

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

A screenshot of the 'Free And Reduced Price School Meals Application' form. The section shown is 'Privacy Act & Non-Discrimination Statement'. It contains two scrollable text areas: 'Privacy Act Statement' and 'Non-Discrimination Statement'. Below these is a checkbox labeled 'I have read and understand the privacy act and non-discrimination statements'. At the bottom left is a 'Next' button. Arrows from the text 'Please read the Privacy Act and Non-Discrimination Statements, then check the box that states you have read them. Click "Next"' point to the checkbox and the 'Next' button.

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

A screenshot of the 'Free And Reduced Price School Meals Application' form, specifically the 'Foster Child' section. It features a checkbox labeled 'This application is for a child who is the legal responsibility of a welfare agency or court'. Below this are 'Prev' and 'Next' buttons, and a 'Save Application & Submit Later' button. An arrow from the text 'selected, the program will take you to the end of the online application process.' points to the 'Next' button.

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

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

Free And Reduced Price School Meals Application
Children In School
Please list all children attending school in your household

Currently enrolled students:
Click on to edit or to delete the student.

Name	Birth Date	School Name	Grade	Case #
JAMES-MARCIA A ABBETT	09/10/1995		9	
JESSICA N ABBETT	12/18/2000		3	
ROSE HALLE	01/01/0001		10	

To add a student, fill in the information below:

First Name:
Middle Initial:
Last Name:
Birth Date: MM/DD/YYYY
School Name:
Grade:
SNAP/TANF Case #:

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 information.

Free And Reduced Price School Meals Application

Total Household Gross Income
LIST **EVERYONE** IN THE HOUSEHOLD INCLUDING YOURSELF, YOUR SPOUSE, ALL CHILDREN, GRANDPARENTS, RELATIVES AND UNRELATED ADULTS. Income is all money received before anything is taken out. If no income, check the "No Income" check box.
Click here to view the 2010 - 2011 income eligibility guidelines.

Current income sources:
Click on to edit or to delete the income.

Name	Income
JAMES-MARCIA A ABBETT	\$0.00 No Income
JESSICA N ABBETT	\$0.00 No Income
ROSE HALLE	\$0.00 No Income
LINDA K ABBETT	\$500.00 Every Other Week - Work
SUSIE ABBETT	\$0.00 No Income

Total Income: \$500.00 Every Other Week
Household Size: 5
☐ Temporary Reduction in Income

To add an income source, fill in the information:

Household Member:
First Name: John
Middle Initial:
Last Name: Abbett
SNAP/TANF Case #:
Amount: 1200 .00
Frequency: Monthly
Source: Work
☐ No Income

Once all of the students are listed and the information is correct, click on "Next"

To Enter your Income:

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

Free And Reduced Price School Meals Application

Signature and Social Security Number

An adult household member must sign the application. If the Total Household Gross Income form was completed, the adult signing must also list her or her Social Security Number or mark the "I Do Not Have A Social Security Number" checkbox.

Select Household Member: **JOHN ABBETT**

First Name: **JOHN**

Middle Initial:

Last Name: **ABBETT**

Address: **123 Main Street**

City: **Anywhere**

State: **Indiana**

Zip: **55555**

Phone Number: **555-555-5555** XXX-XXX-XXXX

Social Security Number: **555-55-5555** XXX-XX-XXXX

☐ I Do Not Have A Social Security Number

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

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"

Free And Reduced Price School Meals Application

Review Information

Please verify that the information below is accurate.

Children in School

Name (First, Middle Initial, Last)	Birth Date	School Name	Grade	Case #
JAMES-MARCIA A ABBETT	09/10/1995		9	
JESSICA N ABBETT	12/18/2000		3	
ROSE HALLE	01/01/1994		10	

Household Gross Income

Name (First, Middle Initial, Last)	Income (Frequency - Source)	Case Number
JAMES-MARCIA A ABBETT	\$0.00 No Income	
JESSICA N ABBETT	\$0.00 No Income	
ROSE HALLE	\$0.00 No Income	
LINDA K ABBETT	\$500.00 Every Other Week - Work	
SUSIE ABBETT	\$0.00 No Income	
JOHN ABBETT	\$1200.00 Monthly - Work	
Total:	\$27400.00 Annual	
Household Size:	6	

Meal Application Status:

Num	Submitted	Type	Status	Processed	Detail
	1/26/2011 10:29:13 AM	Income-based	Waiting	N/A	

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

Meal Application Status:					
Num	Submitted	Type	Status	Processed	Detail
79	1/26/2011 10:29:13 AM	Income-based	Processed	1/26/2011 10:30:26 AM	View Details

When your application has been processed, the status will change and you will be able to view the results by clicking on "View Details"