

SNACS

Free and Reduced Price School Meal Application Guide

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

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Software Version: 6.2

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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

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

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

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

These links are available on all pages.

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

Getting Ready

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



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

The screenshot shows the homepage of the Free and Reduced Price School Meal Application website. At the top, there is a blue header with the title 'Free and Reduced Price School Meal Application' and links for 'Free & Reduced Price Lunch Information', 'Use of Information Statement', and 'Non-Discrimination Statement'. Below the header, the Wisconsin Department of Public Instruction logo is on the left, and the USDA logo is on the right. A central message reads: 'Making it faster and easier for families to apply for free or reduced priced meals.' Below this, there are 'Register' and 'Sign In' buttons. To the right, a box titled 'Select an option to get started' contains two bullet points: 'If you need to create a new account, click the Register tab.' and 'If you already have an account, click the Sign In tab.' A red error message banner at the bottom of the main content area states: 'Your school is not accepting applications online. Please contact your school or school district.' Below the banner is a 'Sign In' section with fields for 'Username' (containing 'PeterS') and 'Password'.



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.

This screenshot is similar to the previous one, showing the same website layout. However, the red error message banner at the bottom of the main content area now states: 'Your school is not yet accepting applications for Free and Reduced Price Meals for the current school year.' The 'Sign In' section below the banner shows the 'Username' field containing 'kaitak' and the 'Password' field empty.

1

Registration

Free and Reduced Price School Meal Application

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

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

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.

Register

Select Your School District

★ School District City City where the School District Central office is located.

★ School District ☐ Show All Districts

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 Reduced Price School Meal Application

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

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

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.

Register

Select Your School District

★ School District City City where the School District Central office is located.

★ School District ☒ Show 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.

families to apply for free or reduced priced meals.

✓ 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

Register

Select Your School District

★ School District City City where the School District Central office is located.

★ School District ☒ Show All Districts

Provide Your Personal Information (Adult Applying)

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

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

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

★ First Name

★ Last Name

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

★ Address

★ City

★ State

★ Zip

Create your user account

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


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

★ Enter a Password Minimum of six characters - no spaces.

★ Confirm Password *

★ Select a Security Question

★ Answer to your Security Question

 Try a different image


Enter the characters you see in the image above:

Letters are not case sensitive.

Register

The registration screen expands.

To create Username/ Password credentials, the applicant

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

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

2

Sign In

Free and Reduced Price School Meal Application

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

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

USDA

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

Select an option to get started

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

Register Sign In

Sign In

Username: ThomasW

Password: *****

78W63L Try a different image

Enter the characters you see in the image above:

78W63L

Letters are not case sensitive.

Login

To sign in, the applicant

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

Thomas Williams

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

Free and Reduced Price School Meal Application

Household Letter

Progress

- Household Letter
- Students
- Temporary Assistance
- Household Members
- Applicant Information
- Review Application
- Certify & Submit
- Confirmation

Smith Schools
Child Nutrition Department
2012-2013

Dear Parent/Guardian:

Children need healthy meals to learn. Smith Schools offers healthy meals every school day. Breakfast costs: Elementary \$1.00, Secondary \$1.00; lunch costs: Elementary \$1.60, Secondary \$2.00. Your children may qualify for free or reduced-price meals if your household income falls below the limits on the Federal Income Guidelines. The reduced price is \$0.30 for breakfast and \$0.40 for lunch.

- Do I need to fill out an application for each child? No. Complete the application to apply for free 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 to the school or cafeteria manager.
- Who can get free meals? All children in households receiving SNAP (Supplemental Nutrition Assistance Program), FDIPIR (Food Distribution Program on Indian Reservations), or TANF (Temporary Assistance for Needy Families), can get free meals regardless of your income. Also, your children can get free meals if your household's gross income is within the free limits on the Federal Income Eligibility Guidelines.
- Can foster children get free meals? Yes, foster children that are under the legal responsibility of a foster care agency or court, are eligible for free meals.

[Download a copy of the instructions](#)

Start Application

The Household Letter page is shown.

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

◀ End of Chapter ▶

Chapter 2:

Complete the Application

In this chapter you will learn how the applicant

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

1

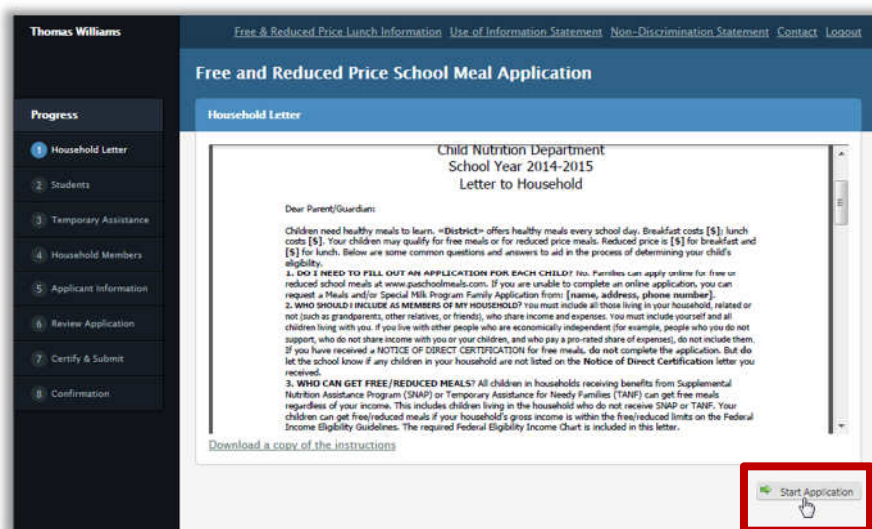
Household Letter

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

Two new links appear above the page

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

Reviewing the Household Letter

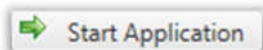


The applicant can choose to

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

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

- Clicks



2

Students

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

Notes:

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

Entering Student Totals

The applicant

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

- Clicks 

Entering Student Information

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

Free and Reduced Price School Meal Application

Students FAQs

Instructions

1. Click "Add a Student".
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/Runaway
There are currently no students on this application.				

Add a Student

Previous Next

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

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

Free and Reduced Price School Meal Application

Students FAQs

Last Name is required.

Instructions

1. Click "Add a Student".
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/Runaway
There are currently no students on this application.				

Add Student

Required information: Strongly suggested for faster processing- Optional

First Name

Last Name

Middle Name

Birth Date

Gender

Grade

School

Foster/Head Start/Homeless/Migrant/Runaway

Required information is noted with a "★".

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

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

Omitting Suggested Student Information

Message from webpage

You have skipped adding strongly recommended information. This may delay the processing of your application. Click "Cancel" to enter the information or click "OK" to add this student.

OK **Cancel**

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

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

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

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

Note: "★" notes a required action.

Total students included on this application

★ Required information!

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

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

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

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

Free and Reduced Price School Meal Application

Students FAQs

Instructions

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

Student(s) on Application

Name	Birth Date	School	Grade	Foster/Head Start/Homeless/Migrant/Runaway
There are currently no students on this application.				

Add Student

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

★ First Name

★ Last Name

★ Middle Name

★ Birth Date

★ Student ID

★ School

★ Grade

★ Is this student a Foster/Head Start/Homeless/Migrant/Runaway child? ☐ Yes ☒ No

★ Does this student receive income? ☐ Yes ☒ No

Add This Student to the Application Cancel

Previous Next

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

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

Add This Student to the Application

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

Free and Reduced Price School Meal Application

Students

FAQs

Instructions

1. Click "Add a Student".
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/Runaway
Williams, Katie	06/12/2008	Rice Lake High School	01	

Add a Student

Previous **Next**

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

The applicant can either

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

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

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

Note: "★" notes a required action.

Total students included on this application

★ Required information!

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

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

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

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

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

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

The applicant can either

- Click [Add a Student](#) to add another student.
- Click [Next](#) to continue to the *Temporary Assistance* page.

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

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

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

Thomas Williams

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

Free and Reduced Price School Meal Application

Students FAQs

Instructions

1. Click "Add a Student".
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/Runaway
There are currently no students on this application.				

Add Student

Required information! Strongly suggested for faster processing- Optional

First Name:

Last Name:

Middle Name:

Birth Date:

Student ID:

School:

Grade:

Is this student a Foster/Head Start/Homeless/Migrant/Runaway child? ☒ Yes ☐ No SELECT ONE Foster

Add This Student to the Application Cancel

Previous Next

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

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

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

- Clicks Add This Student to the Application

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

Free and Reduced Price School Meal Application

Students FAQs

Instructions

1. Click "Add a Student".
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/Runaway
Katie Williams	06/12/2008	Rice Lake Montessori	01	Foster

Add a Student

Previous Next

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

The applicant can either

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

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

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

Free and Reduced Price School Meal Application

Students | [FAQs](#)

Instructions
 1. Click "Add a Student".
 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/Runaway
There are currently no students on this application.				

Add Student

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

★ First Name:

★ Last Name:

★ Middle Name:

★ Birth Date:

★ Student ID:

★ School:

★ Grade:

Is this student a Foster/Head Start/Homeless/Migrant/Runaway child? ☒ Yes ☐ No **SELECT ONE**

[Add This Student to the Application](#) [Cancel](#)

[Previous](#) [Next](#)

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

Total students included on this application

★ Required information!

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

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

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.

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

Free and Reduced Price School Meal Application

Students | [FAQs](#)

Instructions
 1. Click "Add a Student".
 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/Runaway
Smith, Gerald	11/01/2002	--	--	Homeless
Williams, Kate	06/12/2008	Rice Lake Montessori	01	Foster

[Add a Student](#)

[Previous](#) [Next](#)

Both students included on the application are Foster children.

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

- Clicks [Previous](#).

Thomas Williams

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

Free and Reduced Price School Meal Application

Students FAQs

Instructions

1. Enter the total number of students on this application.
2. Enter the total number of Foster/Head Start/Homeless/Migrant/Runaway children on this application (if applicable).

Total students included on this application


Required information!

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

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

Previous Next

On the initial *Students* page, the applicant

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

Thomas Williams

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

Free and Reduced Price School Meal Application

Students FAQs

Instructions

1. Enter the total number of students on this application.
2. Enter the total number of Foster/Head Start/Homeless/Migrant/Runaway children on this application (if applicable).

Total students included on this application

Required information!

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

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

Previous Next

Thomas Williams

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

Free and Reduced Price School Meal Application

Students FAQs

Instructions

1. Click "Add a Student".
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/Runaway
Smith, Gerald	11/01/2002	--	--	Homeless
Williams, Kate	08/12/2008	Rice Lake Montessori	01	Foster

Edit Student

Required information! Strongly suggested for faster processing-- Optional

First Name

Last Name

Middle Name

Birth Date

Student ID

School

Grade

Is this student a Foster/Head Start/Homeless/Migrant/Runaway child? ☒ Yes ☐ No

Does this student receive income? ☐ Yes ☒ No

Update Student Information Cancel

Previous Next

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.

Thomas Williams

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

Free and Reduced Price School Meal Application

Progress

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

Students FAQs

Instructions

1. Enter the total number of students on this application.
2. Enter the total number of Foster/Head Start/Homeless/Migrant/Runaway children on this application (if applicable).

Total students included on this application

Required information!

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

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

Previous Next

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

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Free and Reduced Price School Meal Application

Progress

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

Students FAQs

Instructions

1. Click "Add a Student".
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/Runaway
Smith, Gerald	11/01/2002	--	--	Homeless
Williams, Katie	06/12/2008	Rice Lake Montessori	01	Foster
Wilson, Marc	10/15/2000	Rice Lake High School	10	Runaway

Add a Student

Previous Next

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

When the applicant clicks



...

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Free and Reduced Price School Meal Application

Students | [FAQs](#)

You indicated that 2 student(s) were Foster/Head Start/Homeless/Migrant/Runaway children, but you have flagged 3 as Foster/Head Start/Homeless/Migrant/Runaway. Please correct.

Instructions

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

Student(s) on Application

Name	Birth Date	School	Grade	Foster/Head Start/Homeless/Migrant/Runaway
Smith, Gerald	11/01/2002	--	--	Homeless
Williams, Katie	06/12/2008	Rice Lake Montessori	01	Foster
Wilson, Marc	10/15/2000	Rice Lake High School	10	Runaway

[Add a Student](#)

[Previous](#) [Next](#)

... 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](#).

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Free and Reduced Price School Meal Application

Students | [FAQs](#)

Instructions

- Enter the total number of students on this application.
- Enter the total number of Foster/Head Start/Homeless/Migrant/Runaway children on this application (if applicable).

Total students included on this application

Required information!

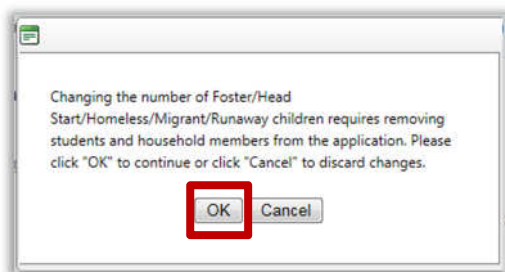
How many students are you applying for? Total includes Foster/Head Start/Homeless/Migrant/Runaway children when applicable.)

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

[Previous](#) [Next](#)

The applicant

- Changes the number of Foster/ Head Start / Homeless / Migrant/ Runaway students.
- Clicks [Next](#).



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


The applicant

- Clicks [OK](#).

The screenshot shows the 'Free and Reduced Price School Meal Application' interface. On the left is a 'Progress' sidebar with steps 1 through 8. Step 2, 'Students', is currently selected. The main content area has a header 'Free and Reduced Price School Meal Application' and a sub-header 'Students'. Below this, there are 'Instructions' and a table titled 'Student(s) on Application'. The table has columns for Name, Birth Date, School, Grade, and Foster/Head Start/Homeless/Migrant/Runaway. Below the table, it says 'There are currently no students on this application.' A red box highlights the 'Add a Student' button. At the bottom of the main content area, there are 'Previous' and 'Next' buttons.

All entered students have been removed from the application.

The applicant

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

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

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

Total students included on this application

★ Required information!

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

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

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

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Free and Reduced Price School Meal Application

Students [FAQs](#)

Instructions

1. Click "Add a Student".
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/Runaway
Smith, Gerald	10/15/2002	Rice Lake Mid	07	Migrant
White, Katie	02/14/2008	Tainter EI	01	Foster

[Add a Student](#)

[Previous](#) [Next](#)

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

- Clicks **Edit** ().

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Free and Reduced Price School Meal Application

Students [FAQs](#)

Instructions

1. Click "Add a Student".
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/Runaway
Smith, Gerald	10/15/2002	Rice Lake Mid	07	Migrant
White, Katie	02/14/2008	Tainter EI	01	Foster

Edit Student

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

★ First Name

★ Last Name

★ Middle Name

★ Birth Date

★ Student ID

★ School

★ Grade

★ Is this student a Foster/Head Start/Homeless/Migrant/Runaway child? ☒ Yes ☐ No **SELECT ONE**

[Update Student Information](#) [Cancel](#)

[Previous](#) [Next](#)

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.

Thomas Williams

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

Free and Reduced Price School Meal Application

Students FAQs

Instructions

1. Enter the total number of students on this application.
2. Enter the total number of Foster/Head Start/Homeless/Migrant/Runaway children on this application (if applicable).

Total students included on this application

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

Previous Next

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

Thomas Williams

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

Free and Reduced Price School Meal Application

Students FAQs

Instructions

1. Click "Add a Student".
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/Runaway
Smith, Gabele	10/15/2002	Rice Lake Mid	07	Migrant
White, Katie	02/14/2008	Tainter El	01	

Edit Student

Required information! Strongly suggested for faster processing- Optional

First Name:

Last Name:

Middle Name:

Birth Date:

Student ID:

School:

Grade:

Is this student a Foster/Head Start/Homeless/Migrant/Runaway child? ☐ Yes ☒ No

Does this student receive income? ☐ Yes ☒ No

Update Student Information Cancel

Previous Next

To change student information, the applicant

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

On the expanded *Students* page, the applicant

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

Note See the following procedures for the results

Thomas Williams

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

Free and Reduced Price School Meal Application

Students FAQs

Instructions

1. Click "Add a Student".
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/Runaway
Smith, Gabele	10/15/2002	Rice Lake Mid	07	Migrant
White, Katie	02/14/2008	Jefferson El	01	

Add a Student

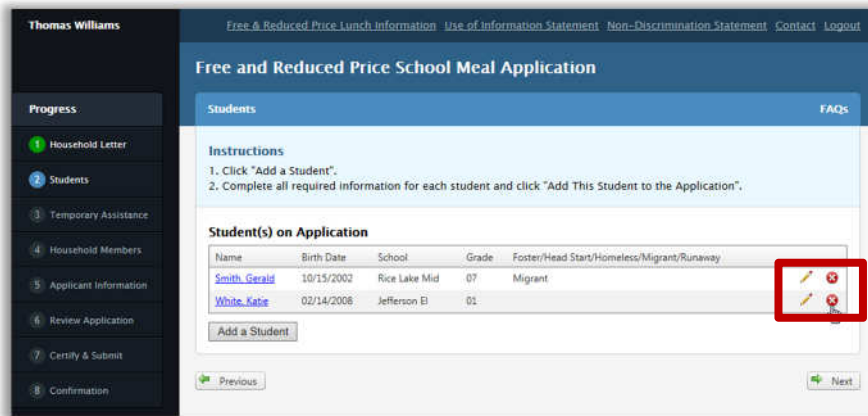
Previous Next

The information in the student listing is updated.

The applicant can either

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

Removing a Student



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

Free and Reduced Price School Meal Application

Progress

- Household Letter
- Students**
- Temporary Assistance
- Household Members
- Applicant Information
- Review Application
- Certify & Submit
- Confirmation

Instructions

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

Student(s) on Application

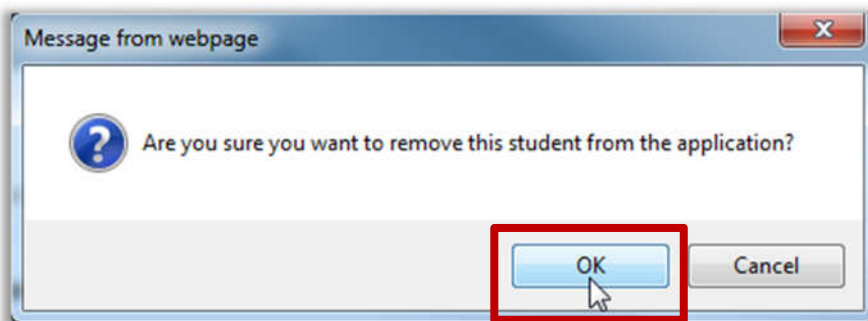
Name	Birth Date	School	Grade	Foster/Head Start/Homeless/Migrant/Runaway
Smith, Gerald	10/15/2002	Rice Lake Mid	07	Migrant
White, Katie	02/14/2008	Jefferson El	01	

Add a Student

Previous Next

To remove a student, the applicant

- Clicks **Remove** (✕).

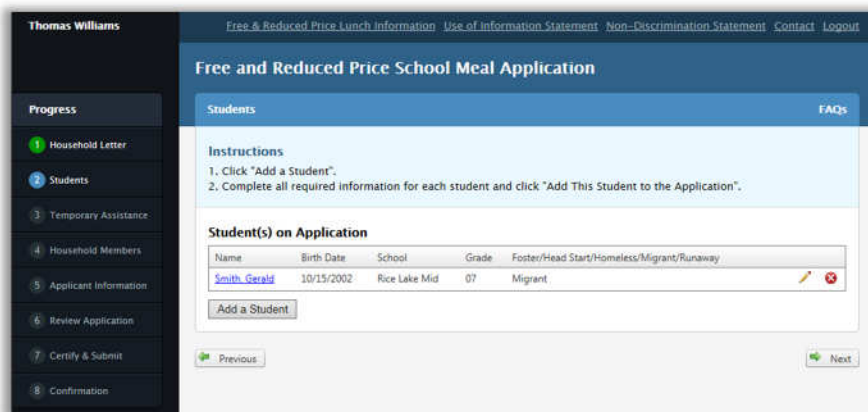


Message from webpage

Are you sure you want to remove this student from the application?

OK Cancel

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



Thomas Williams

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

Free and Reduced Price School Meal Application

Progress

- Household Letter
- Students**
- Temporary Assistance
- Household Members
- Applicant Information
- Review Application
- Certify & Submit
- Confirmation

Instructions

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

Student(s) on Application

Name	Birth Date	School	Grade	Foster/Head Start/Homeless/Migrant/Runaway
Smith, Gerald	10/15/2002	Rice Lake Mid	07	Migrant

Add a Student

Previous Next

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

3

Temporary Assistance

Note: "★" notes a required action.

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

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

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

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

Name	Birth Date	School	Grade	Foster/Head Start/Homeless/Migrant/Runaway
Smith, Gerald	10/15/2002	Rice Lake Mid	07	Homeless
Smith, Katie	02/14/2008	Jefferson El	01	Foster
Williams, Marc	06/23/2000	Rice Lake High School	09	Runaway

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

- Clicks 

Adding Temporary Assistance Information

Thomas Williams

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

Free and Reduced Price School Meal Application

Temporary Assistance FAQs

Instructions
If any member of your household receives FoodShare, W-2 cash benefits or FDPIR, indicate the type and provide the Case Number.

Indicate Temporary Assistance
Required information:

Does any member of your household receive FoodShare, W-2 cash benefits or FDPIR benefits? ☒ Yes ☐ No

Previous Next

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 Use of Information Statement Non-Discrimination Statement Contact Logout

Free and Reduced Price School Meal Application

Temporary Assistance FAQs

Instructions
If any member of your household receives FoodShare, W-2 cash benefits or FDPIR, indicate the type and provide the Case Number.

Indicate Temporary Assistance
Required information:

Does any member of your household receive FoodShare, W-2 cash benefits or FDPIR benefits? ☒ Yes ☐ No

Case Information

What type of benefits are received? ☐ FDPIR ☐ FoodShare ☒ W-2 cash benefits

What is the Case Number? 1234567890

Who is receiving the benefits? First Name: Thomas Last Name: Williams

Previous Next

To include temporary assistance information, the applicant

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

- Clicks .

4

Household Members

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

Updating Applicant Information

Thomas Williams

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

Free and Reduced Price School Meal Application

Household Members FAQs

Instructions

1. Complete income information for Applicant. If Applicant Name is not correct, please correct it in the Applicant Information area (next).
2. If Students receive income, complete the income information.
3. 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.)

Household Member(s) on Application

Name	Income Type	Amount	Frequency
Smith, Gerald (Student)			
Smith, Katie (Student)			
Williams, Marc (Student)			
Williams, Thomas (Applicant)			

Edit Household Member

For your convenience, we have supplied the information for the applicant. Please complete the income information below and click "Add Household Member to Application". When the applicant's information has been added, this step will be repeated for any students indicated as having income in the Students step. Once the Applicant and Students have been added, you may add any remaining household members.

First Name: Thomas

Last Name: Williams

Middle Name:

Update Household Member

Previous Next

The first page shown lists Applicant information. The applicant

- Makes changes, if needed.
- Clicks **Update Household Member**

Thomas Williams

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

Free and Reduced Price School Meal Application

Household Members FAQs

Instructions

1. Complete income information for Applicant. If Applicant Name is not correct, please correct it in the Applicant Information area (next).
2. If Students receive income, complete the income information.
3. 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.)

Household Member(s) on Application

Name	Income Type	Amount	Frequency
Smith, Gerald (Student)			
Smith, Katie (Student)			
Williams, Marc (Student)			
Williams, Thomas (Applicant)			

Add Household Member

Previous **Next**

- Click **Next**

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

Thomas Williams

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

Free and Reduced Price School Meal Application

Students FAQs

INSTRUCTIONS

1. Enter the total number of students on this application.
2. Enter the total number of Foster/Head Start/Homeless/Migrant/Runaway children on this application (if applicable).

Total students included on this application

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

Previous Next

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

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

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

Thomas Williams

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Free and Reduced Price School Meal Application

Students FAQs

INSTRUCTIONS

1. Click "Add a Student".
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/Runaway
Scott, Gerald	11/15/2002	Rice Lake High School	10	Migrant
White, Katie	02/12/2008	Jefferson II	01	Foster
Williams, Mark	05/19/2001	Rice Lake Mid	06	Runaway

Add a Student

Previous Next

Thomas Williams

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Free and Reduced Price School Meal Application

Temporary Assistance FAQs

This application is for a Foster/Head Start/Homeless/Migrant/Runaway child. Therefore, you are not required to complete this portion of the application. Click "Next" to continue.

Previous Next

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

The applicant clicks



Adding a Household Member with No Income

Note: "★" notes a required action.

The screenshot shows the 'Household Members' section of the application. On the left is a progress bar with steps 1 through 8. The main content area has a header 'Free and Reduced Price School Meal Application' and a sub-header 'Household Members'. Below this are instructions and a table titled 'Household Member(s) on Application'. The table has columns for Name, Income Type, Amount, and Frequency. It lists three members: Smith, Gerald (Student), White, Katie (Student), and Williams, Marc (Student). At the bottom of the table is a red box containing the 'Add Household Member' button. There are also 'Previous' and 'Next' buttons at the bottom of the page.

To add a household member, the applicant

- Clicks

The screenshot shows the 'Edit Household Member' form. The 'Household Member(s) on Application' table is visible at the top. Below the table is the 'Edit Household Member' section with fields for First Name, Last Name, Middle Name, and a question 'Does this household member receive income?'. The 'Update Household Member' button is highlighted with a red box. There are also 'Previous' and 'Next' buttons at the bottom of the page.

The applicant

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

Adding a Household Member with Income

Free and Reduced Price School Meal Application

Household Members

Instructions

1. Complete income information for Applicant. If Applicant Name is not correct, please correct it in the Applicant Information area (next).
2. If Students receive income, complete the income information.
3. 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.)

Household Member(s) on Application

Name	Income Type	Amount	Frequency
Smith, Gerald (Student)			
White, Katie (Student)			
William, Marc (Student)			
White, Janice (Applicant)			
White, David			

Add Household Member

[Previous](#) [Next](#)

To add a household member, the applicant

- Clicks **Add Household Member**.

Free and Reduced Price School Meal Application

Household Members

Instructions

1. Complete income information for Applicant. If Applicant Name is not correct, please correct it in the Applicant Information area (next).
2. If Students receive income, complete the income information.
3. 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.)

Household Member(s) on Application

Name	Income Type	Amount	Frequency
Smith, Gerald (Student)			
White, Katie (Student)			
Williams, Marc (Student)			
Williams, Thomas (Applicant)			
White, David			

Edit Household Member

First Name:

Last Name:

Middle Name:

Does this household member receive income? ☒ Yes ☐ No

Income Details

INCOME TYPE	AMOUNT	FREQUENCY
Job / Employment (before deductions)	\$100.00	Weekly
Welfare Payments, Child Support, Alimony	\$0.00	-- SELECT --
Pension, Retirement, Social Security, SSI, VA benefits	\$800.00	Monthly
Other Income	\$0.00	-- SELECT --

Update Household Member

[Previous](#) [Next](#)

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**.

Thomas Williams

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Free and Reduced Price School Meal Application

Household Members FAQs

Instructions

1. Complete income information for Applicant. If Applicant Name is not correct, please correct it in the Applicant Information area (next).
2. If Students receive income, complete the income information.
3. 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.)

Household Member(s) on Application

Name	Income Type	Amount	Frequency	
Smith, Gerald (Student)				
White, Katie (Student)				
Williams, Marc (Student)				
Williams, Thomas (Applicant)				
White, Daniel				
White, Samuel	Job / Employment (before deductions): Pension, Retirement, Social Security, SSI, VA benefits	\$11,200.00	Yearly	

Add Household Member

Previous Next

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

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

When

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

the applicant clicks



Adding Household Member Income Information

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Free and Reduced Price School Meal Application

Household Members | FAQs

Progress

- Household Letter
- Students
- Temporary Assistance
- Household Members
- Applicant Information
- Review Application
- Certify & Submit
- Confirmation

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.)

Household Member(s) on Application

Name	Income Type	Amount	Frequency
Smith, Gerald (Student)			
White, Katie (Student)			
Williams, Marc (Student)			
Williams, Thomas (Applicant)			
White, David			
White, Samuel	Job / Employment (before deductions); Pension, Retirement, Social Security, SSI, VA benefits	\$11,200.00	Yearly

Add Household Member

Previous | **Next**

To add income information for a household member, the applicant

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

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Free and Reduced Price School Meal Application

Household Members | FAQs

Progress

- Household Letter
- Students
- Temporary Assistance
- Household Members
- Applicant Information
- Review Application
- Certify & Submit
- Confirmation

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.)

Household Member(s) on Application

Name	Income Type	Amount	Frequency
Smith, Gerald (Student)			
White, Katie (Student)			
Williams, Marc (Student)			
Williams, Thomas (Applicant)			
White, David			
White, Samuel	Job / Employment (before deductions); Pension, Retirement, Social Security, SSI, VA benefits	\$11,200.00	Yearly

Edit Household Member

First Name: David

Last Name: White

Middle Name:

Does this household member receive income? **Yes**

Income Details

INCOME TYPE	AMOUNT	FREQUENCY
Job / Employment (before deductions)	\$0.00	SELECT
Welfare Payments, Child Support, Alimony	\$200.00	SELECT
Pension, Retirement, Social Security, SSI, VA benefits	\$0.00	SELECT
Other Income	\$0.00	SELECT

Select Income Type to add another entry

Update Household Member | Cancel

Previous | **Next**

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**

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

Free and Reduced Price School Meal Application

Household Members | FAQs

Instructions

1. Complete income information for Applicant. If Applicant Name is not correct, please correct it in the Applicant Information area (next).
2. If Students receive income, complete the income information.
3. 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.)

Household Member(s) on Application

Name	Income Type	Amount	Frequency
Smith, Gerald (Student)			
White, Katie (Student)			
Williams, Marc (Student)			
Williams, Thomas (Applicant)			
White, David	Welfare Payments, Child Support, Alimony	\$200.00	Monthly
White, Samuel	Job / Employment (before deduction) Pension, Retirement, Social Security, 501 VA benefits	\$11,200.00	Yearly

[Add Household Member](#)

[Previous](#) [Next](#)

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

When

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

the applicant

- Clicks



Updating Household Member Income Information

Thomas Williams

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

Free and Reduced Price School Meal Application

Household Members FAQs

Instructions

1. Complete income information for Applicant. If Applicant Name is not correct, please correct it in the Applicant Information area (next).
2. If Students receive income, complete the income information.
3. 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.)

Household Member(s) on Application

Name	Income Type	Amount	Frequency	
Smith, Gerald (Student)				
White, Katie (Student)				
Williams, Marc (Student)				
Williams, Thomas (Applicant)				
White, David	Welfare Payments, Child Support, Alimony	\$200.00	Monthly	
White, Samuel	Job / Employment (before deductions); Pension, Retirement, Social Security, SSI, VA benefits	\$11,200.00	Yearly	

[Add Household Member](#)

[Previous](#) [Next](#)

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

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

Thomas Williams

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

Free and Reduced Price School Meal Application

Household Members FAQs

Instructions

1. Complete income information for Applicant. If Applicant Name is not correct, please correct it in the Applicant Information area (next).
2. If Students receive income, complete the income information.
3. 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.)

Household Member(s) on Application

Name	Income Type	Amount	Frequency	
Smith, Gerald (Student)				
White, Katie (Student)				
Williams, Marc (Student)				
Williams, Thomas (Applicant)				
White, David	Welfare Payments, Child Support, Alimony	\$200.00	Monthly	
White, Samuel	Job / Employment (before deductions); Pension, Retirement, Social Security, SSI, VA benefits	\$11,200.00	Yearly	

Edit Household Member

First Name:

Last Name:

Middle Name:

Does this household member receive income? ☒ Yes ☐ No

Income Details

INCOME TYPE	AMOUNT	FREQUENCY
Job / Employment (before deductions)	\$100.00	Weekly
Welfare Payments, Child Support, Alimony	\$0.00	— SELECT —
Pension, Retirement, Social Security, SSI, VA benefits	\$500.00	Monthly
Other Income	\$100.00	Every 2 Weeks
Select Income Type to add another entry		— SELECT —

[Update Household Member](#) [Cancel](#)

[Previous](#) [Next](#)

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](#)

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

Free and Reduced Price School Meal Application

Household Members FAQs

Instructions

1. Complete income information for Applicant. If Applicant Name is not correct, please correct it in the Applicant Information area (next).
2. If Students receive income, complete the income information.
3. 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.)**

Household Member(s) on Application

Name	Income Type	Amount	Frequency
Smith, Gerald (Student)			
White, Katie (Student)			
Williams, Marc (Student)			
Williams, Thomas (Applicant)			
White, David	Welfare Payments, Child Support, Alimony	\$300.00	Monthly
White, Samuel	Job / Employment (before deductions) Pension, Retirement, Social Security, 551 VA benefits, Other Income	\$11,800.00	Yearly

[Add Household Member](#)

[Previous](#) [Next](#)

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

When all income has been entered, the applicant

- Clicks



5

Applicant Information

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

Note: "★" notes a required action.

On the *Applicant Information* page, the applicant:

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

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

- Clicks 

6

Review Application

Thomas Williams

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

Free and Reduced Price School Meal Application

Review Application [FAQs](#)

Instructions

1. Please review your application and change any information that is not correct.
2. Your application is NOT complete – you must click "Next" to continue to the final step.

Student(s) on Application [Edit](#)

Name	Birth Date	School	Grade	Foster/Head Start/Homeless/Migrant/Runaway
Smith, Gerald	11/15/2002	Rice Lake High School	10	Migrant
White, Katie	02/12/2008	Jefferson El	01	Foster
Williams, Marc	05/19/2001	Rice Lake Mid	06	

Temporary Assistance [Edit](#)

Household Member(s) on Application [Edit](#)

Name	Income Type	Amount	Frequency
Smith, Gerald (Student)			
White, Katie (Student)			
Williams, Marc (Student)			
Williams, Thomas (Applicant)			
White, David	Welfare Payments, Child Support, Alimony	\$200.00	Monthly
White, Samuel	Job / Employment (before deductions), Pension, Retirement, Social Security, SSI, VA benefits, Other Income	\$13,800.00	Yearly

Applicant Information (Adult Household Member) [Edit](#)

Name: Thomas Williams
Social Security Number: ***-**-1234
Phone Number: 5555555555
Cell Phone: 2222222222
Email: thomasw@school.net
Address: 1234 Skippy Do Dah Way, Happyville, WI 11111

Optional Info
(You do not have to complete this part to receive free or reduced priced meals.)



☐ Ethnicity:

☐ Asian
☐ American Indian or Alaskan Native
☐ Black or African American
☐ Pacific Islander
☐ White

☐ Racial Identity

[Previous](#) [Next](#)

On the *Review Application* page, the applicant

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

7

Certify & Submit

Certifying the Application

Thomas Williams

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

Free and Reduced Price School Meal Application

Certify & Submit FAQs

Instructions

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

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

Your Social Security Number: ***-**-1234

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

☒ (Thomas Williams), am the person submitting this application.

Previous

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"**.

Thomas Williams

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

Free and Reduced Price School Meal Application

Certify & Submit FAQs

Instructions

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

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

Your Social Security Number: ***-**-1234

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

☒ (Thomas Williams), am the person submitting this application.

Please enter your password to verify: *****

Verify

Previous

The Password field appears.

The applicant:

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

Submitting the Application

Thomas Williams

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

Free and Reduced Price School Meal Application

Certify & Submit FAQs

Instructions

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

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

Your Social Security Number: ***-**-1234

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

☒ (Thomas Williams), am the person submitting this application.

Please enter your password to verify: *****

Verify

Your application was successfully verified and signed!

Electronically signed by: Thomas Williams

Electronically signed from: IP Address: 10.0.1.52 on 5/21/2015 4:11:12 PM

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

Submit My Application

Previous

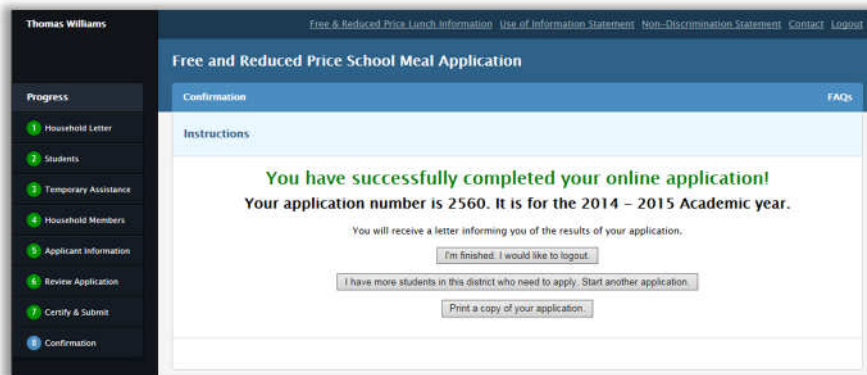
A success message appears.

The applicant:

- Clicks **Submit My Application**.

8

Confirmation



A success message appears.

An application number is provided.

Three buttons are displayed. The applicants clicks

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

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

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

To display the *Household Letter* page.

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

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

◀ *End of Chapter* ▶

Chapter 3:

Student Applicant Login

In this chapter you will learn how the Student Applicant

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

Free & Reduced Price School Meal Application Website Access

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

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

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

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

These links are available on all pages.

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

1

Student Applicant Registration

The screenshot shows the 'Free and Reduced Price School Meal Application' website. At the top, there are links for 'Free & Reduced Price Lunch Information', 'Use of Information Statement', and 'Non-Discrimination Statement'. The main header features the Wisconsin Department of Public Instruction logo and the USDA logo. A banner reads: 'Making it faster and easier for families to apply for free or reduced priced meals.' Below this, there are 'Register' and 'Sign In' buttons. A 'Select an option to get started' box contains two instructions: 'If you need to create a new account, click the Register tab.' and 'If you already have an account, click the Sign In tab.' The 'Register' section includes a 'Select Your School District' dropdown menu, a 'School District City' dropdown menu (currently showing '-- SELECT --'), and a 'School District' dropdown menu (also showing '-- SELECT --'). A checkbox labeled 'Show All Districts' is present. A small text note says 'City where 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.

This screenshot is similar to the previous one, but the 'School District City' dropdown menu is now set to 'Alma Center'. The 'School District' dropdown menu remains at '-- SELECT --'. The 'Show All Districts' checkbox is now checked. The rest of the page layout and text are identical to the previous screenshot.

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.

Free and Reduced Price School Meal Application

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

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION **USDA**

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

[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.

Register

Select Your School District

★ School District City City where the School District Central office is located.

★ School District ☐ Show All Districts

Provide Your Personal Information (Adult Applying)

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

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

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

★ First Name

★ Last Name

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

★ Address

★ City

★ State

★ Zip

Create your user account

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


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

★ Enter a Password Minimum of six characters - no spaces.

★ Confirm Password

★ Select a Security Question

★ Answer to your Security Question

 [Try a different image](#)

Enter the characters you see in the image above:

Letters are not case sensitive.

[Register](#)

The registration screen expands.

To register, the Student applicant

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

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

- Enters email address.
- Enters mailing address.

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

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

★ Enters the displayed security code.

- Clicks [Register](#).

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

2

Student Applicant Sign In

Free and Reduced Price School Meal Application

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

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

USDA

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

Select an option to get started


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

Register **Sign In**

Sign In

Username:

Password:

 [Try a different image](#)

Enter the characters you see in the image above:

Letters are not case sensitive.

Login

To sign in, the applicant

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

Thomas Williams

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

Free and Reduced Price School Meal Application

Household Letter

Smith Schools
Child Nutrition Department
2012-2013

Dear Parent/Guardian:

Children need healthy meals to learn. Smith Schools offers healthy meals every school day. Breakfast costs: Elementary \$1.00, Secondary \$1.00; lunch costs: Elementary \$1.60, Secondary \$2.00. Your children may qualify for free or reduced-price meals if your household income falls below the limits on the Federal Income Guidelines. The reduced price is \$0.30 for breakfast and \$0.40 for lunch.

1. Do I need to fill out an application for each child? No. Complete the application to apply for free 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 to the school or cafeteria manager.
2. Who can get free meals? All children in households receiving SNAP (Supplemental Nutrition Assistance Program), FDIPIR (Food Distribution Program on Indian Reservations), or TANF (Temporary Assistance for Needy Families), can get free meals regardless of your income. Also, your children can get free meals if your household's gross income is within the free limits on the Federal Income Eligibility Guidelines.
3. Can foster children get free meals? Yes, foster children that are under the legal responsibility of a foster care agency or court, are eligible for free meals.

[Download a copy of the instructions](#)

Start Application

The Household Letter page is shown.

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

◀ End of Chapter ▶

Chapter 4:

Student Applicant — Complete the Application

In this chapter you will learn how the Student Applicant

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

1

Household Letter

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

Several links appear above the page

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

Reviewing the Household Letter

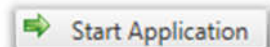
The screenshot shows the 'Household Letter' page in the SNACS application. On the left is a 'Progress' sidebar with steps: 1. Household Letter, 2. Students, 3. Temporary Assistance, 4. Household Members, 5. Applicant Information, 6. Review Application, 7. Certify & Submit, 8. Confirmation. The top navigation bar includes links: Free & Reduced Price Lunch Information, Use of Information Statement, Non-Discrimination Statement, Contact, Logout. The main title is 'Free and Reduced Price School Meal Application'. Below it is the 'Household Letter' section. The letter content includes the district name, school year, and a 'Dear Parent/Guardian:' salutation. It explains that children need healthy meals to learn and that the district offers healthy meals every school day. It also provides instructions for how to apply, including a link to 'Download a copy of the instructions'. A red box highlights the 'Start Application' button at the bottom right of the letter content.

The applicant can choose to

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

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

- Clicks



2

Students

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

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

Entering Student Totals

The Student Applicant

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

- Clicks 

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

Editing Student Applicant Information

Free and Reduced Price School Meal Application

Students

Instructions

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

Student(s) on Application

Name	Birth Date	School	Grade	Foster/Head Start/Homeless/Migrant/Runaway
Knoll, Amanda	02/14/1999	Rice Lake High School	12	

Edit Applicant, Student

Required information! Strongly suggested for faster processing! Optional

First Name: Amanda

Last Name: Knoll

Middle Name:

Birth Date: 02/14/1999

Student ID: 963457812

School: Rice Lake High School

Grade: 12

Is this student a Foster/Head Start/Homeless/Migrant/Runaway child? ☐ Yes ☒ No

Does this student receive income? ☐ Yes ☒ No

Update Student Information Cancel

Previous Next

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

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

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

The Student Applicant

- Clicks "Yes" or "No" to both questions
- Clicks **Update Student Information**

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

Free and Reduced Price School Meal Application

Students

Instructions

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

Student(s) on Application

Name	Birth Date	School	Grade	Foster/Head Start/Homeless/Migrant/Runaway
Knoll, Amanda	02/14/1999	Rice Lake High School	12	

Add a Student

Previous **Next**

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

Clicks **Next**

Entering Student Information

Other students can be added to a Student Applicant application.

The applicant

- Clicks **Add a Student**.

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

Adding Required Student Information

Required information is noted with a "★".

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

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

Omitting Suggested Student Information

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

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

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

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

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


Note: "★" notes a required action.

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

The screenshot shows the 'Free and Reduced Price School Meal Application' interface. On the left is a 'Progress' sidebar with steps 1 through 8. The main content area is titled 'Free and Reduced Price School Meal Application' and has a 'Students' tab selected. Under 'Students', there's an 'Instructions' box and a table 'Student(s) on Application' with one entry: 'Hill, Sam'. Below the table is the 'Edit Applicant, Student' form. It has sections for 'Required information!' and 'Strongly suggested for faster processing-'. Fields include First Name (Sam), Last Name (Hill), Middle Name, Birth Date, Student ID, School (dropdown), and Grade (dropdown). A red dashed box highlights the 'Foster/Head Start/Homeless/Migrant/Runaway' dropdown menu, which is currently set to 'Homeless'. A red box highlights the 'Update Student Information' button at the bottom of the form.

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

The applicant

- Chooses one category.
- Clicks .

Editing Student Information

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

Free and Reduced Price School Meal Application

Students | [FAQs](#)

Instructions
 1. Click "Add a Student".
 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/Runaway
Knoll, Amanda	--	--	--	
Knoll, Brandon	01/13/2010	Rice Lake Montessori	PK	Head Start

[Add a Student](#)

[Previous](#) [Next](#)

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** (✎).

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

Free and Reduced Price School Meal Application

Students | [FAQs](#)

Instructions
 1. Click "Add a Student".
 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/Runaway
Knoll, Amanda	--	--	--	
Knoll, Brandon	01/13/2010	Rice Lake Montessori	PK	Head Start

Edit Applicant, Student

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

★ First Name:

★ Last Name:

○ Middle Name:

★ Birth Date:

★ Student ID:

★ School:

★ Grade:

★ Is this student a Foster/Head Start/Homeless/Migrant/Runaway child?
☒ Yes ☐ No **SELECT ONE**

★ Does this student receive income?
☒ Yes ☐ No

[Update Student Information](#) [Cancel](#)

[Previous](#) [Next](#)

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

Students FAQs

Instructions
 1. Click "Add a Student".
 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/Runaway
Knoll, Amanda	10/10/1999	--	--	Homeless
Knoll, Brandon	01/13/2010	Rice Lake Montessori	PK	Head Start

Edit Applicant, Student

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

★ First Name

★ Last Name

○ Middle Name

★ Birth Date

★ Student ID

★ School

★ Grade

★ Is this student a Foster/Head Start/Homeless/Migrant/Runaway child?
☒ Yes ☐ No **SELECT ONE**

★ Does this student receive income?
☐ Yes ☒ No

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

Free and Reduced Price School Meal Application

Students FAQs

Instructions
 1. Click "Add a Student".
 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/Runaway
Knoll, Amanda	10/10/1999	--	--	Homeless
Knoll, Brandon	01/13/2010	Rice Lake Montessori	PK	Head Start

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.

Free and Reduced Price School Meal Application

Students

Instructions

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

Student(s) on Application

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

Add a Student

Previous Next

To remove a student, the Student Applicant

- Clicks **Remove** (X).

Message from webpage

Are you sure you want to remove this student from the application?

OK Cancel

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

Free and Reduced Price School Meal Application

Students

Instructions

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

Student(s) on Application

Name	Birth Date	School	Grade	Foster/Head Start/Homeless/Migrant/Runaway
Knoll, Amanda	10/10/1999	--	--	Homeless

Add a Student

Previous Next

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

3 Temporary Assistance

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

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

- Click  to continue.

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

Note: "★" notes a required action.

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

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

4 Household Members

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

Free and Reduced Price School Meal Application

Household Members

Instructions

1. Complete income information for Applicant. If Applicant Name is not correct, please correct it in the Applicant Information area (next).
2. If Students receive income, complete the income information.
3. 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.)**

Household Member(s) on Application

Name	Income Type	Amount	Frequency
Knoll, Amanda (Student) (Applicant)			
Knoll, Brandon (Student)			

[Add Household Member](#)

[Previous](#) [Next](#)

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 School Meal Application

Household Members

Instructions

1. Complete income information for Applicant. If Applicant Name is not correct, please correct it in the Applicant Information area (next).
2. If Students receive income, complete the income information.
3. 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.)**

Household Member(s) on Application

Name	Income Type	Amount	Frequency
Knoll, Amanda (Student) (Applicant)			
Knoll, Brandon (Student)			
Pugh, Carolyn			

[Add Household Member](#)

[Previous](#) [Next](#)

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

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

The Student Applicant clicks



to continue.


5 Applicant Information

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

Note: "★" notes required information.

The screenshot shows the 'Applicant Information' page of the 'Free and Reduced Price School Meal Application'. The user is Amanda Knoll. The page has a sidebar with a progress bar showing steps 1 through 8, with step 5 'Applicant Information' highlighted. The main content area has a header with links: 'Free & Reduced Price Lunch Information', 'Use of Information Statement', 'Non-Discrimination Statement', 'Contact', and 'Logout'. Below the header is the title 'Free and Reduced Price School Meal Application' and a sub-header 'Applicant Information' with a 'FAQs' link. The 'Instructions' section states: 'Verify the applicant information below for the adult household member completing this application.' The 'Applicant Information (Adult Household Member)' section asks the user to 'Provide Your Personal Information (Adult Applying)'. It includes a legend: '★ Required information!', '★ Strongly suggested for faster processing~', and 'Optional'. A note says: 'Note: Do not enter any child or student information here.' Below this, there is a checkbox for 'Check the box if you are a student attending school in grades K-12, and if you are the person signing the application.' The form fields are: 'First Name' (Amanda), 'Last Name' (Knoll), 'I prefer to be notified by' (Phone, Email, Letter), 'Phone Number' (), 'Cell Phone' ((555) 666-7777), 'Email' (AmandaK@student.net), 'Address' (123 Tall Mountain Lane), 'City' (Millerton), 'State' (WI), and 'Zip' (55555). At the bottom are 'Previous' and 'Next' buttons.

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

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

6

Review Application

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

Free and Reduced Price School Meal Application

Review Application [FAQs](#)

Instructions

1. Please review your application and change any information that is not correct.
2. Your application is NOT complete - you must click "Next" to continue to the final step.

Student(s) on Application [Edit](#)

Name	Birth Date	School	Grade	Foster/Head Start/Homeless/Migrant/Runaway
Knoll, Amanda	10/10/1999	--	--	Homeless
Knoll, Brandon	04/08/2000	Rice Lake High School	10	

Temporary Assistance [Edit](#)

Type of benefits received: FDIPIR
 Case Number: 1234567890
 Person receiving benefits: Amanda Knoll

Household Member(s) on Application [Edit](#)

Name
Knoll, Amanda (Student) (Applicant)
Knoll, Brandon (Student)
Pugh, Carolyn

Applicant Information (Adult Household Member) [Edit](#)

Name: Amanda Knoll
 Social Security Number: N/A
 Phone Number:
 Cell Phone: 5556667777
 Email: AmandaK@student.net
 Address: 123 Tall Mountain Lane, Millerton, WI 55555

Optional Info
 (You do not have to complete this part to receive free or reduced priced meals.)

☐ Ethnicity [-- SELECT --](#)

☐ Asian
☐ American Indian or Alaskan Native
☐ Black or African American
☐ Pacific Islander
☐ White

☐ Racial Identity

[Previous](#) [Next](#)

On the *Review Application* page, the Student Applicant

- Reviews the information.
- Clicks [Edit](#) in the corresponding section to make changes to entered data.
- Selects **Optional Info** if she desires.
- Clicks [Next](#).

7 Certify & Submit

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

Certifying the Application

Amanda Knoll

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

Free and Reduced Price School Meal Application

Certify & Submit [FAQs](#)

Progress

- Household Letter
- Students
- Temporary Assistance
- Household Members
- Applicant Information
- Review Application
- Certify & Submit**
- Confirmation

Instructions

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

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

Your Social Security Number: None

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

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

[Previous](#)

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**".

Amanda Knoll

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Free and Reduced Price School Meal Application

Certify & Submit [FAQs](#)

Progress

- Household Letter
- Students
- Temporary Assistance
- Household Members
- Applicant Information
- Review Application
- Certify & Submit**
- Confirmation

Instructions

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

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

Your Social Security Number: None

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

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

Please enter your password to verify: [Verify](#)

[Previous](#)

The Password field appears.

The Student Applicant:

- Enters the password that was used at log on.
- Clicks [Verify](#).

Submitting the Application

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

Free and Reduced Price School Meal Application

Certify & Submit [FAQs](#)

Progress

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

Instructions

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

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

Your Social Security Number: None

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

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

Please enter your password to verify

✓ Your application was successfully verified and signed!

Electronically signed by: Amanda Knoll

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

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

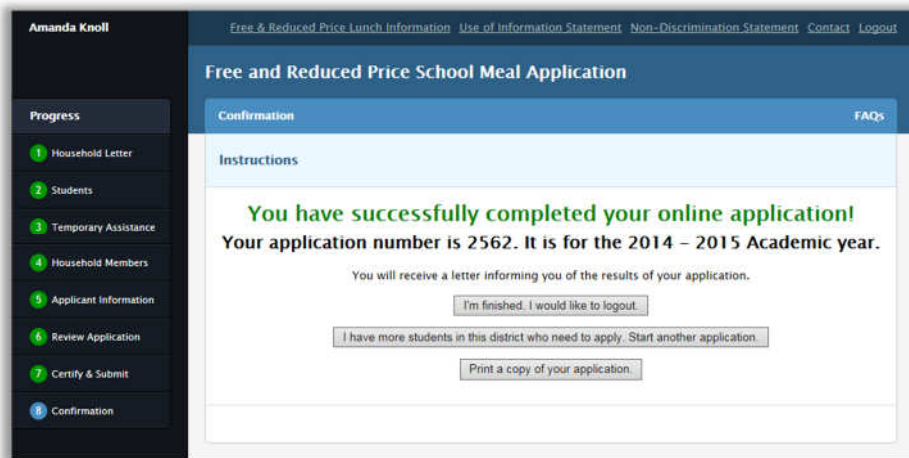
A success message appears.

The Student Applicant

- Clicks

8

Confirmation



A success message appears.

An application number is provided.

Three buttons are displayed. The applicants clicks

I'm finished. I would like to logout.

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

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

To display the *Household Letter* page.

Print a copy of your application.

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

◀ End of Guide ▶