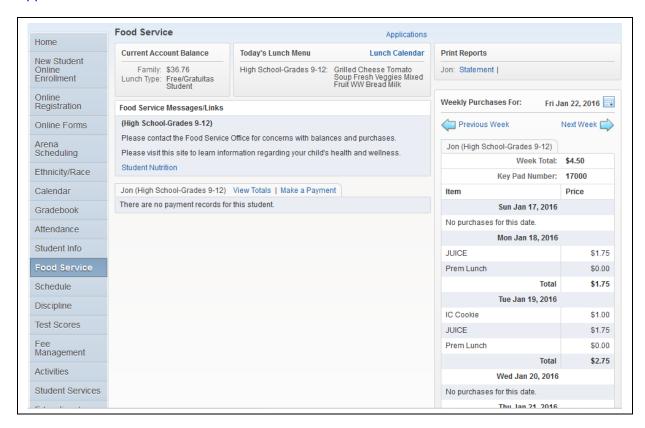


Food Service

This area allows you to view your student's Food Service account balance and daily purchase information. You may also be able to view menu information, as well as make online payments, and enter an online application for free or reduced meals.

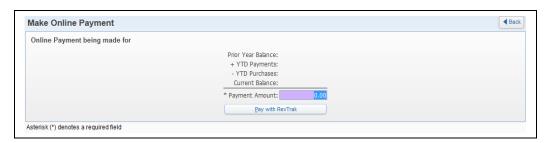
Applications



- Current Account Balances Displays the current balance for your student's Food Service account as well as their Lunch Type, which indicates if they pay full price, pay a reduced price, or are free and are not changed at all.
- Food Service Messages/Links Displays district specific information and links.



- Payment Information and Making an Online Payment Displays Food Service payment records for your student, which are listed by date, including the amount and/or check number.
 - View Totals Provides a summary of your student's account, including Prior Year Balance, Year to Date Payments, and Year to Date Purchases.
 - Making an Online Payment Allows you to make an online payment. After entering the payment amount, you will be redirected to your districts 3rd party online payment vendor's website to complete the payment process.



Print Reports\Statement – Allows you to print reports of fee information based on templates that the district has provided.

Weekly Purchases – Displays the food items your student purchased for the current week. To view the previous or the next week, you can click the buttons provided. In addition, you can change the week that displays by clicking the calendar and selecting the week.

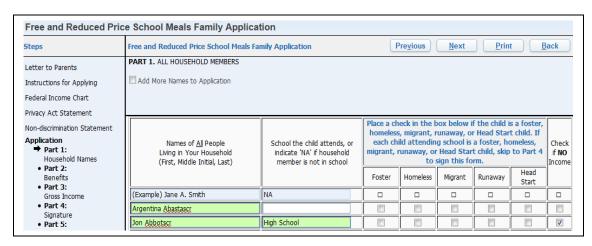
Applications

This link allows you to submit an online application for free or reduced meals to the district Food Service department.

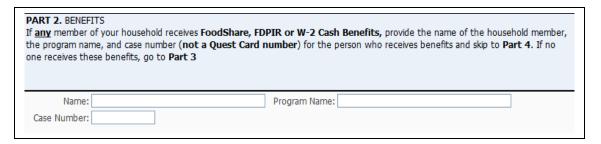
- 1. Click the Applications link.
- 2. Click Add Application.
- 3. A letter explaining the application process displays; click Next after reading the letter.
- 4. After reading all the information and instructions, if you wish to continue, select the checkbox acknowledging that you have read the instructions and click Next.
- 5. Review the Federal Income Chart and select the box if you do not qualify for benefits or do not wish to continue. Click Next.
- 6. Read the Privacy Act Statement and any other statements, such as the Nondiscrimination Statement; click Next.



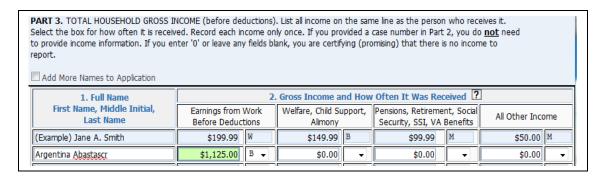
7. Enter all household members. This includes all guardians, your student's, and children under school age. Select the appropriate boxes and click Next.



- 8. A validation message will appear, asking you to verify that the household members listed do not have income.
- 9. If appropriate, enter the benefit information, and click Next.

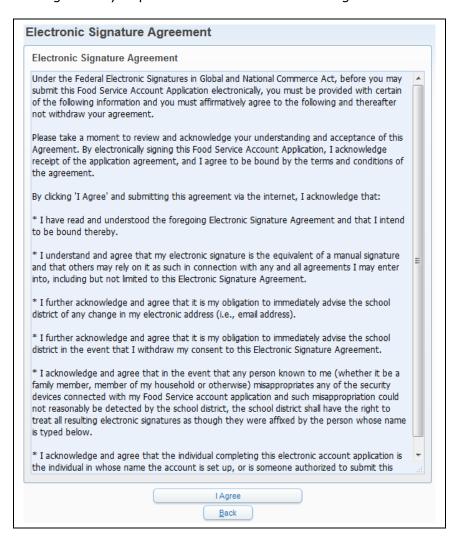


10. Enter the Total Household Gross Income information, and click Next. Note: Based on the household information provided eariler, names were copied into this section. Review the names and remove them, if necessary, based on the application instructions.



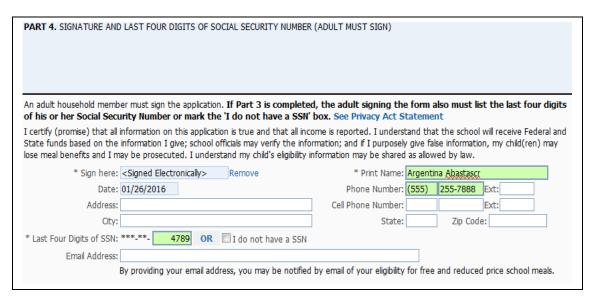


11. Sign the application and enter the last four digits of your Social Security Number. The signature you provide will be an electronic signature.

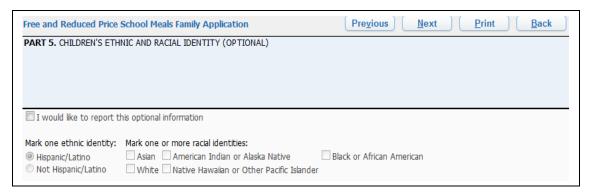




12. As needed, enter the other information and click Next.



13. Enter the children's ethnic and racial identity and click Next. This is optional.



14. Review the completed application and click the Submit Application button. Note: If at any point in the process you skipped a required field or entered incorrect data, a message appears explaining the errors. All errors must be corrected before you can submit the application for approval.



15. Once you have submited your application, you may be able to Update a Pending Application, View the Application, and Print the Application.

