Online Application- Application Instructions

Updated 23-24 school year

The Application Instructions including all sections below is available as a pdf in the Online Application. Any additional communication the district would like to provide to the parent/guardian should be added in each of the sections below. Districts are required to maintain the content of the Application Instructions with any changes put forth by the USDA and your State.

Application Instructions

The Application Instructions Header provides information to the parent/guardian about how to print the Application Instructions.

The Application Instructions Content provides information to the parent/guardian about the Online Application process and how to complete the application.

Instructions Header: REVISED ⚠️

Application Instructions will help guide you through the application process. You may print this letter by selecting the 'Print' button. Select 'Next' to continue.

Application Instructions Title:

How To Apply For Free And Reduced Priced Student Meals

Application Instructions Content: REVISED ⚠️

You are submitting an application for the [insert school year] School Year. Application Instructions will help guide you through the application process.

It is recommended you gather any household income information needed and review your household members in the Household Information section of the Portal for accuracy prior to starting the online application. The USDA's definition of a household member is any child or adult living with you.

Signer Confirmation

The Signer Confirmation Instructions Header provides information to the parent/guardian about the expectations of the application signer.

The Signer with and without Self-Service Instructions provides information to the parent/guardian about what they should do if their primary address is incorrect.

If the district has enabled the Allow Change Requests for Household Data preference (System Administration > Portal > Preferences> Self-Service) in Campus the parent/guardian will see the Signer with Self-Service Instructions displayed. If this preferences is not enabled, Signer without Self-Service Instructions will be displayed. Infinite Campus recommends both instruction sections be completed in case Self-Service preferences are enabled/disabled throughout the school year.

Signer Confirmation Title:

Signer Confirmation

Signer Confirmation Instructions Header: REVISED ⚠️

Please review the application signer's name and household address below. Confirm you are the person signing this online application by selecting 'Next'. Select 'Cancel' if you are not this person or if you do not wish to continue.

Signer without Self-service Instructions

You are applying for meal benefits for all household members living at the address below. If the address is incorrect, please contact your child(ren)'s school to request a change.

Household Members

The Household Members, Adding Household Members and Adding Meal Benefits Instructions Headers below provide information to the parent/guardian about identifying and adding household members and adding a meal benefit case number.

Household Members Title:

Household Members

Household Members Instructions Header: REVISED ⚠️

Household Members are listed below. You must confirm each person living in your household by selecting the 'Household Member' button. If a person listed below is no longer living in your household, do not select the 'Household Member' button. If there are persons missing from your household you will need to add them by selecting the 'Add Household Member' button. You are not allowed to edit existing household member information or uncheck the application signer. After you have identified and/or added household members select 'Next' to continue.

Adding Household Members Title:

Adding Household Members

Adding Household Members Instructions Header- REVISED ⚠️

Select the type of person you are adding to your household, either student or non-student. A student is a person who will be enrolled in the school district during the school year. A non-student is a person who will not be enrolled in the school district during the school year. Complete the required fields and select 'Update' when finished or 'Cancel' to return to the household members screen.

Adding Meal Benefits Title:

Adding Meal Benefits

Adding Meal Benefits Instructions Header:

Enter the benefit case number. Select 'Next' to continue.

Child Members

The Child Member instructions headers below, which include Foster, Migrant, Homeless, and Runaway children, provide information to the parent/guardian about identifying children as Foster, Migrant, Homeless, or Runaway. Household members age 18 or under AND who are supported by the household income can be marked as a child member. This also includes Students attending this District, regardless of age.

Child Members Title:

Child Members

Child Members Instruction Header: REVISED ⚠️

Select the 'Child' button next to children in your household that meet the following criteria: all infants and children age 18 and under who are supported with the household's income; foster children in your care, children who qualify as homeless, migrant, or runaway; or students attending a school in this district, regardless of their age.

Select the 'Student' button to confirm a child attends school in the district.

After you identify each Child and Student, select 'Next'.

Foster Children Title:
Foster Children

Foster Children Instructions Header: REVISED ⚠️
Foster Children must be confirmed by selecting the 'Foster' button. Enter any income the foster child receives. After you have identified foster children select 'Next' to continue.

Migrant, Homeless and Runaway Children Title: REVISED ⚠️
Migrant, Homeless and Runaway Children

Migrant, Homeless and Runaway Children Instructions Header: REVISED ⚠️
Migrant, Homeless and Runaway Children must be confirmed by selecting a Student Indicator. After you have identified Migrant, Homeless and Runaway children select 'Next' to continue.

Household Income

The Household Income Instructions Header below provides information to the parent/guardian about adding income for their household.

Household Income Title:
Household Income

Household Income Instructions Header: REVISED ⚠️
For each Household Member, report the total gross income for each source in whole dollars only.

Summary Review

The Summary Review section below provides information to the parent/guardian about reviewing and correcting the entered information.

Summary Review Title:
Summary Review

Authorizations

The Authorizations Instructions Header below provides information to the parent/guardian about the options available in this step of the online application process. Authorizations may include all or some of the following: Sharing information with Medicaid/SCHIP, Sharing information with Other Programs, Information about Social Security Number entry, and the Authorization Statement.

The 'Sharing Information with Medicaid/SCHIP Statement' will only appear below and in the Online Application if the 'Display Medicaid opt out' and/or 'Display SCHIP opt out' options are enabled in FRAM > FRAM Preferences > Application Preferences. These preferences should be enabled if required by your state agency.

The 'Sharing Information with Other Programs' section will only appear below and in the Online Application if Permission Preferences are created in FRAM > FRAM Preferences > Permission Preferences.

The 'Social Security Number Statement' will only appear in the Online Application if it is an income application.

The 'Authorization Statement' will always appear in the Online Application. It is the last step of the application process prior to entering the electronic signature. If the parent/guardian declines the Authorization Statement the 'Authorization Decline Statement' will appear in the Online Application.

Authorizations Title:

Authorizations

Authorizations Instructions Header: REVISED

You must respond to the following questions and read the authorization statement below.

Social Security Number Title:

Social Security Number

Social Security Number Statement: REVISED

The income section of this application has been filled out. You are required to provide the last four digits of your SSN. Please enter the last four digits of your SSN or select the 'I do not have a SSN' button.

Race and Ethnicity Title: REVISED

Children's Racial and Ethnic Identities

Race and Ethnicity Statement: REVISED

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced price meals.

Authorization Title:

Authorization Statement

Authorization Statement:

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

Authorization Declined Statement: REVISED

You did not agree with the Authorization Statement. If you select 'Leave' your information will no longer be available. You will need to restart the application process if you choose to apply again at another time. If you would like to manually fill out an application for Meal Benefits, [insert appropriate instructions] to receive a paper application. If you select 'Stay', you can change your Authorization Statement selection and complete your application.