

Dear Parent/Guardian,

[Please help us by completing your online
Free and Reduced Price Family Meal Application for 2020-21!](#)

It is **MANDATORY** that **ALL** parents/guardians complete the online application process to determine your household eligibility for this school year. The entire process is simple if you follow the attached directions EXACTLY. The school is **PILOTING** free meals for all students but in order to do so, we need your help! We need **100%** response on these forms, with accurate SNAP/OWF case numbers, for our state funding. If families do not complete the form, or do not participate in the meal program, school meal fees will be reinstated. See letter explaining our new pilot program.

Please complete the online application by **Friday, August 7, 2020** to ensure time for processing.

Your Freedom Cafe user id and password carries over year to year. New to the school? You will want to sign up as a new user and keep a record of your login and password for future year's use.

IF YOU CHOOSE NOT TO COMPLETE AN APPLICATION OR KNOW YOU WILL NOT QUALIFY PLEASE COMPLETE THE FOLLOWING AND RETURN TO THE SCHOOL OFFICE:

Student(s) Name/Date of Birth (please print):

Parent's Name (please print): _____

Parent's Contact Number: _____

(Online Free & Reduced Price Meal Application Instructions on the back)

Sincerely,
David Taylor
David Taylor
Superintendent

This institution is an equal opportunity provider.

Online Free & Reduced Price Meal Application Instructions

Please follow these directions EXACTLY to fill out an online application. **IF YOU DO NOT FOLLOW THE LINK EXACTLY YOU MAY BE UNABLE TO SUCCESSFULLY COMPLETE THE REGISTRATION/APPLICATION PROCESS.**

1. Enter the link to the Freedom Café Parent Portal www.myfreedomcafe.com/Deca. Do NOT use the Google search engine.
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. Your login is your email address. If you forgot your password please click “forgot password” and it will be emailed to you.
3. Fill out all sections of the registration form and click the “Register” button to create your 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 IN THE EMAIL.
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. Remember to add any, all, and new students to the account. Enter all information for students entering DECA High, DECA Middle or DECA PREP, noting the following critical items: One application may be completed for all students in the family that attend any one of our three schools. It is NOT necessary to complete a separate application for every student in our household. **YOUR CHILD’S NAME MUST MATCH THE SPELLING AS REGISTERED AT THE SCHOOL or the system will be unable to locate him/her. The exact spelling of your child’s name (First name, last name) on their birth certificate/passport must be used.** *Students transferring from DECA Middle to DECA High (9th grade) will need to register using their NEW STUDENT ID NUMBER
7. Begin the process of submitting a Free and Reduced Meal 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. Please have your SNAP or OWF benefit number on hand when completing the application. It must be a seven-digit number to qualify for free meal benefits.
9. Determination letters will be sent home within 10 days.

DEADLINE: FRIDAY, AUGUST 7, 2020

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