



Dear Parent,

I'm writing to let you know how important it is to fill out the online school meal application form.

There are two important reasons to fill out this form:

- If your child qualifies for free or reduced price lunches, he or she qualifies for free or reduced price breakfasts at school as well. We want to help your child eat healthy meals at school.
- Your child may receive other school benefits. The number of applications that are returned and approved can affect how much state and federal funding our school gets to help students meet academic benchmarks, including materials like books and computers.

Please help us by completing your application so that your child may qualify for these important benefits.

It is **MANDATORY** that **ALL** parents complete this online lunch application process to determine your child's lunch status for this school year. **The entire process is simple if you follow the attached directions EXACTLY.**

Applications must be submitted no later than Thursday, August 8, 2019 to ensure time for processing.

If you have any questions during the process, please reach out to Grace Brown gbrown@daytonearlycollege.org or 937-613-4388. I respond quicker to email than if you leave me a voice message.

Sincerely,

Grace Brown

Free & Reduced Lunch Online Application Instructions

All students returning to DECA High, DECA PREP or DECA Middle will have the same breakfast and lunch status (Free, Reduced, Full Pay) as the previous school year for thirty (30) days or until a new Free and Reduced Lunch application is completed. Please follow these directions EXACTLY to fill out an electronic application. If this is not completed, your child's status will automatically be set to full pay.

IMPORTANT: IF YOU DO NOT FOLLOW THE LINK EXACTLY YOU MAY BE TAKEN TO A DIFFERENT SCHOOL AND WILL BE UNABLE TO SUCCESSFULLY COMPLETE THE REGISTRATION/APPLICATION PROCESS.

1. Enter the link to the Freedom Café Parent Portal www.myfreedomcafe.com/Deca
Use computers only to complete the application as this is not compatible with cell phones.
2. Click on the "Sign Up" link to create an account. If you are already registered in the Freedom Café site and are not registering any new students, please login and skip to step 7.

IF YOU DO NOT REMEMBER YOUR LOGIN AND PASSWORD, PLEASE EMAIL GBROWN@DAYTONEARLYCOLLGE.ORG. YOUR RESPONSE TIME WILL BE MUCH QUICKER THAN TRYING TO LEAVE ME A VOICE MAIL MESSAGE.

3. Fill out all sections of the registration form and click the "Register" button to create your account. Remember to add any new students to the account.
4. Upon creating your account, you will receive a screen prompting you to check your e-mail for an activation link. YOU WILL NOT BE ABLE TO ACCESS THE FREEDOM CAFÉ PARENT PORTAL UNTIL YOU HAVE CLICKED ON THE ACTIVATION LINK.
5. Once you have clicked the activation link, return to www.myfreedomcafe.com/Deca and login using the login and password you created.
6. Click the "Add Student" link. Enter all information from students entering DECA High, DECA Middle or DECA PREP, noting the following critical items:
 - * YOUR CHILD'S NAME MUST MATCH THE SPELLING AS REGISTERED AT THE SCHOOL or the system will be unable to locate him or her. The exact spelling on your child's birth must be used
 - * Students transferring from DECA Middle to DECA High will need to register using their NEW STUDENT ID NUMBER
7. Begin the process of submitting a Free and Reduced Lunch Application by pressing the "Submit Application" option. You will receive step-by-step instructions on how to submit an application from that point forward. Please make sure when you begin the application process that all your students show up in the application.
8. Determination letters will be sent home with your child once school begins.

For current students with a negative balance from last year's account, a note will be sent home giving parent's the opportunity to replenish funds. A student is allowed two (2) charges (breakfast and lunch) before they will be offered a peanut butter or cheese sandwich and water. You can add funds to your child's food service account by sending cash, check or money order made payable to DECA High, DECA PREP, or DECA Middle.

Need help completing the application?

OPEN LABS will be held at DECA PREP, 200 Homewood Ave on the following dates and times:

July 16	3-5 pm	Aug. 1	9-11 am
July 18	9-11 am	Aug. 6	9-11 am
July 22	5-7 pm	Aug. 8	4-7 pm
July 24	9-11 am		
July 30	4-6 pm		