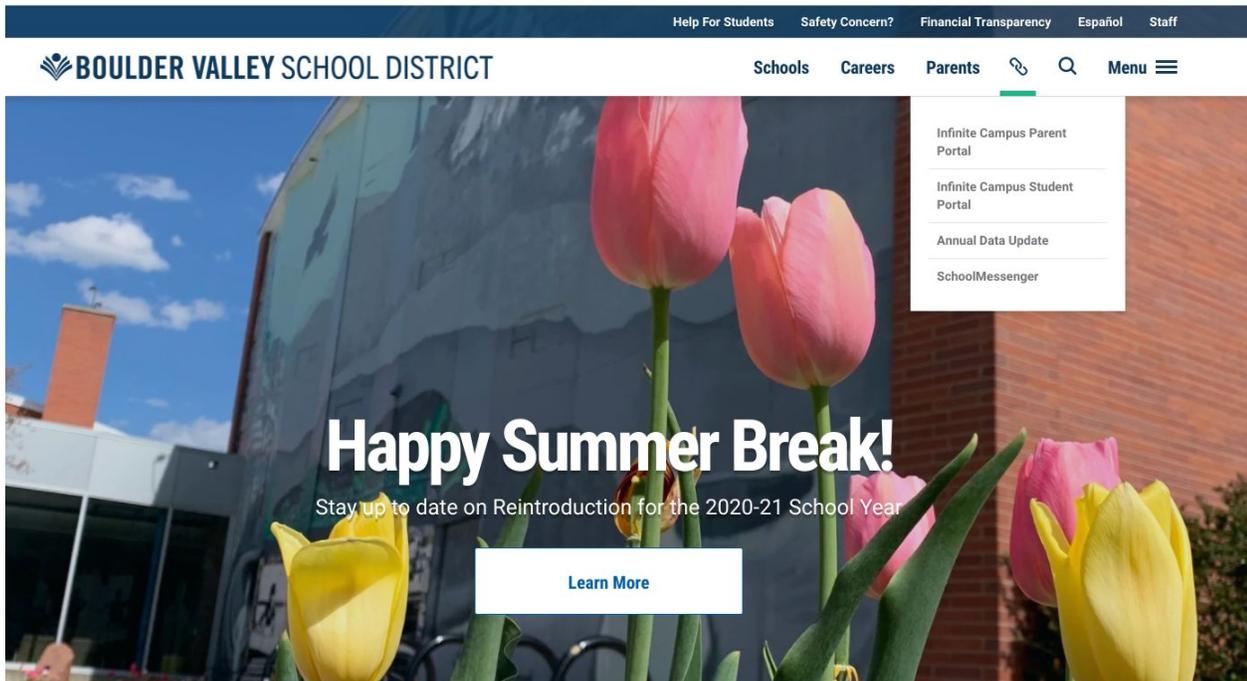


INSTRUCTIONS ON HOW TO FILL OUT A FREE AND REDUCED-PRICE APPLICATION ONLINE

We are pleased and excited to announce online access to your student(s) academic information. Using this new tool, you'll be able to view schedules, grades, attendance, food service balances, Free and Reduced-price online application and more. To access this resource you will need a computer with access to the internet. Then follow these easy steps:

1. Visit the Boulder Valley School District website. <http://www.bvsd.org>
2. Find "Infinite Campus Parent Portal" in the link dropdown on the main page. Click there.



3. If you already have an account set up, please sign in and skip to step 6.

4. If you have not created an Infinite Campus Portal account, please follow the directions below.

If you have created a Portal account, but do not remember your username or password, please skip to step 5.

If you have created a Portal account and are ready to log in, please skip to step 6.

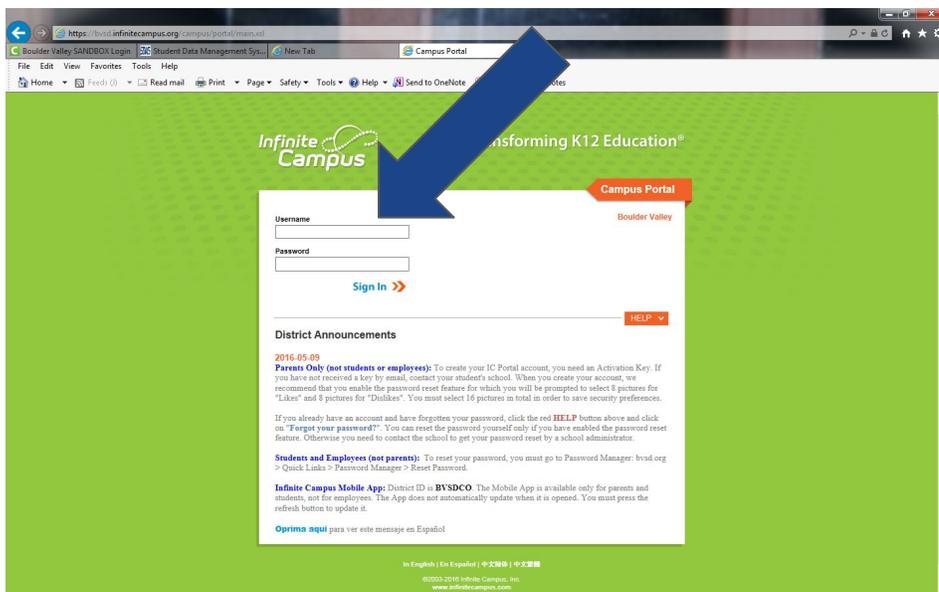
Click on HELP and pick one of the following choices:

- If you do not have an Activation Key, contact your child(ren)'s school. You should have received an email recently with an Infinite Campus Portal Activation Key and instructions. The subject line of the email would have been "Message from BVSD - your access to Infinite Campus Parent Portal" and the sender email address was ic.messenger@bvsd.org.
- If you have not received a key by email, please contact your student's school.
- **NOTE: You must have an activation key number before you can create a Campus Portal account.**
- Once you have been assigned an Infinite Campus Portal Activation Key, enter it in the box.

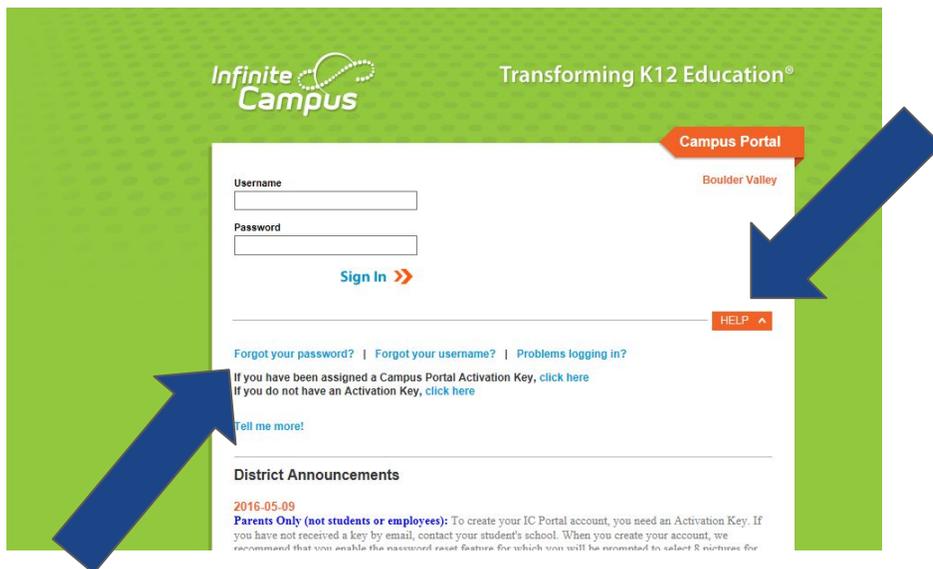
- Once you have been assigned an Infinite Campus Portal Activation Key, enter it in the box.



- If you already have an account but forgot your username or password, please follow the directions below. If you already have an account and are ready to log in, please skip to step 6.

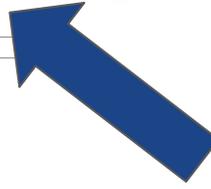


- If you already have an account but forgot your password click HELP and click "Forgot your password?" Enter your username and the system will send you your password via email.



Please enter the following information to begin the process of resetting your password

Username



Cancel X Next >>

- If you already have an account but forgot your username, click “Forgot your username?” Enter your email address, click “Get username” and the system will email your username.

Username

Password

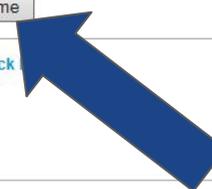
Sign In >> No security authorization. Please log in.

HELP ^

[Forgot your password?](#) | [Hide](#) | [Problems logging in?](#)

Please enter the email address that is associated with your account.

Get username

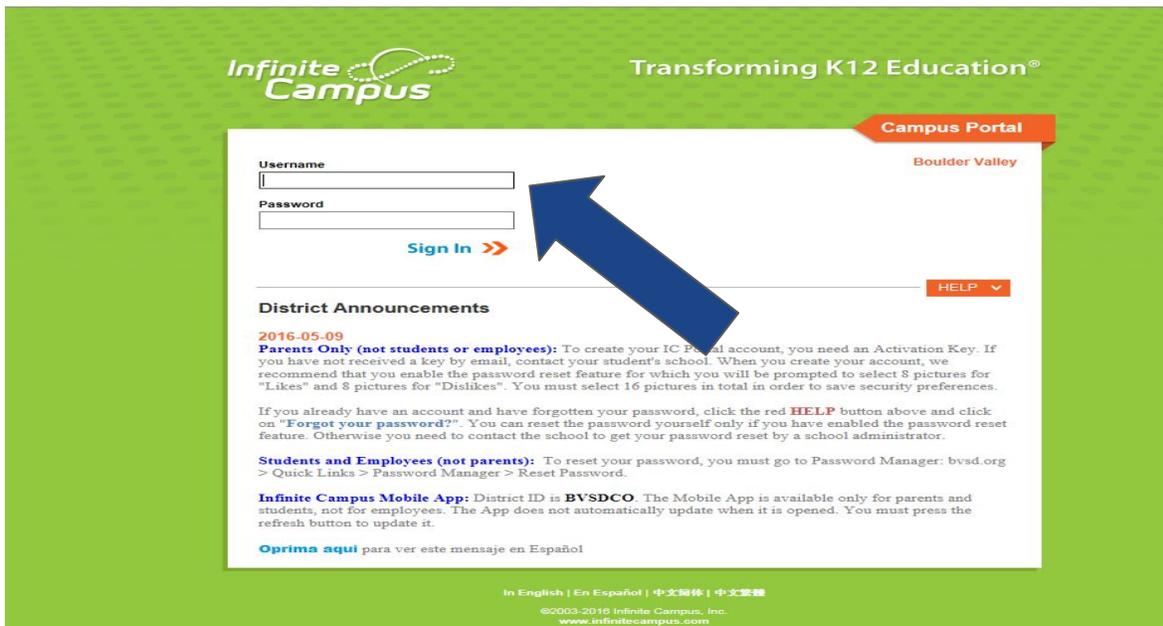


If you have been assigned a Campus Portal Activation Key, [click here](#).
If you do not have an Activation Key, [click here](#)

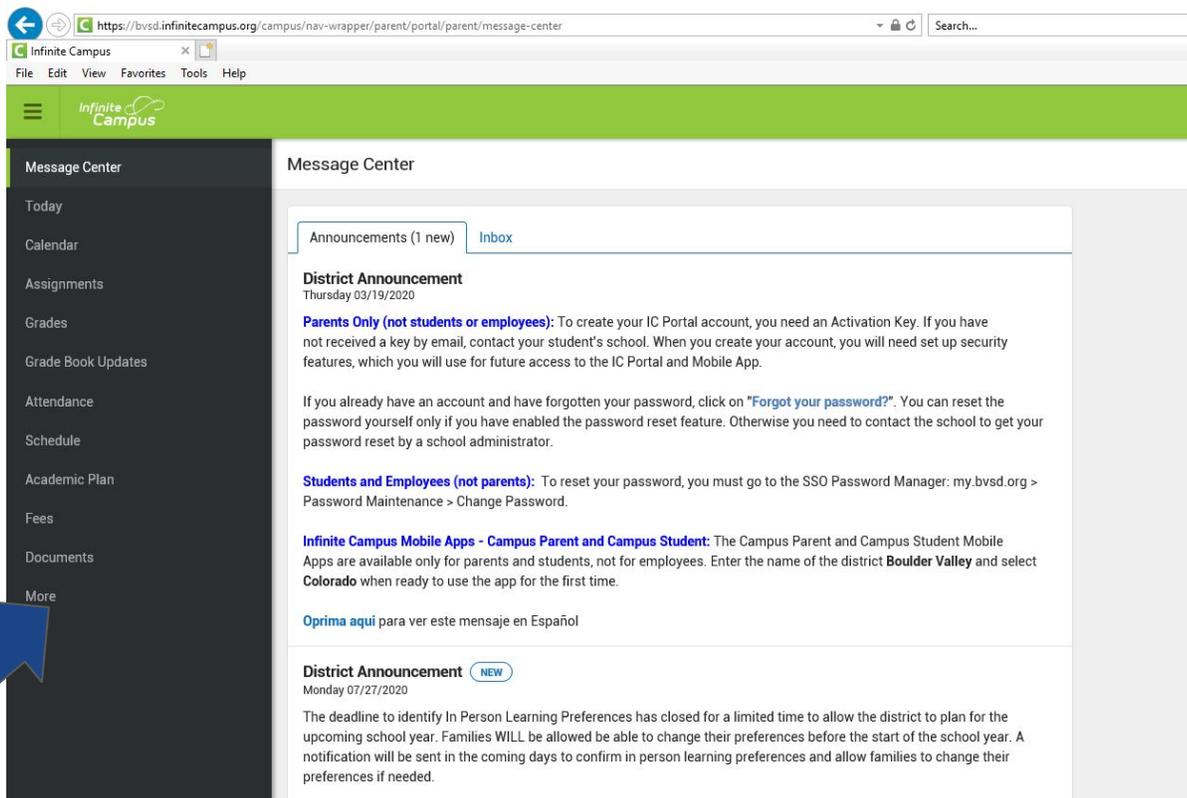
[Tell me more!](#)

District Announcements

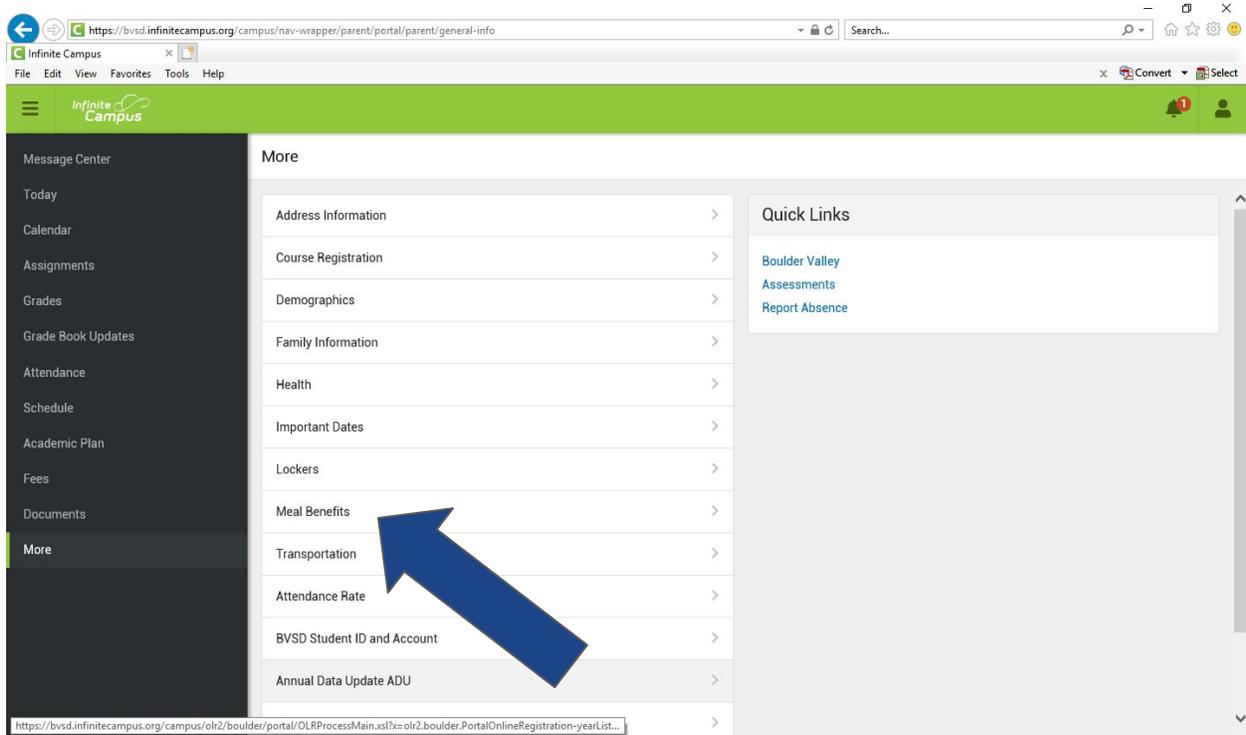
6. Once you have created your Campus Portal account, please sign in.



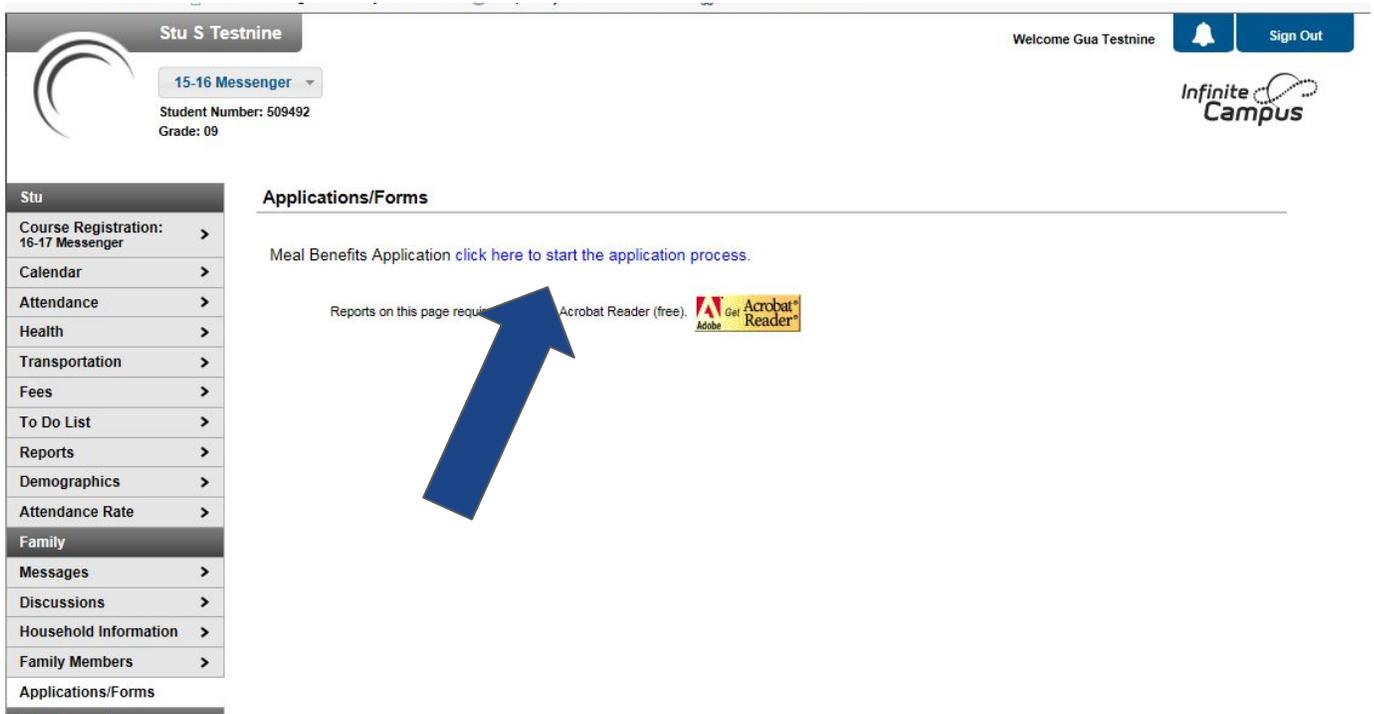
7. After you log in, your screen will look similar to this one. Click on "more" in the lefthand column



8. Next, select “Meal Benefits” from the new menu on the left:



9. Next, select the blue link that reads “click here to start the application process”



10. In order to submit a legally-binding application to the district, an E-Signature PIN must be established. Please follow the directions below to establish your E-Signature PIN. If you already have an E-Signature PIN, please skip to step 12.

- The E-Signature PIN allows users to submit an electronic signature along with the application which is treated the same legally as a signature made on the paper application.
- If you do not already have a PIN, the system will automatically prompt you to follow the instructions below.
- To create an E-Signature PIN, click the YES button.
- **WARNING: If you click NO, you will not be able to fill out a Meal Benefits Application online.**

E-Signature

You do not have an E-Signature PIN.

The [Insert DISTRICT NAME HERE] has adopted the use of electronic signatures for some documents. By registering and creating your electronic signature PIN you will be able to apply your signature electronically to some documents the district publishes that require your signature. Registration is easy to complete and takes less than 5 minutes.

Once registered, documents or applications that accept an E-signature may also give you the option to not use your electronic signature and instead print the document, sign, and submit the paper form. Not all documents or applications will require a PIN.

Would you like to create your E-Signature PIN now?

Yes No

11. Enter the PIN, re-enter the PIN, enter your current Campus account Password and select the Submit button. Your PIN is now saved within Campus Portal. It is available for use with any documents or forms which require a PIN for signature or verification.

- **Be sure that you remember your E-Signature PIN. You will need it to complete the online Meal Benefits Application.**

E-Signature

Create your PIN ?

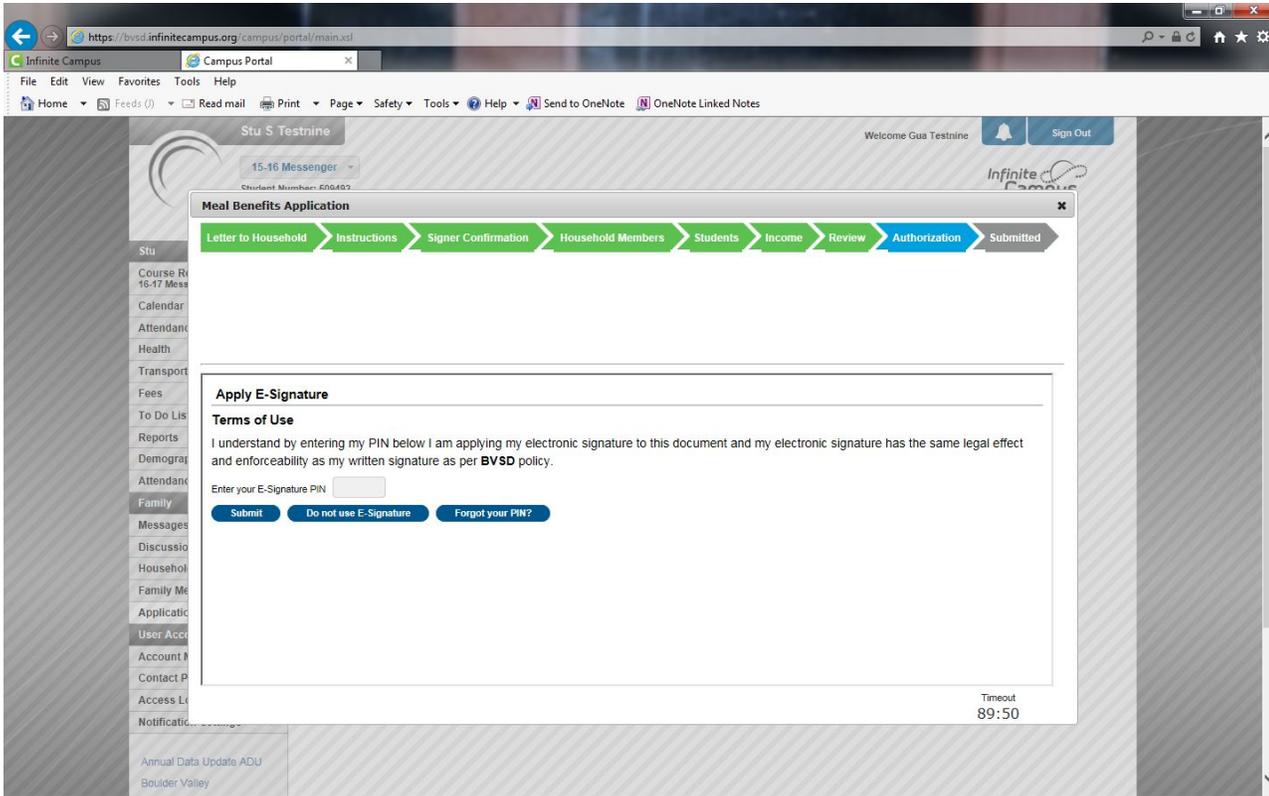
PIN
.....

Re-enter PIN
.....

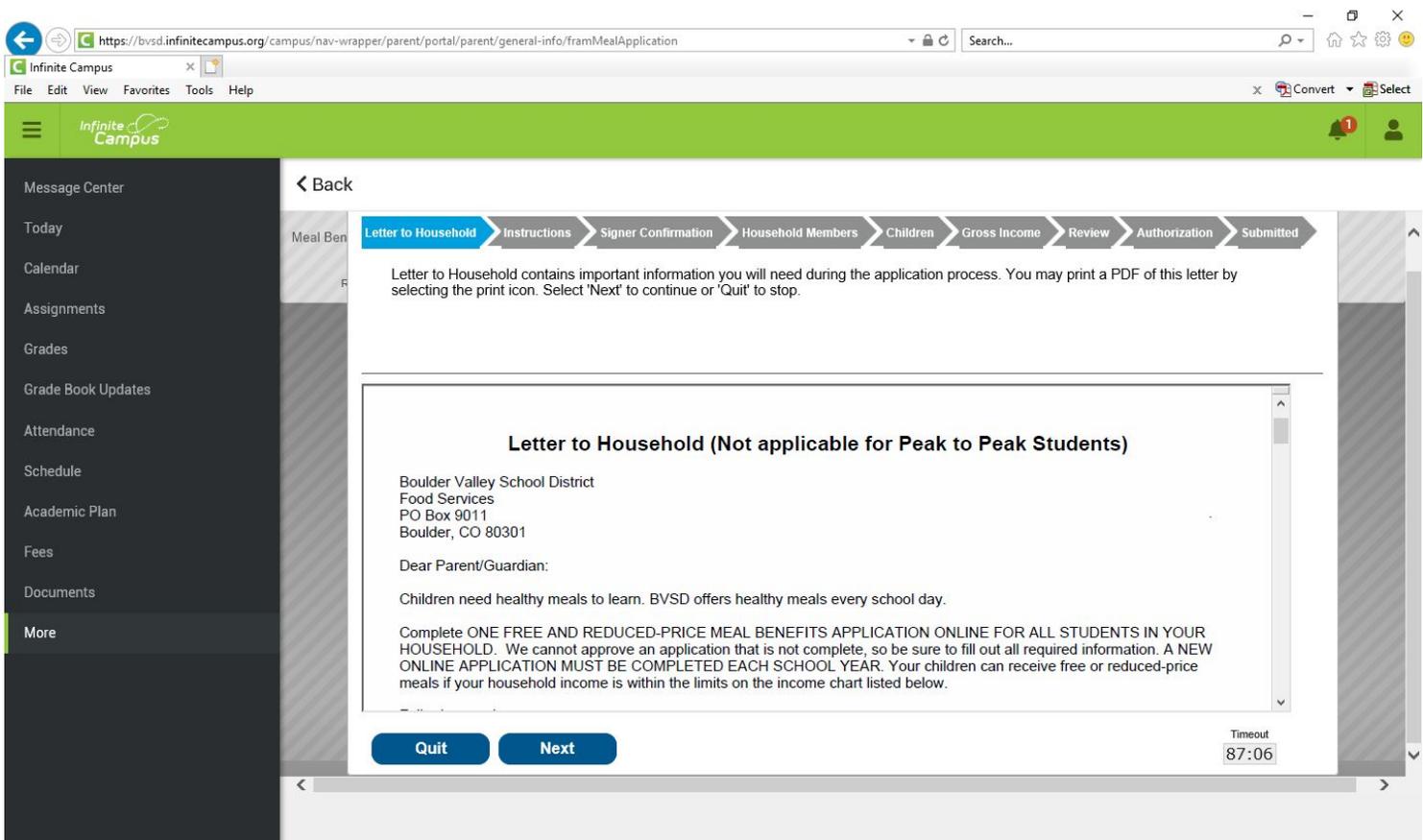
Password
.....

Submit Cancel

The screen shot below is an example of the authorization tab where your PIN will be required.



12. Review letter if you'd like, when ready click "next"



13. Review letter if you'd like, when ready click "next"

The screenshot shows a web browser window with the URL <https://bvsd.infinitecampus.org/campus/nav-wrapper/parent/portal/parent/general-info/framMealApplication>. The page title is "Infinite Campus". The navigation menu on the left includes: Message Center, Today, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Academic Plan, Fees, Documents, and More. The main content area has a breadcrumb trail: Letter to Household > Instructions > Signer Confirmation > Household Members > Children > Gross Income > Review > Authorization > Submitted. The "Instructions" step is highlighted. The text reads: "Application Instructions will help guide you through the application process. Please read or you may print a PDF of this letter by selecting the print icon. Select 'Next' to continue. XXX". Below the text is a large white box containing a PDF viewer with a toolbar (print, zoom, etc.). The PDF content includes: **Application Instructions (Not applicable for Peak to Peak Students)**
You are submitting an online application for the 2020-21 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.
An electronic signature PIN is required prior to submitting your application. If you do not have an electronic signature PIN created, click on I forgot my E-signature. you will be allowed to create your 5 digits PIN (Combination of letters and numbers).
At the bottom of the PDF viewer are "Previous" and "Next" buttons. A "Timeout 89:56" indicator is in the bottom right corner.

14. Make sure your name and address is correct. If you have moved and need to update your address, please contact the enrollment office separately to make this change. You can continue and complete this application with your old address for the time being.

The screenshot shows the same web browser window as above. The breadcrumb trail is: Letter to Household > Instructions > Signer Confirmation > Household Members > Children > Gross Income > Review > Authorization > Submitted. The "Signer Confirmation" step is highlighted. The text reads: "Please review the application signer's name and household address below. Confirm you are the person signing this online application by selecting 'Next'. Select 'Quit' if you are not this person or if you do not wish to continue." Below the text is a white box with a redacted name: "You have been identified as the household member signing this Meal Benefits Application." Below that is another white box with a redacted address: "You are applying for meal benefits for all household BVSd students living at the address below. If the address is incorrect, you may continue completing this application, but please contact your child(ren)'s school to request a change of information." Below the address box is the label "Primary Address:" followed by a redacted address field. At the bottom are "Quit", "Previous", and "Next" buttons. A "Timeout 89:58" indicator is in the bottom right corner.

15. Select all the members in the household with a checkmark. Add an additional household member (non-BVSD student) if needed. When ready, select “next.”

The screenshot shows the 'Household Members' step of a meal application process. The breadcrumb trail includes: Letter to Household, Instructions, Signer Confirmation, Household Members, Children, Gross Income, Review, Authorization, and Submitted. The current step is highlighted. A text box explains that household members are listed below and that users must confirm each person living in their household by selecting a checkmark. It also states that users can add missing members using the 'Add Household Member' button. Below the text is a table with columns for Name, Gender, DOB, School, and Grade. The table lists six household members, all with checkmarks in the Name column. The first three have no school or grade listed, while the last three are: Centaurus High School (Grade 10), Centaurus High School (Grade 12), and Angevine Middle School (Grade 07). At the bottom, there are 'Previous' and 'Next' buttons, and a timeout of 89:13.

Name	Gender	DOB	School	Grade
<input checked="" type="checkbox"/> Jan				
<input checked="" type="checkbox"/> Gar				
<input checked="" type="checkbox"/> Jarz			Centaurus High School	10
<input checked="" type="checkbox"/> Jarz			Centaurus High School	12
<input checked="" type="checkbox"/> Jarz			Angevine Middle School	07

16. On this step, if you say yes you will need to enter your 7 digit benefit case number that starts with 1B- prefix. If you say no, you will continue into the application where you’ll share income information to show eligibility.

The screenshot shows the 'Meal Benefits Application' step. The breadcrumb trail is the same as in the previous screenshot. The text instructs users to select each household member who receives SNAP or TANF benefits and enter a 7-digit benefit case number starting with '1B-'. A modal dialog box titled 'Meal Benefits' is open, asking 'Do any household members receive benefits? (SNAP, TANF, or FDIPIR)'. The dialog has 'No' and 'Yes' buttons. Below the dialog, there is a required text input field for the benefit case number. At the bottom, there are 'Previous' and 'Next' buttons, and a timeout of 89:12.

17. On the "Children" tab, please only select the students that are enrolled in BVSD (except for Peak to Peak students who should not be selected).

Meal Benefits Application

Letter to Household > Instructions > Signer Confirmation > Household Members > **Children** > Gross Income > Review > Authorization > Submitted

BVSD Student Members of the household must be confirmed by selecting the check box next to their name. A student is a person who will be enrolled in BVSD during the 2019-20 school year. Non-student members should **NOT** be selected in this section. **DO NOT** select household members who are not currently enrolled as BVSD students. After you have identified student members, select 'Next' to continue.

Name	Gender	DOB	School	Grade
[Redacted]	[Redacted]	[Redacted]	[Redacted]	10
[Redacted]	[Redacted]	[Redacted]	[Redacted]	12
[Redacted]	[Redacted]	[Redacted]	[Redacted]	07

Previous Next Timeout 89:18

18. Answer the question about whether any of the students are foster children

Meal Benefits Application

Letter to Household > Instructions > Signer Confirmation > Household Members > **Children** > Gross Income > Review > Authorization > Submitted

Foster Children must be confirmed by selecting the check box next to their name. All Foster Children qualify for free meals. However, if there are other BVSD students in the household, all household income must be entered, including any income the Foster child receives. Household income will be used to determine eligibility of non-foster students in the household. After you have identified foster children, select 'Next' to continue.

Name	Gender	DOB	School	Grade	Monthly Income
<input type="checkbox"/> Jaramillo, Gibran Jalil	M	[Redacted]	[Redacted]	10	\$ [Redacted]
<input type="checkbox"/> Jaramillo Garcia, Lobsang Jalil	M	[Redacted]	[Redacted]	12	\$ [Redacted]
<input type="checkbox"/> Jaramillo Garcia, Mingyar Jalil	M	[Redacted]	[Redacted]	07	\$ [Redacted]

Foster Children
Are any of the students foster children?
No Yes

Previous Next Timeout 00:54

19. Select the answer that applies here:

The screenshot shows the 'Meal Benefits Application' form in the 'Children' step. A modal dialog is open with the title 'Migrant, Homeless, Runaway, and Head Start Children' and the question 'Are any of the students Migrant, Homeless, Runaway or Head Start?'. Below the question are 'No' and 'Yes' buttons. The background table lists three children:

Name	Gender	DOB	School	Grade	Student Indicator
Jaramillo, Cibran Jalil				10	<input type="text"/>
Jaramillo Garcia, Lobsang Jalil				12	<input type="text"/>
Jaramillo Garcia, Mingyar Jalil				07	<input type="text"/>

20. Next to the person(s) in household who makes income, click on “add income” next to their name to enter this information.

The screenshot shows the 'Meal Benefits Application' form in the 'Gross Income' step. The form contains the following text: 'If a Student Indicator is displayed for a student, income information is not required for that student. However, you must provide your income if other BVSD students are in the household. Please report the total gross income for each Household Member, in whole dollars only. If they do not receive income from any source, select 'No Income'. **If you leave any fields blank, you are certifying that there is no income to report.**'

Name	Gender	DOB	No Income	Add Income	Student Indicator	Total Income
			<input type="checkbox"/>	<input type="button" value="Add Income"/>		
		08/22/1974	<input type="checkbox"/>	<input type="button" value="Add Income"/>		
			<input type="checkbox"/>	<input type="button" value="Add Income"/>		
		11/16/2004	<input type="checkbox"/>	<input type="button" value="Add Income"/>		
		03/15/2003	<input type="checkbox"/>	<input type="button" value="Add Income"/>		
		01/02/2008	<input type="checkbox"/>	<input type="button" value="Add Income"/>		

21. Enter the pre-tax income info on this screen, rounded up to the next dollar, including frequency of payments. Make sure to select “save” when complete.

The screenshot shows the 'Meal Benefits Application' interface on the Infinite Campus website. The user is currently on the 'Gross Income' step of a multi-step process. A modal window titled 'Add Income' is displayed, which contains a table for entering income information for household members.

Name	Income Type	Amount	Frequency
Adult Ho		600	Twice a Month
Jaram			
Garcia			
Jaram			
Child Ho			
Jaram			
Jaram			
Jaram			

Buttons at the bottom of the modal include 'Cancel', 'Save', and 'Clear All'. The background application shows a progress bar with steps: Letter to Household, Instructions, Signer Confirmation, Household Members, Children, Gross Income (current), Review, Authorization, and Submitted. A 'Timeout 89:04' indicator is visible in the bottom right corner.

22. Mark every other household member who does not have income and then select “next.”

The screenshot shows the 'Meal Benefits Application' interface on the Infinite Campus website. The user is currently on the 'Gross Income' step. The main content area displays a table with columns for Name, Gender, DOB, No Income, Add Income, Student Indicator, and Total Income.

Name	Gender	DOB	No Income	Add Income	Student Indicator	Total Income
			<input type="checkbox"/>	Edit Income		\$600.00 (Twice a Month)
			<input checked="" type="checkbox"/>	Add Income		
			<input checked="" type="checkbox"/>	Add Income		
			<input checked="" type="checkbox"/>	Add Income		
			<input checked="" type="checkbox"/>	Add Income		
			<input checked="" type="checkbox"/>	Add Income		

Buttons at the bottom include 'Previous' and 'Next'. A 'Timeout 88:43' indicator is visible in the bottom right corner.

23. Review the information and ensure accuracy before clicking "next."

Meal Benefits Application

Letter to Household > Instructions > Signer Confirmation > Household Members > Children > Gross Income > **Review** > Authorization > Submitted

Review the household information below for accuracy. If any of the information is incorrect, select 'Previous' to go back and correct the data. After household information is reviewed select 'Next' to continue.

Name	Gender	DOB	School	Grade	Benefits	Student Indicator	Total Income
Adult Household Members							
							\$600.00 (Twice a Month)
							No Income
							No Income
							No Income
							No Income
							No Income

Total Household Income: \$600.00 (Twice a Month)
Total Household Size: 6

Previous Next

Timeout 89:57

24. Answer the questions how you prefer and select "accept."

Meal Benefits Application

Letter to Household > Instructions > Signer Confirmation > Household Members > Children > Gross Income > Review > **Authorization** > Submitted

You must respond to the questions and read the authorization statement below. By selecting 'Accept', you agree to the authorization statement and you will be taken to the Electronic Signature PIN entry screen to submit the application. If you have not created your PIN or Forget it click on Forget my E-Signature. Please create your 5 digits with a combinations of letters and numbers. WARNING: By selecting 'Decline', you do NOT agree to the authorization statement, the application will be cancelled and your information WILL BE LOST. However, you may start another application at any time.

Sharing Information with Medicaid/SCHIP

Because health insurance is so important to child(ren)'s well-being, the law allows us to tell Medicaid and SCHIP that your children are eligible for free or reduced meals, UNLESS YOU TELL US NOT TO. Medicaid and SCHIP only use the information to identify children who may be eligible for their programs. Program officials may contact you to offer to enroll your children. Filling out the Meal Benefits Application does not automatically enroll your children in health insurance. If you do not want your school district to share your information with Medicaid or SCHIP, please select 'No' below.

Allow my district to share my Meal Benefits Application information with Medicaid? Yes No

Allow my district to share my Meal Benefits Application information with SCHIP? Yes No

Sharing Information with Other Programs

If your child is eligible for free or reduced priced meals, he or she may also qualify to receive other benefits. You must give your permission for us to share your child(ren)'s name and meal eligibility status with staff in charge of other school programs. Filling out the Meal Benefits Application does not automatically qualify your child to receive other benefits.

Allow my child(ren)'s name and meal eligibility to be shared with staff in charge of Phys. Ed... Yes No

Previous Decline Accept

Timeout 89:56

25. Select "Yes" on all of the questions to this page, even if they don't seem relevant to you and your student. This ensures that you receive waived fees with the district. Enter the last four digits of your social, if you do not have one, select "I do not have a SSN." Select "Accept."

Meal Benefits Application

Letter to Household > Instructions > Signer Confirmation > Household Members > Children > Gross Income > Review > **Authorization** > Submitted

You must respond to the questions and read the authorization statement below. By selecting 'Accept', you agree to the authorization statement and you will be taken to the Electronic Signature PIN entry screen to submit the application. If you have not created your PIN or Forget it click on Forget my E-Signature. Please create your 5 digits with a combinations of letters and numbers. WARNING: By selecting 'Decline', you do NOT agree to the authorization statement, the application will be cancelled and your information WILL BE LOST. However, you may start another application at any time.

Yes No
 Allow my child(ren)'s name and meal eligibility to be shared with staff in charge of Phys. Ed..
 Yes No
 Allow my child(ren)'s name and meal eligibility to be shared with staff in charge of School Tech. Fees.
 Yes No
 Allow my child(ren)'s name and meal eligibility to be shared with staff in charge of Music.
 Yes No
 Allow my child(ren)'s name and meal eligibility to be shared with staff in charge of Tech. Ed..
 Yes No
 Allow my child(ren)'s name and meal eligibility to be shared with staff in charge of Summer School.
 Yes No
 Allow my child(ren)'s name and meal eligibility to be shared with staff in charge of Kindergarten Enrichment.
 Yes No
 Allow my child(ren)'s name and meal eligibility to be shared with staff in charge of School Age Care.
 Yes No
 Allow my child(ren)'s name and meal eligibility to be shared with staff in charge of Pre Kindergarten.
 Yes No
 I do not wish to share my information with other programs.

Social Security Number
 The income section of this application has been filled out. You are required to provide the last four digits of your SSN or mark the 'I do not have a SSN' box.
 xxxx-xx- I do not have a SSN

Timeout 89:37

26. It is optional for you to enter your racial and ethnic identities if you'd like, then press "Accept:"

Meal Benefits Application

Letter to Household > Instructions > Signer Confirmation > Household Members > Children > Gross Income > Review > **Authorization** > Submitted

You must respond to the questions and read the authorization statement below. By selecting 'Accept', you agree to the authorization statement and you will be taken to the Electronic Signature PIN entry screen to submit the application. If you have not created your PIN or Forget it click on Forget my E-Signature. Please create your 5 digits with a combinations of letters and numbers. WARNING: By selecting 'Decline', you do NOT agree to the authorization statement, the application will be cancelled and your information WILL BE LOST. However, you may start another application at any time.

xxxx-xx- I do not have a SSN

Children's Racial and Ethnic Identities
 OPTIONAL: We are required to ask for information about your child(ren)'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 child(ren)'s eligibility for free or reduced-price meals.

Ethnicity (check one)

Hispanic or Latino
 Not Hispanic or Latino
 No Response

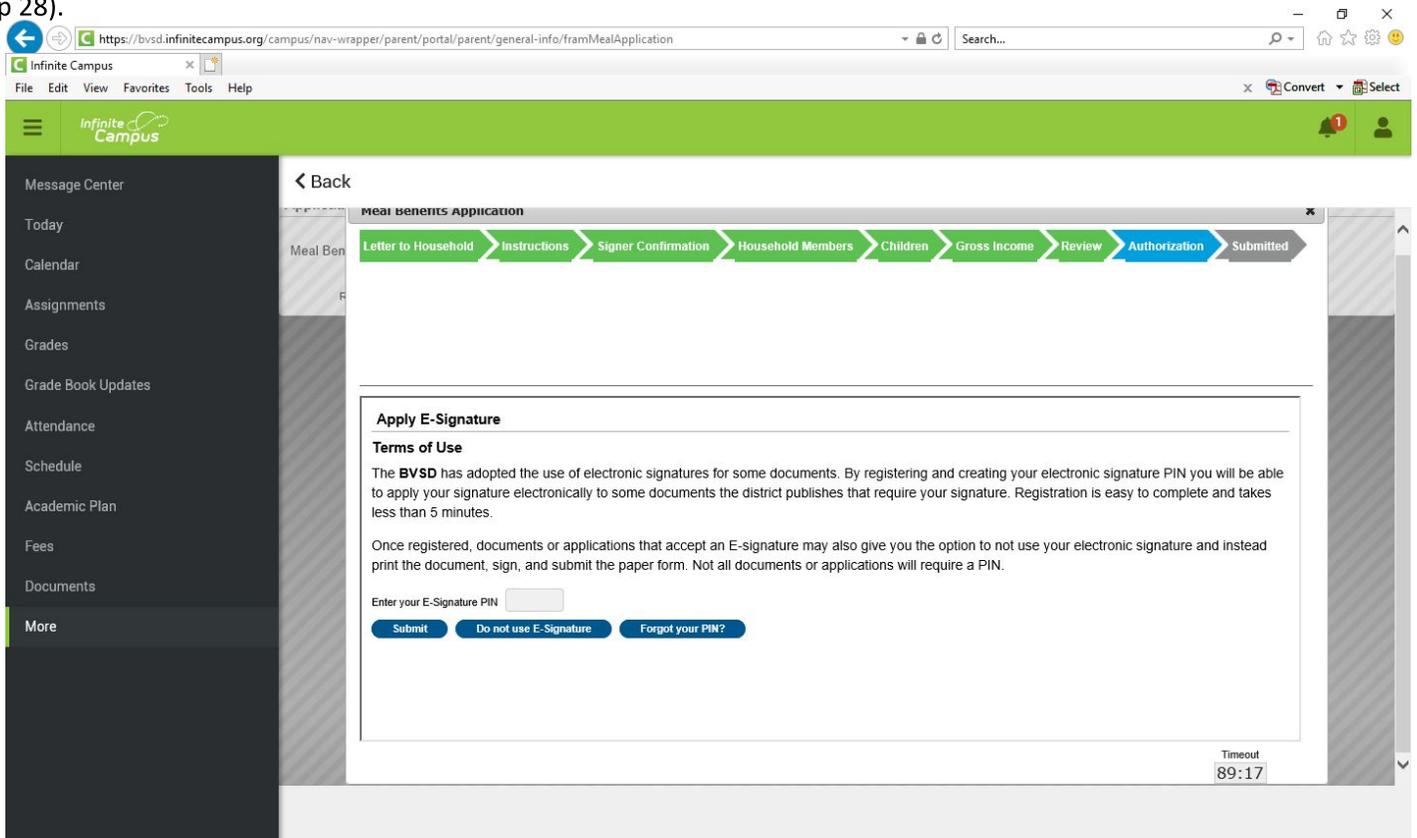
Race (check one or more)

American Indian or Alaskan Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White

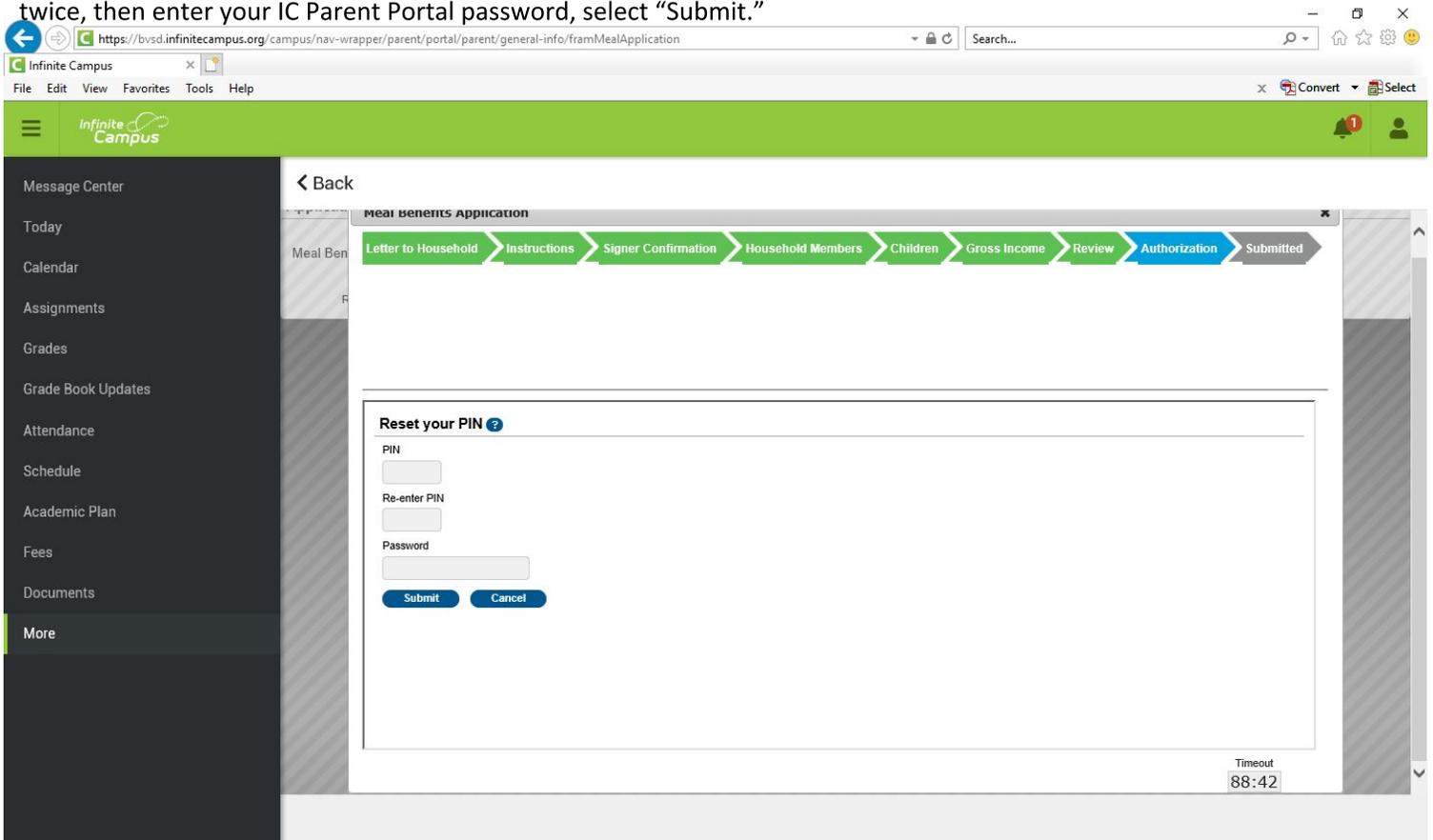
Authorization Statement
 I certify (promise) that all information on this application is true and that all income (if required) is reported. I understand that the Food Service Program will receive Federal funds based on the information I provide. I understand that the BVSD Food Services Office may verify (check) the information. I also understand that if I purposely provide false information, my children may lose benefits, and I may be prosecuted.

Timeout 89:13

27. If you have a pin, enter it now. If you do not, select "Forgot your PIN." This will direct you to this next screen (step 28).



28. If you do not already have one, create a 5-digit PIN that is made up of both letters and numbers. Type it in twice, then enter your IC Parent Portal password, select "Submit."



29. With your new pin, enter it and click submit.

The screenshot shows a web browser window with the URL <https://bvsvd.infinitecampus.org/campus/nav-wrapper/parent/portal/parent/general-info/mealApplication>. The browser's address bar and menu are visible. The website header is green with the 'Infinite Campus' logo and a notification bell icon. A dark sidebar on the left contains a navigation menu with items like 'Message Center', 'Today', 'Calendar', 'Assignments', 'Grades', 'Grade Book Updates', 'Attendance', 'Schedule', 'Academic Plan', 'Fees', 'Documents', and 'More'. The main content area is titled 'Meal benefits Application' and features a progress bar with steps: 'Letter to Household', 'Instructions', 'Signer Confirmation', 'Household Members', 'Children', 'Gross Income', 'Review', 'Authorization', and 'Submitted'. The 'Authorization' step is currently active. Below the progress bar, there is a section titled 'Apply E-Signature' with a sub-heading 'Terms of Use'. The text explains that BVSD has adopted electronic signatures and provides instructions on how to register and use an E-signature PIN. Below the text is a form field labeled 'Enter your E-Signature PIN' with a text input box. At the bottom of the form are three buttons: 'Submit', 'Do not use E-Signature', and 'Forgot your PIN?'. A 'Timeout 89:17' indicator is visible in the bottom right corner of the application window.

30. On the final screen, submit. Within a few seconds, you will receive a notification in your IC Parent Portal inbox, it will include your reference number. It will take 3-10 business days for your application to be processed. Please continue to check your IC Parent Portal inbox for the message about your application having been processed. Please save this letter, either by printing or saving it on your computer--this message will be erased after 30 days.

