

Guide to Completing Online Free and Reduced Meal Applications

This document will walk you through the steps necessary to complete the online meal application in Skyward Family Access.

Begin Adding an Online Meal Application

- Log into Skyward Family Access with your user name and password
- Select **one of your students** from the drop down list at the top of the screen, if you leave this at All Students, you will not be able to access the Application link
- Select **Food Service** from the list on the left-hand side of the screen
- Click **“Applications”** at the top of the Food Service wall
- Click “Add Application”

Reviewing and Accepting the Letter to Households

The Letter to Households provides you with basic information about how your child or children can qualify for Free or Reduced-Price Meals. The following information is included:

- Information about the cost of Reduced Price Meals
 - Helpful information about application requirements
 - District contact information if you have questions
 - The Federal Income Chart that provides you the eligibility guidelines of income levels based on household size
 - **NOTE: You must acknowledge that you have read the Letter to Households before you can proceed with the application process.**
 - o Review the Letter to Households and click “I have read the Letter to Households and would like to continue the application.”
- Click “NEXT”

Reviewing the Federal Income Chart

The Federal Income Chart, which is updated yearly by the USDA, helps to determine whether your child or children qualify for Free or Reduced-Price Meals. Eligibility is based on the size of your family and total household income.

Do one of the following:

- Click **I do not qualify for benefits or wish to complete an application, then click Yes – Delete Current Application. If you do this, no application will be entered.**
- **If you would like to continue with the application process, click Next**

Reviewing the Privacy Act Statement

Continuing from the previous screen, read the information in the Privacy Act Statement and click **Next**

Reviewing the Non-Discrimination Statement

The Non-Discrimination Statement explains what to do if you feel you have been treated unfairly. Continuing from the previous screen, read the information in the Non-Discrimination Statement and click **Next**.

You are now ready to move on to filling in your student and household information.

Filling out the Household Application for Free or Reduced-Price Meals

Each of the following sections on the application requires that you enter personal information about household members and income. The district only needs one application per household, so information entered here should include all members of your household. For additional help, see the instructions at the top of the page.

Step 1: Student Legal Name

List all of the **LEGAL** names of students living with you that attend school in this district

If your child received Free or Reduced-Price Meals during the previous school year, select the “**Check here if you received meal benefits last year.**”

NOTE: Selecting this checkbox does not automatically qualify your child for meal benefits. You must continue filling out the application.

Enter information in the **Legal Name, Date of Birth, School** and **Grade** boxes for each child in your household who attends school in the district. If you need to add more than 5 names, check the box that says “Add more names to application” at the top of the screen

- Select the box to indicate if any child is **Homeless, Migrant** or **Foster**.

Although children in this category may automatically qualify for free meals, you must continue filling out the application.

- Be sure to include all **Student Income** for each child that receives income and

How Often

- Click **Next**

NOTE: Please use your child or children's LEGAL Names on the application. This will assist the Food Service Administrator to match names with students enrolled in the district.

Step 2: Benefits

If any household members (including yourself) currently participate in one or more of the following assistance programs,

- Indicate the **Program**
- Enter your **Case Number** in the field
- Click **Next**

Step 3: Gross Income

List the names of all other household members and any income they contribute.

NOTE: If you provided a case number for any household member in Step 2, you are not required to fill out this section. Click Next to go to the next step.

In the name box, enter the name of the **adults and children who live in your household but are not in school**; enter information in the following boxes:

- Full Legal Name
- Foster
- Earnings From Work (in whole dollars, before deductions) and frequency
- Public Assistance/Child Support Earnings and frequency
- Pensions/Retirement/SSI and frequency
- Any Other Income not listed and frequency

If there is no income to report, enter Zero in the income section

Do not forget to list yourself and any earning from work

Click **Next**

Step 4: Household Members

- Enter in the total number of household members residing in your home.
- Enter in the last 4 digits of the Social Security number of the parent/guardian completing the online application for the household or check the box if No Social Security Number.
- Click **Next**

Step 5: Contact Information & Signature

Certify the information entered on the application is accurate by using the electronic signature and entering additional requested information. An electronic signature is used in this section so the application can be submitted online.

Enter your name in the box and select the **Click to Sign** link

Note: You must enter your name as it appears in the household members section of the application, otherwise the system will think it is a new household member.

Read the Electronic Signature Agreement and do one of the following:

- Click **I Agree** to sign the application electronically – *clicking I Agree enters the text Signed Electronically in the Sign Here box and adds the current date in the Date Box. The Click to Sign link then changes to Remove.*
- Click **Back** to close the Electronic Signature Agreement without signing the application – *the application cannot be submitted without an electronic signature.*

Step 6: Children’s Racial and Ethnic Identities (Optional)

If you chose to include this information on the application, the only option is to include the Ethnicity and Race for one of the children in your household.

- Check the box stating you would like to report this optional information
- Select the appropriate ethnic identity and one or more racial identities for the selected child
- Click **Next**

Reviewing and Submitting Online Applications

The final step is to review the information you entered on the application and submit to the district Food Service Department for processing. Once the application is complete, you can submit it.

If at any point in the application process you skipped a required field or entered incorrect data, a message appears explaining the errors. You must correct all errors before you can submit the application for approval.

- Select the **Print** button if you would like a hard copy for your files.
Select “**Application**” in the Print Preview/Section screen
- Click the button **Submit Application**

Once you click Submit Application, the application is sent electronically to the Food Service Department and you will receive the pop up message indicating it was successfully submitted.

You will be directed back to the Food Service Application screen where you will see your application is at a Pending Status along with the date it was submitted. Click the X in the upper right hand corner to close the screen.

You have now completed your online application for Free and Reduced Meals. Staff will review your application and you will receive a determination decision. It may take a few days before a decision is made and students are responsible for charges up until then.

You will be notified of your determination via mail. You may also log in to your student's food service account to see your determination. At the top of the screen you will see a "Current Account Balance" box that will list your student's current balance and lunch type, which will be either Full Price, Reduced, or Free.

If you have an questions or concerns, you can contact Jessica Mortenson at the District office at 360-273-5536 ext 1000.