

For Parents: Apply for Free and Reduced Meals

Step 1—Create an account and add your students

- Instructions for creating our account and adding students can be found on the "For Parents: Create an Account and Add Students" document
- Ensure all students living in your household have been added to your account

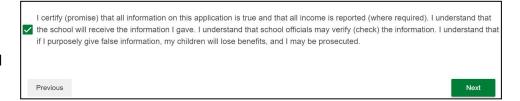
Dashboard Manage your student accounts, apply for free or reduce benefit Apply for Free or Reduced Benefits Make a Payment

Step 2—Start your application

- From your dashboard, click Apply for Free or Reduced Benefits
- Select a language
- Review the 2018-19 Households Letter and click Next

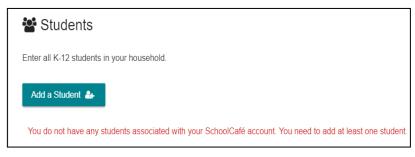
Step 3—Certify

 Certify that the information you are entering is true and click Next



Step 4—Select Students

- Select students from your SchoolCafé account, or click Add a Student
 - <u>Note</u>: You may still submit an application without a Student ID number; however, your application will not be processed until your student is enrolled in the district and has been assigned a Student ID
- Answer questions regarding student information, such as Foster status or income information



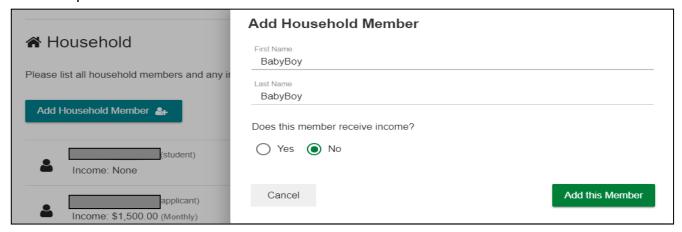
Add a Student First Name * required Last Name * required Middle Name Date of Birth Is this student a Foster, Homeless, Migrant, Runaway, Head Start child? O Yes O No * required Does this student receive income? Yes No * required To ensure that we can match your students, please enter as many details as possible. Add this Student Cancel

Step 5—Assistance Information

- If your household receives SNAP or TANF benefits, select Yes and enter your Case Number.
 Select Next and proceed to Step 7—Review Information
- If your household does NOT receive assistance, select No and click Next

Step 6—Household Information

- Every person living in your household should be included in your application
- To add a household member, select Add Household Member
- Enter the person's name and income information and select Add this Member



Step 7-Review

- Review the information you entered
- If you wish to change information, click Go Back to that section
- When your information is accurate, click Next



Step 8—Sign and submit your application

- If available, please enter the last 4 digits of your Social Security Number
- Select the name of the person signing the application and click Sign
- Click Submit My Application

