Complete income information for App 2. If Students receive income, complete	licant. If Applicant Name is not con the income information.	rect, please correct it	in the Applicant Informa	ition area (next).			
Temporary Assistance	<ol> <li>If needed, add any other household in since they are already listed.)</li> </ol>	embers and complete the income i	nformation for each o	ne. (Do not add Studen	ts or Applicant			
Household Members	Household Member(s) on Applicat	lion						
S Applicant Information	Name	Income Type	Amount	Frequency	10			
	Smith, Geraid (Student)				1			
6 Review Application	White, Katle (Shudent)				1			
2 Centify & Submit	Williams, Marc (Student)				/			
	Williams, Thomas (Applicant)				1			
	Add Household Member							
	9* Previous				🛸 Next			

Progress	Household Members				EM
1 Household Letter	Instructions				
2 Students	1. Complete income information for a 2. If Students receive income, complete	Applicant. If Applicant Name is not corr to the income information	ect, please correct it	in the Applicant Informa	tion area (next).
- Andrewski (Stationers)	3. If needed, add any other household	d members and complete the income in	formation for each o	ne. (Do not add Student	ts or Applicant
Temporary Assistance	since they are already listed.)				
Household Members	Household Member(s) on Appli	cation			
Applicant Information	Name	Income Tune	Zimount	Franciseriu	
	Smith, Geradi (Student)	income give	Minusin	rietheid	1
() Review Application	White, Katle (Student)				1
Transfer to base	Williams, Marc (Student)				1
Construction address	Williams, Thomas (Applicant)				1
	Edit Household Member				
	<ul> <li>First Name</li> </ul>	David			
	Last Name	White			
	Middle Name	U.S.MT			
	<ul> <li>Does this household member rec</li> </ul>	erve income? O Ves O No			
		Update Household Mem	ber Cancel		

#### 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 Update Household Member

#### Adding a Household Member with Income

	The and Reddeed Th	a sensor near ripi			
Progress	Household Members				FA
1 Household Letter	Instructions				
2 Students	1. Complete income information	for Applicant. If Applicant N	ame is not correct,	please correct it in th	ne Applicant
	2. If Students receive income, co	emplete the income information to the second s	on. te the income infor	mation for each one.	(Do not add
a Temporary Assistance	5. If needed, and any other nou				
Household Members	Students or Applicant since the	y are already listed.)			
Household Members     Applicant Information	Students or Applicant since the Household Member(s) on A	y are already listed.)			
Household Members     Applicant Information	Students or Applicant since the Household Member(s) on A Name	y are already listed.) pplication Income Type	Amount	Frequency	
Household Members     Applicant Information     Review Application	Students or Applicant since the Household Member(s) on A Name Smith, Gerald (Student)	y are already listed.)  Application  Income Type	Amount	Frequency	2
Household Members     Applicant Information     Review Application	S. In needed, and any other hou Students or Applicant since the Household Member(s) on A Name Smith, Gerald (Student) White, Katie (Student)	ry are already listed.) opplication Income Type	Amount	Frequency	1
Household Members     Applicant Information     Review Application     Ceruly & Submit	S. In Precedea, and any other hold S. Underston of Applicant since the Household Member(s) on A Name Smith, Gerald (Student) White, Katle (Student) William, Marc (Student) William, Marc (Student)	y are already listed.) upplication Income Type	Amount	Frequency	1
Interporting Assistance     Household Members     Applicant Information     Review Application     Ceruly & Submit     Confirmation	Students or Applicant since the Household Member(s) on A Name Smith, Gerald (Student) White, Kate (Student) William, Marc (Student) White, Janice (Applicant)	y are already listed.) (pplication Income Type	Amount	Frequency	1
Household Members     Household Members     Applicant Information     Review Application     Cently & Submit     Confirmation	Students or Applicant since the Household Member(s) on A Name Smith, Gerald (Student) White, Kate (Student) White, Kate (Student) White, Lanice (Applicant) White David	y are already listed.) (pplication Income Type	Amount.	Frequency	/ / /

To add a household member, the applicant

Clicks Add Household Member

structions Complete income information for Applicant. If A If Students recover income, complete the income If needer, and one other hexation incomerce an outschold Member(s) on Application tame	pplicant Name is not correct, please correct it in the information. Id complete the income information for each one. <b>(De</b>	Applicant Infor	nation area (ne ents or Applica	ut since they are a	
Complete income information for Applicant. If A If Students receive income, complete the income If needed, add any other bousehold members an ousehold Member(s) on Application lame	pplicant Name is not correct, please correct it in the information. Id complete the income information for each one, <b>(D</b> e	Applicant Infor	nation area (ne ents or Applica	uxt). Int since they are a	
If needed, add any other bousehold members an ousehold Member(s) on Application lame	d complete the income information for each one. (De	not add Studi	ints or Applica	int since they are a	
ousehold Member(s) on Application					neway instead.)
Same					
	Income Type	Anount	Free	puercy:	
mith, Gerald (Student)					1
Milter, Katler (Student)					1
Williams, Marc (Student)					/
Millams, Thomas (Applicant)					×
Web David					2.0
Edit Household Member					
First Name	Samuel				
Last Name	Ubie				
1111 H 111					
Modie Name					
Does this household member receive income?	®Yes O No				
	income Details				
	INCOME TYPE	AMOUNT	PREQUENCY		
	Job / Employment (before deductions)	\$100.00	Weekly		
	Welfare Payments, Child Support, Alimony	\$0.00	SELECT		
	Pension, Retirement, Social Security, SSI, VA	P- more	and the		
	benefits	\$500.00	Manthy		-
	Other Income	\$0.00	- SELECT -		
	Select Income Type to add another entry .		- SELECT -		
	Warm, Marca (Jopping) Warm, Thread (Applicant) Warm, Could Gif Housahold Mamber # Frost Name # And Jamme Middle Karme * Dees this housahold member reasive income?	Name: Mac Dudvid Wen:, Thoma (Appliant) Min: Code GR Household Member • Flost Name • Brot Name • Addle Kame • Dies this household member receive income • Gyves O No • Event Details • NoCME TYPE Job (Employment, Chiefere deductions) • Wenger Details • NoCME TYPE Job (Employment, Chiefere deductions) • Bearfits • Origin Income Sector Procession • Sector Details • Origin Income • S	Name: Mac Dudied Wen: Thema (Applicant) Min: David GER Household Member • Frot Name: • Brot Name: • Brot Name: • Dies this household member receive income? • Const TyPE • Cons	Name: Marce (Appliced) New Coole  Application  Application  Model  From Name  Andel  From Name  Model  Pose this hourshold member receive income  Pose this hourshold member receive income Pose this hourshold member receive income Pose this hourshold member receive income Pose this hourshold member receive income Pose this hourshold member receive income Pose this hourshold member receive income Pose this hourshold member receive income Pose this hours	Name: Marce (Appliced) New: Down (Appliced) New: Do

#### 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

Progress	Household Membe	ers			FAQ
1 Household Letter	Instructions				
5 Shutents	1. Complete incom	e information for Applicant. If Applicant Name is not correct, j	please correct	it in the Applicant	
20	2. If Students receiption	next). ive income, complete the income information.			
3 Temporary Assistance	3. If needed, add a	iny other household members and complete the income inform	ation for each	one. (Do not add	
A Household Members	Students or Applic	cant since they are already listed.)			
S Applicant Information	Household Men	nber(s) on Application			
	Name	Income Type	Amount	Frequency	
a Review Application	Smith, Gerald (Stude	nt)			
7 Certify & Submit	White, Kabe (Student	0		· · · · · · · · · · · · · · · · · · ·	
	Williams, Marc (Stud	enti			
8 Confirmation	(Applicant)			1	
	White, David			/	.0
	White, Samuel	Job / Employment (before deductions); Pencion, Retirement, Social Security, SSI, VA benefits	\$11,200.00	Yearly 🦯	0

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)

Next 🕈

the applicant clicks

#### **Adding Household Member Income Information**

gress	Household Membe	es.		
Household Letter	Instructions			
Students	1. Complete incom	e information for Applicant. If Applicant Name is not correct, ple	ase correct I	t in the Applicant
	2. If Students recei	ext). ve income, complete the income information.		
Temporary Assistance	3. If needed, add a Students or Applic	ny other household members and complete the income informat ant since they are already listed.)	tion for each	one. (Do not add
Household Members	statistics of opping	and since may be an easy insertion		
	Household Men	nber(s) on Application		
Applicant information	Name	Income Type	Amount	Frequency
Review Application	Smith, Gerald (Studer	ntj		/
				1
	White, Katie (Student	2		
Certify & Submit	White, Katie (Student Williams, Marc (Stude	ent)		1
Certify & Submit	White, Katie (Student Williams, Marc (Student Williams, Thomas (Applicant)	z. ent)		
Certify & Submit	White, Katie (Student Williams, Marc (Studi Williams, Thomas (Applicant) White, David	z. snt)		6

To add income information for a household member, the applicant

rogress	Household Members					FAG
Household Letter	to the second second					
	Instructions	oformation for Applica	et if Applicant Nama is not corract, places corract it in the	Applicant Info	mation area (n	auri
Students	2. If Students receive	income, complete the	income information.	appinazis into	manun aica m	CAL
Temporary Assistance	3. If needed, add any they are already liste	other household memi ed.)	bers and complete the income information for each one. (De	o not add Stud	lents or Applic	ant since
Household Members	Household Memb	er(s) on Application	ř			
Applicant Information	Name	Income Type		Ampunt	Erequency	
	Smith, Gerald (Student)					1
Beview Application	White, Katie (Student)					1
Certify & Submit	Williams, Marc (Student	)				1
	Williams, Thomas (Appl	cant)				1
	White, David					10
	White, Samuel	Job / Employment	(before deductions): Pension, Retirement, Social Security, SSI, VA benefit	ta \$11,200.00	Vearly	10
	Last Name		David White			
	<ul> <li>Last Name</li> <li>Middle Name</li> <li>Does this house</li> </ul>	old member receive in	David White			
	<ul> <li>Last Name</li> <li>Middle Name</li> <li>Does this house</li> </ul>	old member receive in	David White Capital Canva Income Details			•••:
	<ul> <li>Last Name</li> <li>Middle Name</li> <li>Does this house</li> </ul>	old member receive in	David White Second Second Seco	AMOUN	T FREQUENCY	
	<ul> <li>Last Name</li> <li>Middle Name</li> <li>Does this house</li> </ul>	old member receive in	David White White Income Details INCOME TYPE Job / Employment (before deductions)	AMOUNT \$0.00	FREQUENCY	•
	<ul> <li>■ Last Name</li> <li>■ Middle Name</li> <li>■ Does this house</li> </ul>	old member receive in	David White White Income Details INCOME TYPE Job / Employment (before deductions) Welfare Payments, Child Support, Alimony	AMOUNT 50.00 5200.00	FREQUENCY	•
	<ul> <li>Last Name</li> <li>Middle Name</li> <li>Does this house?</li> </ul>	old member receive in	David White White Income Details INCOME TYPE Job / Employment (before deductions) Welfare Payments, Child Support, Alimony Pension, Retirement, Social Security, SSI, VA benefits	AMOUNT 50.00 5200.00 50.00	FREQUENCY 	•
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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	Update Household Member
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#### **Updating Household Member Income Information**



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

 Clicks Edit ( >> ) in the member listing.

Free and Reduced Price School Meal Application         Progress         Instructions         Insconstructinstrest         Ins	NAMES WINDOWS		Line as second and	Cance Installington Use of Directisation Statistical, NDS-10		Leader and the second second	101 - 110
Inspires         Flaceshold Members           Students         Instructions           Temporary Automation         Insertic complete the income information for applicant if Applicant nome information for each one. (Do not add Students or Applicant is they are already listed.)           Proschold Members         Insertic complete the income information for each one. (Do not add Students or Applicant is they are already listed.)           Proschold Members         Insertic complete the income information for each one. (Do not add Students or Applicant is they are already listed.)           Proschold Members         Income Type           About Information         Income Type           Confirmation         Income Type           Confirmatin         Madel Rember		Free and Reduc	ced Price Schoo	ol Meal Application			
Notashold Letter Students Temporary Autotation  Temporary Autotation To Complete income information for Applicant. If Applicant Name is not correct, please correct it in the Applicant information area (next). 2. Complete income information for Applicant. If Applicant complete the income information for each one. (Do not add Students or Applicant study are already listed). Provero Application  Centry & Sudent  Centry & Sudent  Control Sudent  Control Sudent  Model Carter  Model Carter  Model Carter  Model Carter  Provero Application  Control Sudent  Control Sudent  Control Sudent  Control Sudent  Model Carter	rogress	Household Members					FA
<ul> <li>Southers</li> <li>Complete Income information for Applicant. If Applicant Name is not correct, please correct is in the Applicant Information area (next).</li> <li>If Students receive income, complete the income information for each one. (Do not add Students or Applicant is they are already listed.)</li> <li>Household Members</li> <li>Control Members</li> <l< td=""><td>Household Letter</td><td>Instructions</td><td></td><td></td><td></td><td></td><td></td></l<></ul>	Household Letter	Instructions					
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Temporary Attactance       they are already listed.)         Household Member(s)       Application         Application       Income Type         Priver Application       Income Type         Confirmation       Income Type         Confirmation       Income Type         White, Kate Stokend;       Income Type         Witters, Marc Stokend;       Income Type         Witters, Thomas (Application)       Income Type         Witter		<ol> <li>If Students receive</li> <li>If needed, add any</li> </ol>	income, complete the i other household memb	ncome information. pers and complete the income information for each one. (De	not add Stud	ents or Applica	nt sinc
Household Member(s)       Name       Income Type       Amount       Frequency         Contentation       Smith, Gerald (Student)       Income Type       Amount       Frequency         William, Marc (Student)       Weithing, Smith, Gerald (Student)       Income       Student)       Income         William, Marc (Student)       Weithing, Smith, Gerald (Student)       Student)       Student)       Income         William, Marc (Student)       Weithing, Smith, Gerald (Student)       Student)       Student)       Income         William, Marc (Student)       Weithing, Smith, Gerald (Student)       Student)       Student)       Vestary         William, Marc (Student)       Weithing, Smith, Gerald (Student)       Student)       Student)       Vestary         Edit Household Member       Person, Ratinement, Social Security, SSL VA benefits       Studenty       Studenty         William       Person, Ratinement, Social Security, SSL VA       Studenty       Studenty         Weitare Payments, Chi	Temporary Assistance	they are already liste	ed.)				
Aspectant Intrimitation       Name       Income Type       Anount       Trequency         Review Application       Smini, Grand Studendi       Income Type       Anount       Trequency         Conformation       White, Katle (Studend)       Income Type       Anount       Trequency         Conformation       Williams, Murc (Studend)       Income Type       Income Type       Income         Conformation       Welfare Payments, Child Support, Alimony       S200.00       Monthly       Income         White, David       Welfare Payments, Child Support, Alimony       S200.00       Monthly       Income         Income       Samuel       White       Income       Samuel       Income       East         Income       Does this household member receive income       Income Details       AMOUNT       FREQUENCY         Job / Employment (before deductions)       Support, Alimony       Support, Alimony       Support, Alimony       Support, Alimony         Vietfare Payments, Child Support, Alimony       Support, Alimony       Support, Alimony       Support, Alimony       Support, Alimony       Support, Alimony         Update Household Member       Other Income       Support, Alimony       Support, Alimony       Support, Alimony       Support, Alimony       Support, Alimony       Support, Alimony	Household Members	Household Memb	er(s) on Application				
Smith, Gread (Studend)       Image: Studend (Studend)         Continuestion       Williams, Marc (Studend)       Image: Studend (Studend)         Williams, Marc (Studend)       Welfave Payments, Child Support, Allmony       S200,00         Williams, Thomas (Applicant)       Image: Studend (Studend)       Image: Studend (Studend)         Williams, Thomas (Applicant)       Welfave Payments, Child Support, Allmony       S200,00         White, Samuel       Job / Employment (before deductions). Retirement, Social Security, SSI, VA benefits       Sill, 200,00         Ital Household Member       Samuel       Image: Samuel       Image: Samuel         Ital Kousehold Member reserve income?       Samuel       Image: Samuel       Image: Samuel         Ital Kousehold Member reserve income?       Samuel       Image: Samuel       Image: Samuel       Image: Samuel         Ital Kousehold Member Samuel       Image: Samuel       Image: Samuel       Image: Samuel       Image: Samuel       Image: Samuel	Applicant Information	Name	Income Type		Amount	Frequency	
Roder Agendation         Conternation         Vinite: Katle (Student)         Williams, Mark (Student)         With: Servel         White: State (Student)         White: Servel         Job / Employment (before deductions): Retirement, Social Security, SSL VA benefits         Status         Edit Household Member         First Name         Battle Rame         Middle Name         Middle Name         Does this household member receive income?         Verging       No         Income Details         Nocome:       Support, Alimony         Sob / Employment (before deductions)       Stopoort, Alimony         Sob / Employment, Chef Type       AMOUNT FREQUENCY         Job / Employment, Social Security, SSL VA       Stopool         Verfare Payments, Child Support, Alimony       Stopool         Select Income:       Stopool         Stopool       Stopool         Update Household Member:       Stopool         Update Household Member:       Stopool         Update Household Member:       Stopool </td <td></td> <td>Smith, Gerald (Student)</td> <td>South and the second</td> <td></td> <td>AVARAGE</td> <td></td> <td>1</td>		Smith, Gerald (Student)	South and the second		AVARAGE		1
Contriv & Suderit       Williams, Marc (Sbudert)       Image: Space of the space of th	Review Application	White, Katie (Student)					1
Confirmation       Wilsens, Thomas (Applicant)       V         White, David       Wature Payments, Child Support, Allmony       5200.00       Monthly         White, Samuel       Job / Employment (before deduction); Femion, Retrement, Social Security, SSI, VA benefits       511,200.00       Venty         It Household Member       It Household Member       Samuel       V       V         It Last Name       White       V       V       V       V         Middle Name       It cash Name       V	Certify & Submit	Williams, Marc (Student)	2				1
Contraston White, David Welfere Rayments, Child Support, Alimony S200.00 Konthy White, Samuel Lob / Employment (before deduction); Remion; Retrement, Social Security, SSI, VA benefits Lost Name Lost Name Lost Name Lost Name Lost Name Dees this household member receive income? Middle Namie Middle Namie Middle Namie Middle Namie Middle Namie Lost Name Lost		Williams, Thomas (Appl	icant?				1
White, Samuel       Job / Employment (before deductions). Remement, Social Security, SSL VA benefiti:       \$11,200.00       Vexity         Edit Household Member            First Name        Samuel        White             Middle Name        Samuel        White             Middle Name        White        Middle Name             Does this household member receive income?           Wes               Middle Name           Wite                 Does this household member receive income?           Wes           Module TARE             Does this household member receive income?           Wes           Module TARE             Does this household member receive income?           Wes           Module TARE             Does this household member receive income?           Sioco           Sioco             Does this household member receive income?           Sioco           Sioco             Veffare Payments, Child Support, Alimony           Sioco           Sioco             Update Household Member           Sioco       <	Confirmation	White, David	Weifare Payments, 0	Child Support, Alimony	\$200.00	Monthly	/ 6
Edit Household Member  First Name  Last Name  Middle Name  Does this household member receive income?  No COME TYPE AMOUNT FREQUENCY Job / Employment (before deductions) S10000 Wersig Welfare Payments, Child Support, Alimony S000 S10000 Wersig Welfare Payments, Social Security, SSI, VA S5000 Monthy Persion, Ratiement, Social Security, SSI, VA S5000 Monthy S10000 Every 2.Weeks Select Income S1000 Every 2.Week		White, Semuel	Job / Employment (	before deductions); Pension, Retirement, Social Security, SSI, VA benefit	\$11,200,00	Vearly	1 6
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Select Income Type to add wrother entry  - SELECT -  - Update Household Member Cat tal				Other Income	\$100.00	Every 2 Weeks	
Update Household Member Cal tal				Select Income Type to add another entry		- SELECT	
				Update Household Member Cat (c)	• • • • •		
P. Instant		M. Smith					(mile

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 Update Household Member



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



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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.

rogress	Applicant Information		FAQ
1) Household Letter	Instructions		
2) Students	Verify the applicant infor	nation below for the adult household member completing this application.	
1) Temporary Assistance	Applicant Information	n (Adult Household Member)	
NE STATE	Provide Your Personal In	formation (Adult Applying)	
Household Members	👷 Reputed information?	🛔 Strongly suggested for faster processing- 👘 🚊 Optional	
Applicant Information	Note: Do not enter an	child or student information here.	
6: Review Application			
	First Name	Thomas	
Centify & Submit	= Last Name	Williams	
<ol> <li>Confirmation</li> </ol>	* 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	Happyvile	
	* State	wr •	
	• Zin	·····	
	77777777	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
	Enter the last 4 digits	of your Social Security Number 1234	I do not have a Social Security Number.

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



# **Review Application**

6

Free and Reduced Price School Meal Application         ress       Arview Application       742;         tourhold Later       Instructions       1. Year application is NCT contained on the final test of contained on the final test.       1. Year application is NCT contained on the final test.         resource Associated       Student(s) on Application       Image: Student(s) on Application       Image: Student(s) on Application         Weiser Application       Image: Student(s) on Application       Image: Student(s) on Application       Image: Student(s) on Application         Weiser Application       Image: Student(s) on Application       Image: Student(s) on Application       Image: Student(s) on Application         Weiser Application       Image: Student(s) on Application       Image: Student(s) on Application       Image: Student(s) on Application         Temporary Assistance       Image: Student(s) on Application       Image: Student(s) on Application       Image: Student(s) on Application       Image: Student(s) on Application         Mine: Student(s) on Application       Image: Student(s) on Application       Image: Student(s) on Application       Image: Student(s) on Application         Mine: Student(s) on Application       Image: Student(s) on Application       Image: Student(s) on Application (student)       Image: Student(s) on Appl								
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	tudents	1. Please review yo 2. Your application	ur application is NOT compl	and change any informati ete – you must click "Next	on that is no to continu	ot correct. In the final step.		
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Control function       Subject on the Last rule Laboration       Unit wighting         Environ Application       Wilkiams, Marc       Optional Info         Control Number       Special Information (Adult Household Member)       Image: Special S		Name Finish Cambi	Birth Date	School Biss Lake Math Extrant	Grøde	Foster/Head Start/Homeless/h	figrant/Runaway	
Review Acceleration       Vial and the second the second and the second and the second	pplicant information	Smith, Gerald	11/15/2002	Hice Lake High School	10	Migrant		
We determine the state of	eview Application	Williams, Marc	05/19/2001	Rice Lake Mid	86	7.00001		
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Smith, Grand Diductory         White, Kaine (Staden)         Williams, Manc (Studen)         Williams, Thomais         Within, David       Wellere Payments, Child Support, Alimony         Statistic Control       Statistic Control         White, David       Wellere Payments, Child Support, Alimony         White, David       Wellere Payments, Child Support, Alimony         Statistic Control       Statistic Control         Applicant Information (Adult Household Member)       Image: Statistic Control         Name       Thomas Williams         Social Security Number       222222222222         Email       thomasevity School.net         Address       1234 Skippy Do Dah Way, Happyville, Wil 11111         Optional Info       (You do not have to complete this part to recieve frie or reduced priced meals.)         Ethnicity       Ethnicity         Ethnicity       Ethnicity         Back or African American         White		Name	Income	Туре			Amount Frequency	
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Willers, Marc, Stockerde         Willers, Thomas         Vaporand         White, Sanual         Other Income    Applicant Information (Adult Household Member)          Name         Thomas Williams         Social Soci		White, Kalse (Shider	it i					
Willens, Themais         White, David       Wellers Populyments, Child Support, Alimony       \$20050       Monthly         White, David       Wellers Populyments, Child Support, Alimony       \$20050       Monthly         White, Samuel       Other Drocese       \$333,0000       Yearly         Applicant Information (Adult Household Member)       Image: Child Security, SSI, Via hamefic:       \$333,0000       Yearly         Name       Thomas Williams       Social Security Number:       ************************************		Williams, Marc (Stor	dent)					
White, David       Welfere Payments, Child Support, Alimony       \$2002.00       Monthly         White, Sanuell       Jahr Zemployment Bufford deductions), Pensian, Retrement, Social Security, SSI, Va benefic:       \$128,00,00       Yearly         Applicant Information (Adult Household Member)         Name       Thomas Williams       Social Security Number       \$555555353         Cell Phone       \$222222222       Enail       thomas/Williams         Address       1234 Skippy Do Dah Way, Happyville, WI 11111       Address       \$2234 Skippy Do Dah Way, Happyville, WI 11111         Optional Info       (You do not have to complete this part to recieve free or reduced priced meals.)       Ethnicity       Science         Ethnicity       Science       Address       Science       Minite         White       Back or African American       Science       White		Williams, Thomas (Applicant)						
White: Samuel       Stab / Engloyment Outpoine Geductions); Pension, Reterement, Social Security, SSL VA benefit:       Stabdodd Venry         Applicant Information (Adult Household Member)       Image: Complex		White David	Welfare	Payments, Child Support, Alim	ony		\$200.00 Monthly	
Other Income       Addition         Applicant Information (Adult Household Member)       Image: Comparison of the system of		White Samuel	Job / En	playment (before deductions)	Pension, Reti	irement, Social Security, SSI, VA be	mefite: \$13,800.00 Yearly	
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Applicant information (value induced) Name Thomas Williams Social Security Number ******1234 Phone Number 22222222 Email thomaswischool.net Address 1234 Skippy Do Dah Way, Kappyville, Wi 11111 Optional Info (You do not have to complete this part to recieve free or reduced priced meals.) © Ethnicity Stafe Call Identity Identification of Alaskan Native © Racial Identity Identific Islander I white Previous		Applicant Info	mation (Adu	h Hannahald Mamba				/ FAU
Social Security Number View-1, 1248 Probability Phone View-1, 124 Phone 222222222 Provide Phone 222222222 Provide Phone 22222222 Provide Phone View Scholonet Address 1234 Skippy Do Dah Way, Happyville, Wi 11111 Poptional Info (You do not have to complete this part to recieve free or reduced priced meals.) Phone		Name	Thoma	Williams	/			276.1
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Optional Info (You do not have to complete this part to recieve frie or reduced priced meals.) Ethnicity SELECT						*******		
You do not have to complete this part to recieve free or reduced priced meals.)  Ethnicity  Racial identity  Racial identity  Previous  Previous Previo		Optional Info						
Ethnicity    Aslan    merrican Indian or Alaskan Native     Racial Identity     Racial Identity     Pacific Islander     White		(You do not ha	ve to complete	this part to recieve free o	or reduced p	riced meals.)		
Connection     C		C. Ethologies						
Racial identity     Racial identity     Previous		Ethnicity	-3	uci+- •				
Racial Identity     Action American     American     White      Previous				merican Indian or Alaska	n Native			
Previous     Previous		Racial Identi	IV D	lack or African American	reduve			
White		Pacier (DEN)		acidic Islandar				
Prenoz				white				
· Previous								
* Hencus		(der verster sind						Concession of
_		Previous						the Nex

On the *Review Application* page, the applicant

• Reviews the information.

Clicks <u>Ledit</u> in the

corresponding section to make changes to entered data.

 Selects Optional Info if desired.



Certify & Submit

# Certifying the Application

7



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 Verify

### Submitting the Application



A success message appears.

The applicant:

Clicks Submit My Application



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).

 $\prec$  End of Chapter  $\succ$ 

# 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

		Free & Reduced Ph	ce Lunch Information Use of Information Statement Non-Discrimination Sta
Ĩ 🛃	UBLIC I	NSTRU	CTION USD
Making it f families to priced mea	aster and eas apply for free ls.	ier for or reduced	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	In		
Register Sign egister	In		
Register Sign egister Select Your School Dis School District City	In trict SELECT	•	City where the School District Central office is located.

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.
- <u>Use of Information Statement</u> displays the Use of Information Statement; applicant uses popup scroll bars to view the statement in its entirety.
- <u>Non-Discrimination Statement</u> displays the Non-Discrimination Statement; applicant uses popup scroll bars to view the statement in its entirety.

### Student Applicant Registration

	En	ee & Reduced Price Lunch )	Information Use of Information Statement Non-Discrimination Sta
🧔 ř	UBLIC IN	NSTRUCTI(	ON <b>USD</b>
Making it fo families to o priced mea	aster and easie apply for free o ls.	er for or reduced	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			
Register Sign Register			
Register Sign Register Select Your School Dis	rict		
Register Sign Register Select Your School Dis School District City	rict SELECT	City when	e the School District Central office is located.

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.

Free and Redu	ced Price Sch	iool Meal A	pplication
	Ē	ee & Reduced Price Li	inch Information Use of Information Statement Non-Discrimination Statement
Ĩ 🚷	UBLIC II	NSTRUCT	TION USDA
Making it f families to priced mea	aster and easi apply for free ls.	er for or reduced	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		
<ul> <li>School District City</li> <li>School District</li> </ul>	Alma Center	• City	where the School District Central office is located. Show All Districts

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.

expands.

applicant

**\$** 

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•

**\$** 

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The registration screen

To register, the Student

👷 Checks the "Check the

the application.

Last Name.

Enters First Name and

Enters email address.

Creates a **Username** 

the Password.

🚖 Selects a Security

Enters the displayed security code.

Note: Actions noted with a

an answer.

Clicks

"' are required.

Enters mailing address.

and **Password**; re-enters

**Question** and provides

Register

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

ree and I	Redu	ced Pri	e Schoo	l Meal	Application
			Free & I	Reduced Pri	ce Lunch Information Use of Information Statement Non-Discrimination Statement
6	jï	PUBLI	c Ins	TRU	CTION USDA
Makin familie priced	g it f es to mea	aster an apply fo ls.	d easier fo r free or r	or veduced	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.
negistes					
Register					
Select Your Sc	hool Dis	trict			
School Distr	nct City	Alma		*	City where the School District Central office is located.
School Distr	rict	Alma School D	strict	*	Show All Districts
Provide Your P	ersonal	Information (/	dult Applying)		
<ul> <li>First Name</li> <li>Last Name</li> <li>Email</li> <li>Address</li> <li>City</li> <li>State</li> <li>Zip</li> </ul>	Gregor Fields	y 	Pro	viding a valid	email address will help you in case you forget your username or password.
Create your us	ser accor	unt			
Note: Do not • Enter a User • Enter a Pass • Confirm Pas * Select a Sec • Answer to y	enter a mame sword sword urity Qu our Sect	ny child or stu estion urity Question	dent information GregoryF 	e of your pet? x x x x x x x x x x x x x	Please enter a valid Username of 5 - 12 characters - no spaces or special characters. Minimum of six characters - no spaces.
			Register		

# 2 Student Applicant Sign In

HEE & REALESTING COM	ch Information Use of Information Statement Non-Discrimination Statement
PUBLIC INSTRUCT	TION 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.
sername ThomasW assword 18N63L Try a different image Enter the characters you see in the image above:	

To sign in, the applicant

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



Progress	Household Letter	
1 Household Letter	F	
2 Students		11
2 Temperary Auditance	Smith Schools	D
	Child Nutrition Department 2012-2013	
Household Members		
Sy Applicant Information	Dear Path/Diandan: Children sant hasilitu masis in Jaam. Snith Schools offers hasilitu masis even actival day. Readfad costs: Elementary 51 00. Sacostary51 00. Janch	
Review Application	contract Elementary 1140, Secondary 32.00, Your children may qualify for free or they active development of your household income fails below the limits on the Federal Income Guidelines. The reduced price is \$0.30 for breakfast and \$0.40 for lunch.	
(7) Certify & Submit	<ol> <li>Do 1 need to fill out an application for each child? No. Complete the application to apply for the or reduced-price meshs. Use one Free and Reduced-Price School Mesh Application for all statements in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completer application to be school or catefinina manager.</li> </ol>	
Dealernation	<ol> <li>Who can get free meals? All children in households receiving SNAP (Supplemental Numtion Assistance Program), FDPIR (Food Distribution Program on Indian Resentations), or TANF (Temporray Assistance for Needy Frankies), can get free meain regardinged of your income. Also, your children can get the meail if your household's grain sincome is within the first entition one Englishity Guideline.</li> </ol>	
	<ol> <li>Can footer children get her media? Yes, footer children that are under the legal responsibility of a toxer care agency or court, are eligible for the <u>Rownload a copy of the instructions</u></li> </ol>	•

The Household Letter page is shown.

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

 $\blacktriangleleft$  End of Chapter  $\succ$ 

# 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.

### 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.
- <u>Non-Discrimination Statement</u> 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**

ogress	Household Letter	
Household Letter	[	
Students		E
Temporary Assistance		
Household Members	District Name Child Nutrition Department	
Applicant Information	School Year 2014-2015 Letter to Household	
Review Application	Dear Parent/Guardian:	
Certify & Submit	Children need headby meals to learnDistrictiv offers headby meals every shool day. Iterakidat corts [\$] hunch cords [\$] vou children may qualify for the meals of or reduced priore meals. Reduced ratics is [\$] for brakat and [\$] for kinch. Balow are some common questions and answers to aid in the process of determining your child's eligibity.	
Confirmation	reduced school made at swore participational com. If you are sublet to complete an online applications, you are request a Moniku and/or Special MiR Program Family Application from: [smame, address, phone number]. 2. WHO SHOULD INCLUDE AS MIRMERS OF MY HOUSENDER? You must include all hous living in your houseling, raited ar not juck as applications, advertisation, or finited, who shave income and express. You must include all	
	children living with you. If you live with other people who are economically independent (for example, people who you do not Download a copy of the instructions	10

The applicant can choose to

- Review the letter online, using the scroll bar(s), or
- Click the <u>Download a copy</u> 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



Students

2

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 🏾 🌳 Next
```

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

#### **Editing Student Applicant Information**

Amanda Knoll	Free & Reduced Price Lunch Information Use of Information Statement Non-Discrimination Statement Contact Logout
	Free and Reduced Price School Meal Application
Progress	Students FAQs
1 Hausehold Letter	Instructions
2 Students	<ol> <li>Click "Add a Student".</li> <li>Complete all required information for each student and click "Add This Student to the Application".</li> </ol>
3 Temporary Assistance	Student(s) on Application
(4) Household Members	Name Birth Date School Grade Foster/Head Start/Homeless/Migrant/Runaway
S Applicant Information	Knoll Amanda 😁 😁 😁
6 Review Application	Edit Applicant, Student  Edit Applicant, Stude
8 Confirmation	* Last Name Knoll  Middle Name
	* Birth Date 02/14/1999
	* Student ID 963457812
	* School
	* Grade 12 +
	Is this student a Foster/Head Start/Homeless/Migrant/Runaway child?
	Does this student receive income?     Ores      No
	Update Student Information
	Previous

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 " $\dot{\gamma}$ ".

The Student Applicant

 Clicks "Yes" or "No" to both questions

Clicks Update Student Information

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

Amanda Knoll	Free & Reduced Price Lunch Information Use of Information Statement Non-Discrimination Statement C	ontact Logou
	Free and Reduced Price School Meal Application	
Progress	Students	FAQs
1 Household Letter	Instructions	
2 Students	<ol> <li>Click "Add a Student".</li> <li>Complete all required information for each student and click "Add This Student to the Application".</li> </ol>	
3 Temporary Assistance	Student(s) on Application	
(4) Household Members	Name Birth Date School Grade Foster/Head Start/Homeless/Migrant/Runaway	
5 Applicant Information	Knoll, Amanda 02/14/1999 Rice Lake High School 12	1
	A DECEMBER OF A	
6 Review Application	Add a Student	
6 Review Application 7 Certify & Submit	Add a Student	Next

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



#### **Entering Student Information**

	Free and Re	educed P	rice School Me	eal Ap	plication	
togress	Students					FAQS
1) Household Letter	Instructions					
2 Students	1. Click "Add a 2. Complete all	Student*. required info	ormation for each stud	ent and c	lick "Add This Student to the Application".	
3 Temporary Assistance	Student(s) or	n Applicatio	n			
4 Household Members	Name	Birth Date	School	Grade	Foster/Head Start/Homeless/Migrant/Runaway	
5 Applicant Information	Knoll, Amanda	02/14/1999	Rice Lake High School	12		1
6 Review Application	Add a Student	1				
						New New
7. Certify & Submit	Previous					

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

California Californi	Free & Reduced Price Lunch Information Use of Information Statement Non-Discrimination Stat	Ement Contact Logout
	Free and Reduced Price School Meal Application	required information is noted with
Progress	Students	A A A A A A A A A A A A A A A A A A A
1 Household Letter	Last Name is required.	When required information is
2 Students	Instructions	omitted, a message is shown that tells
Temporary Assistance	1. Click "Add a Student".	
	I mixed information for each student and click "Add This Student to the Application of	the user what information is missing.
7 Certify & Submit	Edit Applicant, Student	A red "*" is placed next to the missing
7 Certify & Submit	Edit Applicant, Student & Strongly suggested for faster processing-	A red " <b>*</b> " is placed next to the missing
7 Certily & Submit 8 Confirmation	Edit Applicant, Student & Required information & Strongly suggested for faster processing- © Optional & First Name James	A red "*" is placed next to the missing
7 Certify & Submit & Confirmation	Edit Applicant, Student & Required information & First Name & Last Name	A red "*" is placed next to the missing information field.
7 Certify & Submit & Confirmation	Edit Applicant, Student Edit Applicant, Student Strongly suggested for faster processing- First Name Last Name Middle Name	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

rogress	Students					FAQs
household Letter	Instructions					
Students	1. Click "Add a Stur 2. Complete all req	dent". uired info	rmation	for each	student and click "Add This Student to the Application".	
Temporary Assistance	Student(s) on A	plicatio	n			
Household Members	Name Birth I	Date :	School	Grade	Foster/Head Start/Homeless/Migrant/Runaway	
Applicant Information	Hill.Sam	2	te)	<u></u>		1
Certify & Submit	👻 Required information	ant 🖠 S	trangly su	gyested for t	sater processing- Optional	
Confirmation	单 Last Name				64.00	
	Middle Name					
	* Birth Date				_/_/	
	* Student ID					
	* School				SELECT	•
	* Grade				++ SELECT ++ 👻	

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 Update Student Information

#### **Editing Student Information**

	Care Constants of the					
rogress	Students					FAQ
Household Letter	Instructions					
Students	1. Click "Add a	Student*.	rmation for each stud	ent and d	fick "Add This Student to the Application".	
	-1	en service a conse				
Temporary Assistance	Student(s) or	Applicatio				
Household Members	Student(s) or	Birth Date	n School	Grade	Foster/Head Start/Homeless/Migrant/Runaway	
Temporary Assistance Household Members	Student(s) or Name Knoll Amanda	Birth Date	n School	Grade	Foster/Head Start/Homeless/Migrant/Runaway	5
Temporary Assistance Household Members Applicant Information	Student(s) or Name Knoll Amanda Knoll Brandon	Birth Date	n School  Rice Lake Montesson	Grade  PK	Foster/Head Start/Homeless/Migrant/Runaway Head Start	∱ ₀
Temporary Assistance Household Members Applicant Information Review Application	Student(s) or Name Knoll Amanda Knoll Branden Add a Student	Birth Date	n School  Rice Lake Montesson	Grade	Foster/Head Start/Homeless/Migrant/Runaway Head Start	∮ ₀

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** ( $\checkmark$ ).



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 Update Student Information

	Free and Reduced Price School Meal Application	
Progress	Students	FAQs
1 Household Letter	Instructions	
2 Students	<ol> <li>Click "Add a Student".</li> <li>Complete all required information for each student and click "Add This Student to the Application".</li> </ol>	
3 Temporary Assistance	Student(s) on Application	
Household Members	Name Birth Date School Grade Foster/Head Start/Homelets/Migrant/Runaway	
5 Applicant Information	Knoll Amanda 10/10/1999 Homeless	1
Constant and the second second	Knoll Brandon 01/13/2010 Rice Lake Montessori PK Head Start	/ 0
8 Confirmation	First Name     Brandon     Last Name     Knoll     Middle Name     Middle Name     Student ID     Student ID     Stocol     School     Rice Lake Montessori     Grade     Ves ONO     SELECT ONE Head     Start/Homeless/Migrant/Runaway child?     Does this student receive income?     Oyes ONO	▼ Start ▼
	Update Student Information Canc	æl

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

	Free and Re	educed P	rice School M	eal Ap	oplication		
Progress	Students						FAQs
1) Household Letter	Instructions	2					
2) Students	1. Click "Add a 2. Complete all	Student". required info	ormation for each stud	ent and o	click "Add This Student to the Application".		
3) Temporary Assistance	61 J - 163						
Household Members	Name	Birth Date	School	Grade	Foster/Head Start/Homeless/Migrant/Runaway		
	Knoll Amanda	10/10/1999	<del>24</del>	40	Homeless	1	_
A palle and information	Knoll, Brandon	01/13/2010	Rice Lake Montessori	PK	Head Start	1	0
<ol> <li>Applicant Information</li> </ol>							
Review Application	Add a Student						
Applicant Information     Review Application     Cently & Submit	Add a Student						
Applicant Information Review Application	Add a Student						

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.

Amanda Knoll	Free & Reduced Price Lu	nch Information Use of	Informat	ion Statement Non-Discrimination Statement	Contact Logout	To remove a student, the Studer
	Free and Reduced	Price School M	eal Ap	oplication		Applicant
Progress	Students				FAQs	<ul> <li>Clicks <b>Remove</b> ( 😂).</li> </ul>
1 Household Letter	Instructions					
2 Students	1. Click "Add a Student". 2. Complete all required i	formation for each stud	lent and	click "Add This Student to the Application".		
3 Temporary Assistance	Student(s) on Applica	lion				
Household Members	Name Birth Date	School	Grade	Foster/Head Start/Homeless/Migrant/Runaway		
5 Applicant Information	Knoll Amande 10/10/199 Knoll Brandon 01/13/201	9 0 Rice Lake Montessori	 PK	Homeless Head Start	10	
6 Review Application	Add a Student					
2 Certify & Submit	In the second second second second				-	
8 Confirmation	🖙 Previous				📫 Next	





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





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





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

**Note:** "'m' 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.

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

#### **Household Members**

4

anda Knoll Free & Reduced Price Lunch Information Use of Information Statement Non-Discrimination Statement Contact Logout Free and Reduced Price School Meal Application Progress Household Members 1 Household Letter Instructions Complete income information for Applicant. If Applicant Name is not correct, please correct it in the Applicant Information area (next).
 If Students receive income, complete the income information.
 If needed, add any other household members and complete the income information for each one. (Do not add Students or Applicant since they are already listed.) 2 Students 3 Temporary Assistance sehold Members Household Member(s) on Application cant information Name Income Type Amount Frequency Knoll, Amanda (Student) (Applicant) Knoll, Brandon (Student) Add Household Member Next Previous

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.

	Free and Reduced Price Sch	ool Meal Applicat	ion		
ogress	Household Members				FAQ
Household Letter	Instructions				
Students	1. Complete income information for Appl Information area (next).	cant. If Applicant Name is r	iot correct, plea	e correct it in the A	pplicant
Temporary Assistance	<ol> <li>If Students receive income, complete the 3. If needed, add any other household me</li> </ol>	e income information. mbers and complete the in-	come informatio	n for each one. <b>(Do</b>	not add
the second s					
Household Members	Students or Applicant since they are alre	ady listed.)			
Household Members	Students or Applicant since they are alree Household Member(s) on Applicati	ady listed.) DN			
Household Members	Students or Applicant since they are alreed to the students of Applicant Students on Application Name	ady listed.) On Income Type	Amount	Frequency	
Household Members Applicant Information Review Application	Students or Applicant since they are alreed by the students of Applicant Students (S) on Applicati Name Knoll, Amanda (Student) (Applicant)	ady listed.) On Income Type	Amount	Frequency	
Household Members Applicant Information Review Application	Students or Applicant since they are alre Household Member(s) on Applicati Name Knoll, Amanda (Student) (Applicant) Knoll, Brandon (Student)	ady listed.) on Income Type	Amount	Frequency	
Household Members Applicant Information Review Application Certify & Submit	Students or Applicant since they are alre Household Member(s) on Applicati Name Knoll, Amanda (Student) (Applicant) Knoll, Brandon (Student) Pugh, Carolyn	ady listed.) on Income Type	Amount	Frequency	/ 0
Household Members Applicant Information Review Application Certify & Submit Confirmation	Students or Applicant since they are aire Household Member(s) on Applicati Name Knoll, Amanda (Student) (Applicant) Knoll, Brandon (Student) Pugh, Carolyn Add Household Member	ady listed.) DR Income Type	Amount	Frequency	/ 0

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



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



#### **Applicant Information**

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

#### **Note:** "\*" notes required information.



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

- Reviews applicant information.
- Makes changes as needed.



# **Review Application**

6

Progress Review Application P	e and Reduce view Application structions Please review your ap Your application is N tudent(s) on Appli tudent(s) on Appli tude	ed Price Schoo pplication and change IOT complete - you m ication late School 1999 2000 Rice Lake High Sc nce red FDPIR 1234567890 fits Amanda Knoll r(5) on Application Applicant)	I Meal A any informa ist click "Ne  hool 10	pplication on that is not correct. (* to continue to the final Foster/Head Start/Homeles Homeless	s/Migrant/Runitway	FAQ: Edit Edit Edit
rogress     Ref       1 Household Letter     Int       2 Students     1.       3 Temporary Assistance     1.       4 Household Members     5       5 Applicant Information     1.       6 Review Application     T       7 Certify & Submit     T       8 Confirmation     1.       9 Review Application     P       7 Certify & Submit     T       8 Review Application     P       7 Certify & Submit     A       8 Review Application     P       8 Confirmation     A	View Application structions Please review your ap Please Review	pplication and change IOT complete - you m ication late School 1999 2000 Rice Lake High Sc nce 1234567890 rfits Amanda Knotl r(s) on Application	any informa ust click "Ne: Grade 	tion that is not correct. (t <sup>*</sup> to continue to the final Foster/Head Start/Homeles Homeless	step. x/Migrant/Runaway	FAQ: Edit Edit Edit
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	Optional Info					
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	Professional and			0.07		
	Ethnicity	SELECT	•			
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		Liwhite				
( <u>*</u> )	Sentence 1	Liwhite				

On the *Review Application* page, the Student Applicant

• Reviews the information.



corresponding section to make changes to entered data.

 Selects Optional Info if she desires.



**Certify & Submit** 

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

#### Certifying the Application

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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".

Free and Reduced Price School Meal Application						
Progress	Certify & Submit FAQs					
1 Household Letter	Instructions					
2 Students	<ol> <li>Check the box below to certify that you are the person submitting this application.</li> <li>Enter your password and click "Verify" to electronically sign your application.</li> <li>Click "Submit My Application" to finish the application process.</li> </ol>					
3 Temporary Assistance						
Household Members	An adult household member must electronically sign the application. If the household member income section is completed					
5 Applicant Information	Number" box. (See Privacy Act Statement below.)					
6 Review Application	Your Social Security Number: None					
🕖 Certify & Submit	I certity (promise) that all information on this application is true and that all income is reported ownere required), i understand that the school will receive Federal Funds based on the information I give, i understand that school officials n verify (check) the information. I understand that if I purposely give false information, my children may lose meal benefits					
8 Confirmation	and I may be prosecuted.					
	I (Amanda Knoll), am the person submitting this application.					
	Please enter your password to verify					

The Password field appears.

The Student Applicant:

 Enters the password that was used at log on.



#### Submitting the Application



A success message appears.

The Student Applicant

Clicks

Submit My Application

### Confirmation

8



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).