How to Apply for Free and Reduced-Price Breakfast and Lunch

Please use these instructions to help you fill out the application for free or reduced-price school meals. You only need to submit one application per household, even if your children attend more than one school. The application must be filled out completely to certify your children for free or reduced-price school meals.

Please follow these instructions to complete an application. Each step of the instructions is the same as the steps on your application. If at any time you are not sure what to do next, please contact Rebecca Coronado (281)-284-0712, rcoronad@ccisd.net.

STEP 1: Accessing SchoolCafe
Select the link through CCISD's web page, CCISD's student enrollment process, www.schoolcafe.com or through the SchoolCafe app located in your phone's app store.

STEP 2: SchoolCafe Account
In order to complete an application, you will need to first log into your existing SchoolCafe account or you will need to create an account. If you have an account but do not remember your credentials, you can use the links "Forgot Username" or "Forgot Password". You will receive an email at the email on file. If you cannot remember the email on file you may call (281)284-0719.

STEP 3: Accessing the Application
- You may select one of the four different language options.
- Using a PC, Mac or other computer – On the left side of the screen you will see "Apply". Select this option to open the application.
- Using your phone's internet browser or the SchoolCafe app – You will see "Apply for Benefits". Select this option to open the application.

STEP 4: Household Letter
This page gives frequently asked Questions about free and reduced-price meals. Click "Next" to move to the next step.

STEP 5: Confirm Applicant Information
- Confirm applicant information – Ensure all the information is correct for the person completing the application
- Click "Save Application Information" once it has been confirmed.
- Read the "I certify…" statement. Check the box if you agree – Click "Next" to move to the next step.

STEP 6: Select Students from SchoolCafe Account
- If you have students tied to your SchoolCafe account, you will see these student's names. Select all students that attend CCISD.
- Answer the next four questions – Click "Next" to move to the next step.
- If you have students to add, you will be directed to a screen to add any additional students and answer questions about those students. When finished with student click "Add this Student". When finished adding students click "Next" to move to the next step.

STEP 6: Assistance
You will be asked if any of the students receive SNAP, TANF or FDPIR benefits
- If you select yes – you will then need to select the type and enter the Eligibility Group Determination number – Click "Next" to continue to the next step.
- If you select no – Click "Next" to continue to the next step.

STEP 8: Household
This is the step you will enter all parties that live in the household and their income (Gross amount - pre-tax or other deductions) .
- You will be prompted to enter the information for the applicant first, this is the person completing the application. Answer the income question, amount and frequency and click "Add this Member".
- Click "Add Household Member" for any additional people living in the household along with income (Gross amount - pre-tax or other deductions) and frequency. Reference the chart below for the types of income that need to be entered for children and adults.

FOR EACH ADULT HOUSEHOLD MEMBER:
When filling out this section, please include all members in your household related or not who are: Living with you and share income (Gross amount - pre-tax or other deductions) and expenses, even if not related and even if they do not receive income of their own.

What is Child Income?
Child income is money received from outside your household that is paid directly to your children. Many households do not have any child income (Gross amount - pre-tax or other deductions). Use the chart below to determine if your household has child income to report.

Sources of Income for Children (Gross)	
Sources of Child Income	**Example(s)**
Earnings from Work	A child has a regular full or part-time job where they earn a salary or wages
Social Security • Disability Payments • Survivor's Benefits	• A Child is blind or disabled and receives Social Security benefits • A parent is disabled, retired or deceased and their child receives Social Security benefits.
Income from outside the household	A friend or extended family member regularly gives a child spending money
Income from any other source	A child receives regular income from a private pension fund, annuity or trust

Sources of Income for Adults (Gross)		
Earnings from Work	**Public Assistance/Alimony/ Child Support**	**Pensions/ Retirement/ All Other Income**

• Salary, wages, cash bonuses
• Net income from self-employment (farm or business)
• If you are in the U.S. Military:
  ▪ Basic pay and cash bonuses (do NOT include combat pay, FSSA or privatized housing allowances)
  ▪ Allowances for base housing, food and clothing
	• Unemployment benefits
	• Worker's compensation
	• Supplemental Security Income (SSI)
	• Cash assistance from state or local government
	• Alimony payments
	• Child support payments
	• Veteran's benefits
	• Strike benefits
		• Social Security (including railroad retirement and black lung benefits)
		• Private pensions or disability benefits
		• Regular income from trusts or estates
		• Annuities
		• Investment income
		• Earned interest
		• Rental income
		• Regular discernments from savings
		• Regular cash payment from outside household

STEP 9: Review
Review all data entered. Make corrections by selecting the category to correct. If satisfied with the information, click "Next" to move on to the next step.

STEP 10: Details
This information is optional. Select all categories you wish to select or select none. Click "Next" to move on to the next step.

STEP 10: Submit
- You must answer "Yes" or "No" to the "SSN" question. If you have a social security number, you will be prompted to enter the last four digits. If you answer no, you will be finished with this question.
- You must select the "applicant signing the application" box. Then click the "Sign" button. – Click "Submit My Application" button to move on to the next page.

You have now completed the application. Please take note of the application number. This number will help the Child Nutrition Department find your application should you need to call our office. You will be able to view the status of your application on the Dashboard of your SchoolCafe account. This information can be accessed by selecting "View Eligibility Info".