ONLINE APPLICATION INSTRUCTIONS

Tawas Schools is pleased to announce the availability of Online Free and Reduced Lunch Applications. To complete an online application, simply log on to your student's food service account and follow these steps.

To access the online application, click on School Meals
Application in the Site Navigation window



Privacy Act & Non-Discrimination Statement
Please read through the privacy act statement and non-discrimination statement and check
the "I have read and understand the privacy act and non-discrimination statement and check
the "I have read and understand the privacy act and non-discrimination statements" to begin the

Privacy Act Statement
This explains how we will use the information you give us.

The Richard B. Russell National School Lunch Act requires
the information on this application. You do not have to
give the information, but if you do not, we cannot approve
your child for free or reduced priced meals. You must
include the social security number of the adult household
member who signs the application. The social security

Non-Discrimination Statement
This explains what to do if you believe you have been treated unfairly

In accordance with Federal law and U.S. Department of
Agriculture policy, this institution to prohibited from
discrimination on the basis of race, color, national
origin, sex, age, or disability. To file a complaint of
discrimination, white to USDA, Director, Office of Civil
Rights, 1400 Independence Avenue, SW, Washington DC

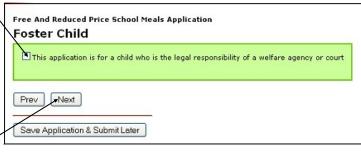
I have read and understand the privacy act and non-discrimination statements

Please read the Privacy Act and Non-Discrimination Statements, then check the box that states you have read them.

Click "Next"

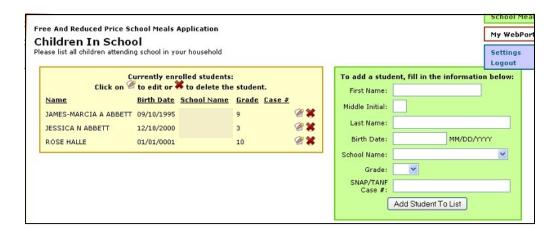
 If this application is for a Foster Child,

Click the appropriate box. You will then select the Foster Child from the students associated with your account. Once



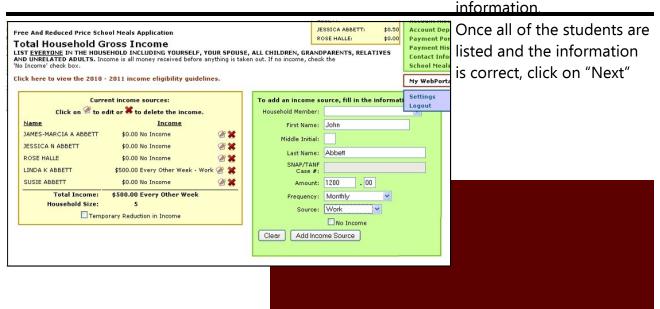
selected, the program will take you to the end of the online application process.

• If this is not for a Foster Child, click Next



The students associated with your account will then appear. Please make sure that all of the students you are applying for are shown here.

- To Add a student Enter the student's information in the box on the right. Click on "Add Student to List"
- To Edit a student (or if a student has a State Case Number) Click on the edit icon. The student's current information will appear in the right box. Edit any information necessary (or add the Case #) and click on "Save Changes"
- To Delete a Student Click on the red "X" immediately to the right of the student's



To Enter your Income:

 Enter the name, amount, frequency and source of any income in the household. Click on "Add Income Source"

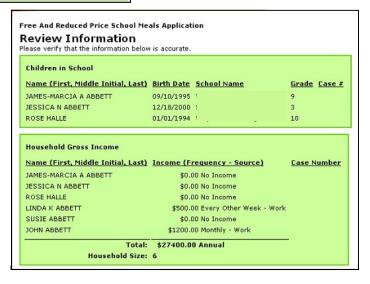


Signature and Social Security

- Enter all of the information required in the correct format. SSN is the last four digits only.
- If you do not have a SSN, check the appropriate box
- Check the "I Certify" box stating that all of the information is correct.
- Click on "Next"

Review

- Please make sure that all of the information you entered is correct
- Once reviewed, click on "Submit"





Once completed, on the bottom of the "Home" page of your account, you will see the status.



When your application has been

processed, the status will change and you will be able to view the results by clicking on "View Details"