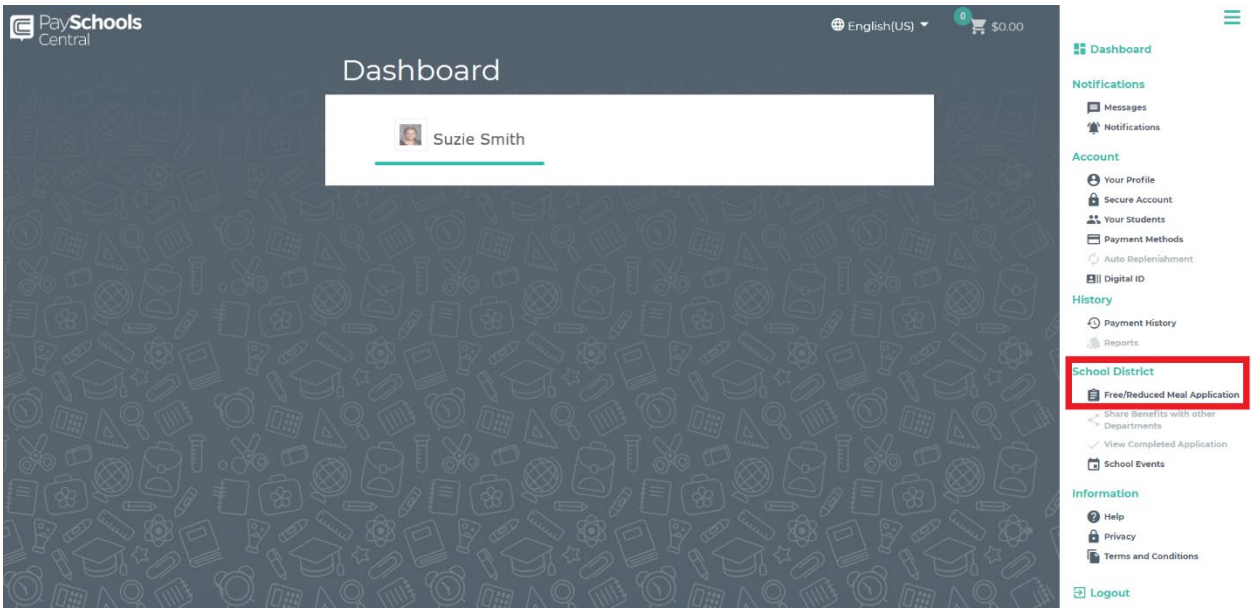
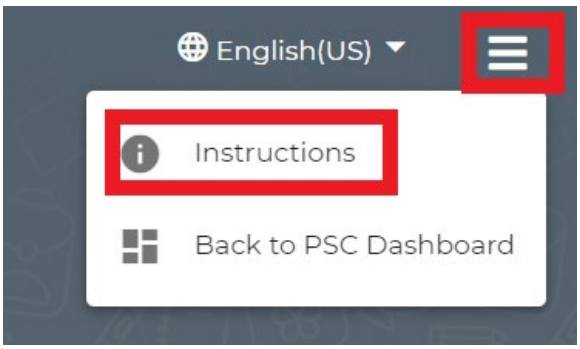
PaySchools Central
Free & Reduced Application

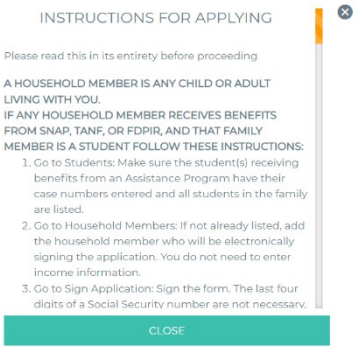
Step 1-
Once your account is set up in PaySchools Central, you can begin your Free/Reduced Application > Select Free/Reduced Meal Application from your dashboard.

- It is recommended to have your PaySchools Central Password & Income for all members of your household available for this process.



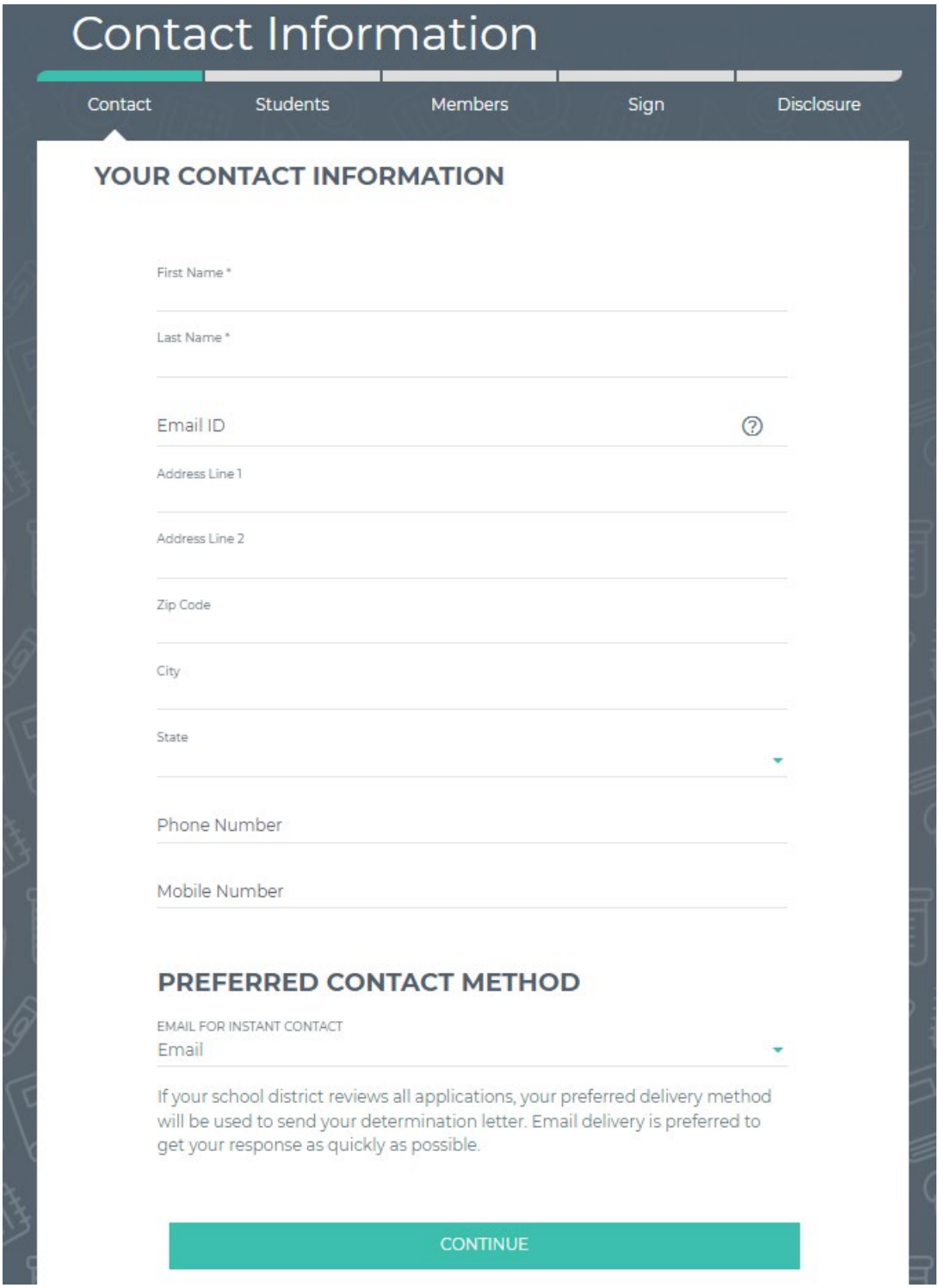
Step 2-
Instructions on how to complete an application is located to the right of the screen



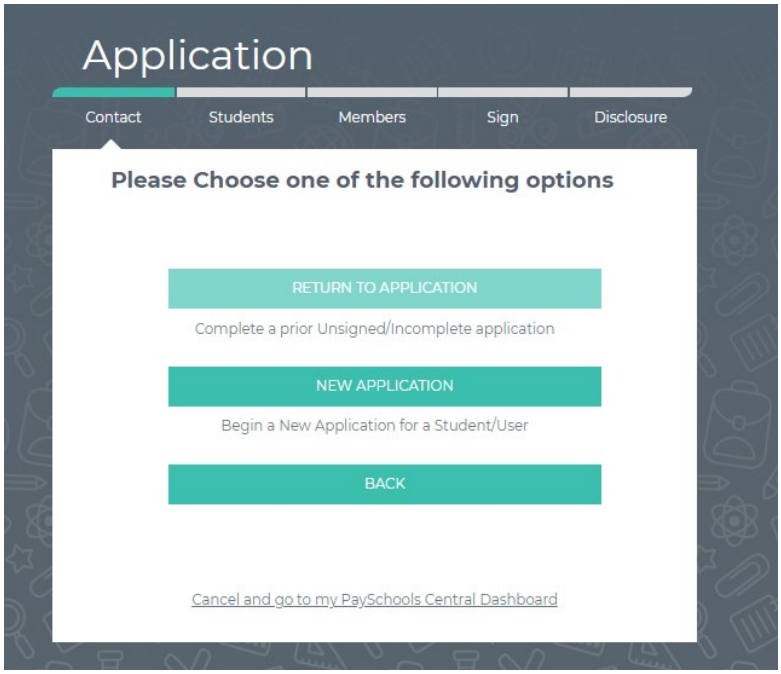


Step 3-
Your contact information is pre-filled with your profile information > verify and/or

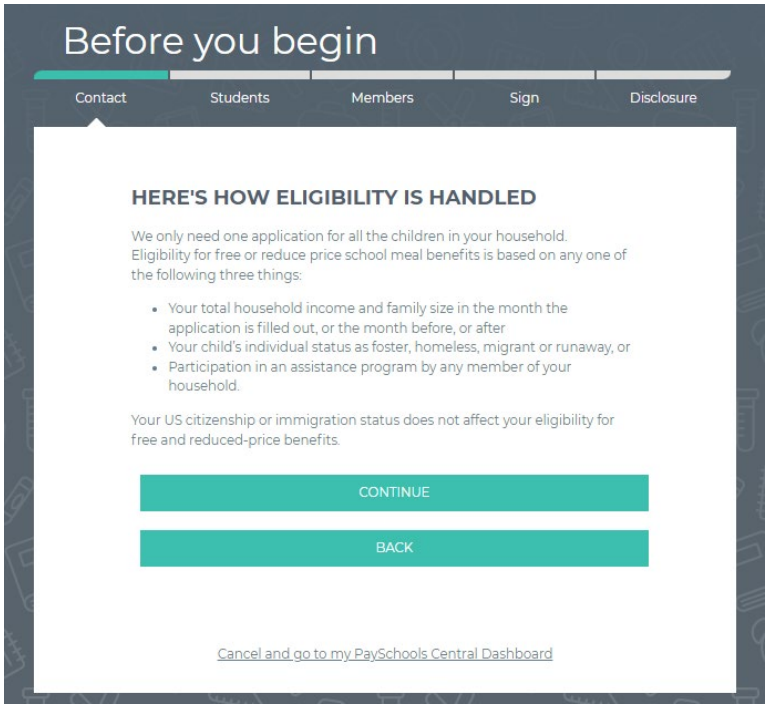
alter changes needed > Select preferred contact method; districts use to send determination letter > Click continue



Step 4-
Return to Application allows you to complete an existing application.
Select **NEW APPLICATION** to begin an application for current school year

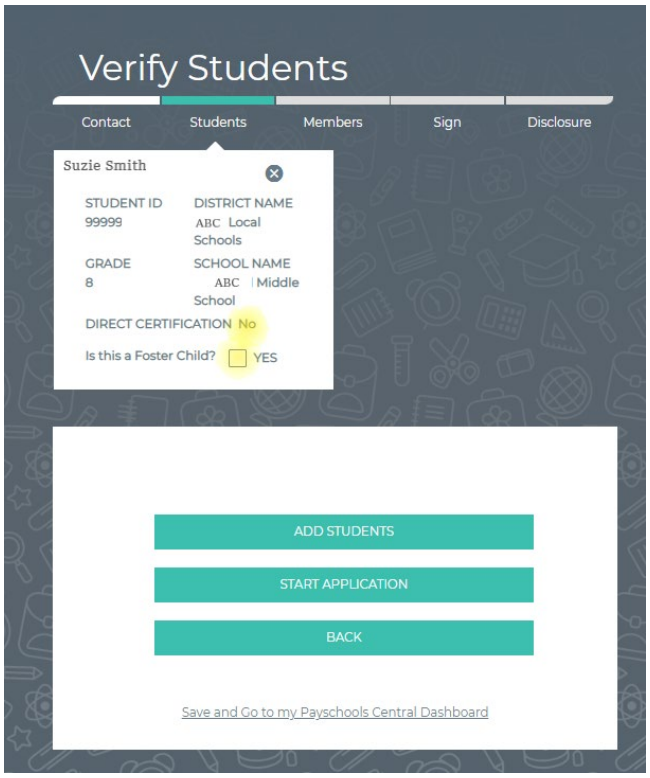


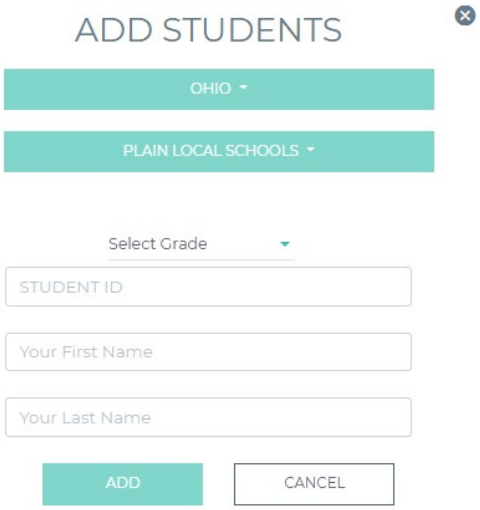
Step 5-
Please read prompted message on how income should be entered. If no message appears- you will ONLY see the "Here's how eligibility is handled"



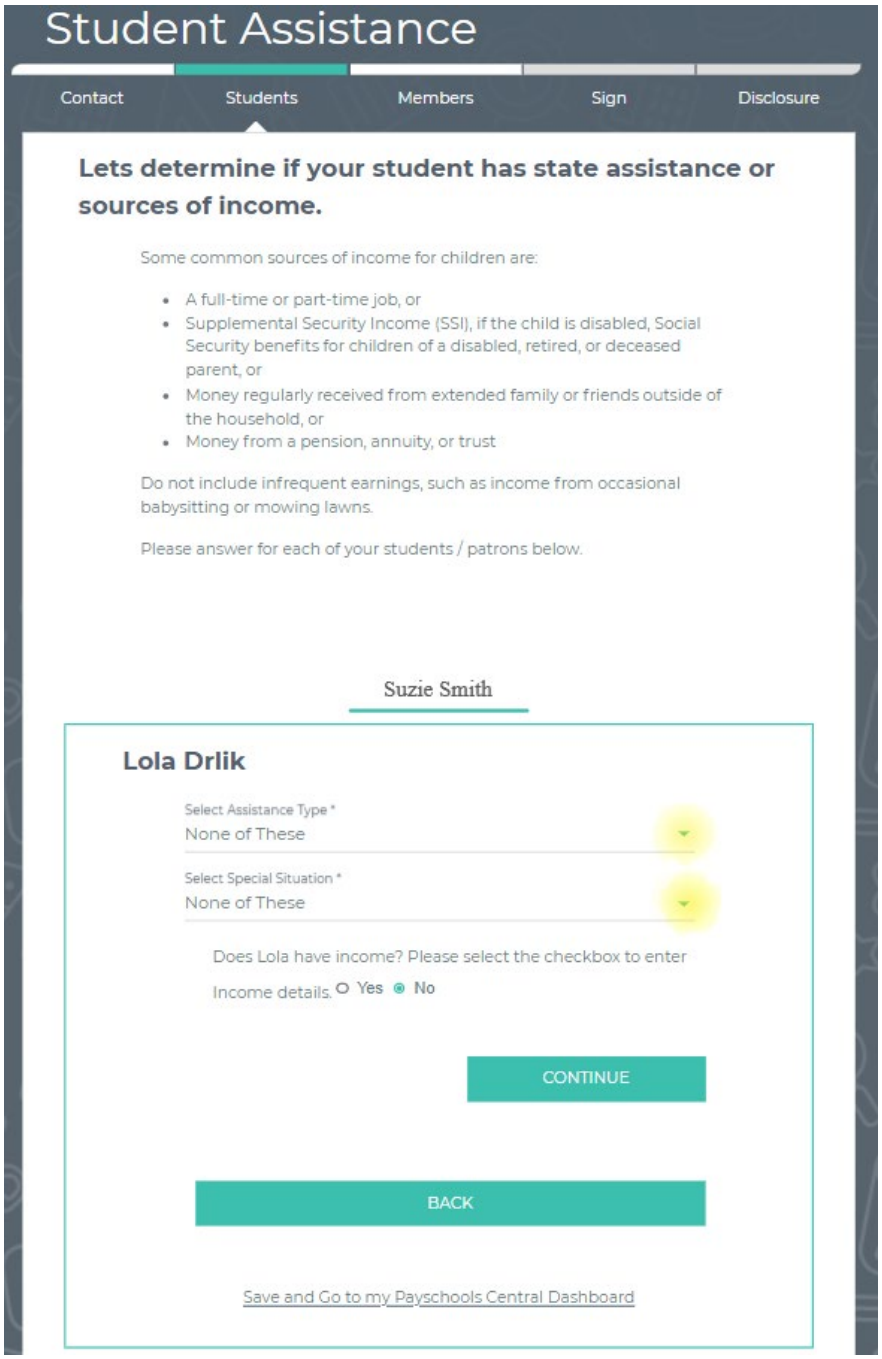
Step 6-
Add/Verify Students > data from student(s) account will be shown > You can remove students by clicking the "x" > Click Add Student if additional students are in household > When complete, Start Application

- If **Direct Certification** says “YES”, no application is needed from your district
    - If all your students in your household are DC, you will be directed to the disclosure options to allow or prohibit sharing of your meal status- information is typically used in waiving certain district fees.
    - If some, but not all students are DC, you can extend benefits to the other children by using the EXTEND TO ALL option and selecting those currently on your application > redirected for disclosure options
- Select **FOSTER CHILD** only for any students in your household- no income or additional information will be needed for student(s)





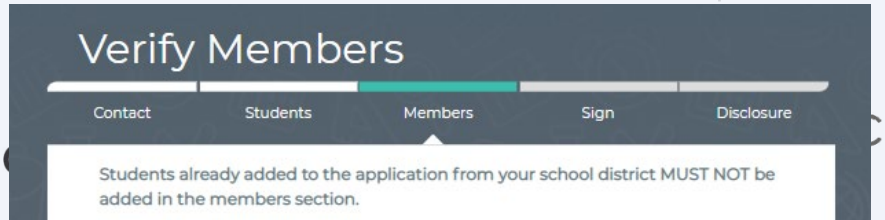
Step 7 -
Select Assistance Type if applicable > Enter Case Number > Continue
OR
Select None of These > Yes or No to income > Enter Income if applicable > Continue
To save and return later- click save and go to PaySchools Central Dashboard



Step 8 -

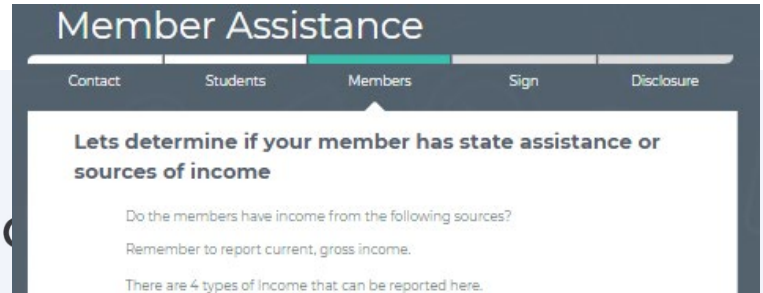
Please read the information on what is considered to be a member in your household

- ✓ You are automatically added to application as member
- ✓ If application is file from prior year, members are automatically added
- ✓ Remove/Add members if needed



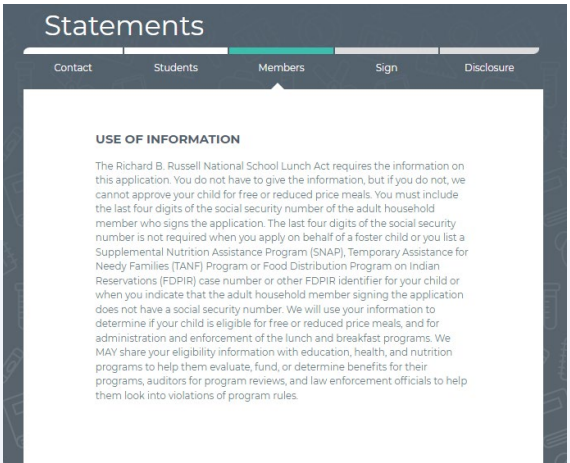
Step 9 -
Enter Member Assistance (SNAP/TANF) > OR None of These > Enter Income
Income must be complete for each field type selected > Continue

To save and return later- click save and go to PaySchools Central Dashboard

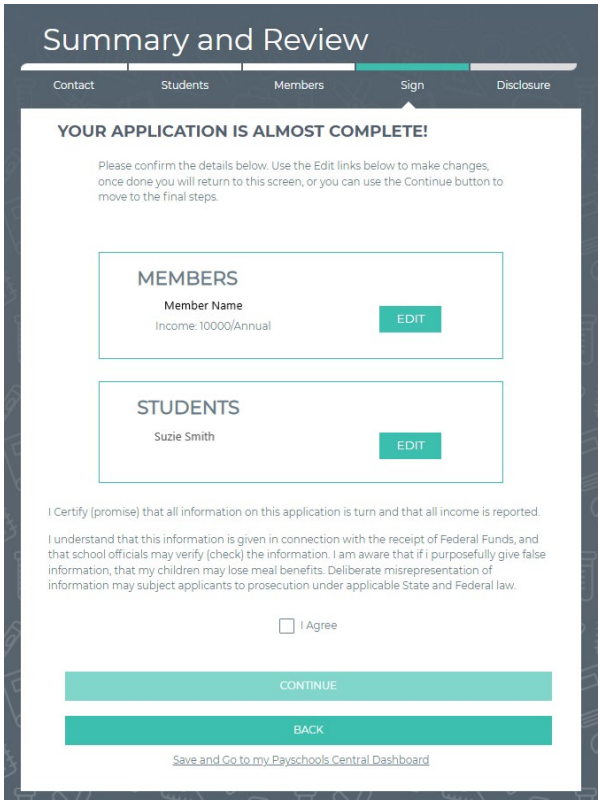


Step 10 -

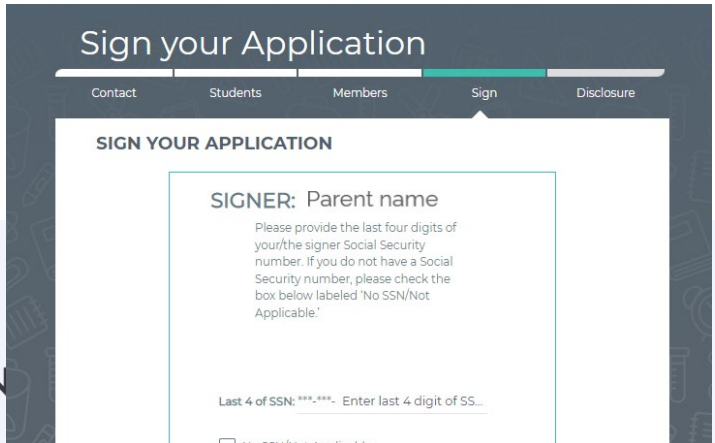
- Read Use of Information & USDA Non-Discrimination Statement > Continue



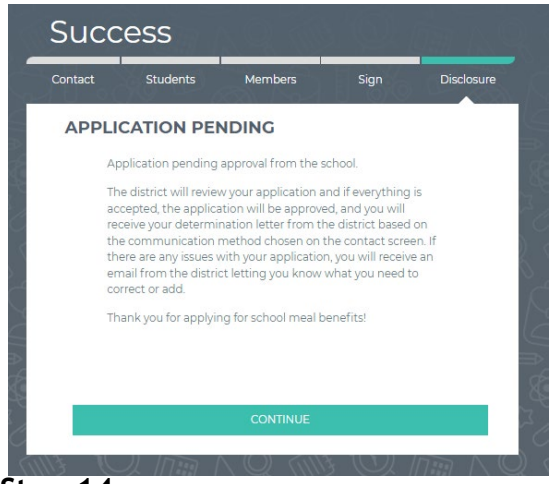
Step 11 -
Review information entered > Edit if needed > Read & Certify > Continue

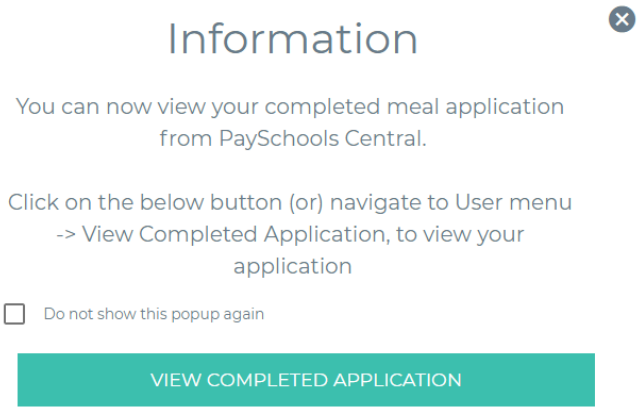


Step 12 -
Provide last 4 of SSN or check if not applicable > Enter preferred language > Enter PaySchools Central Password > Click Sign

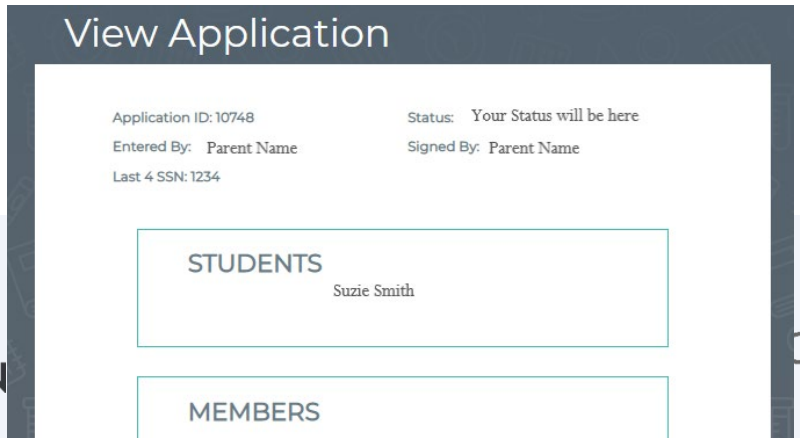


Step 13 -
If your district doesn't automatically approve applications, you will be notified of a pending status and the preferred contact method will be used to send notification AND once approved a pop-up message will notify your completed application

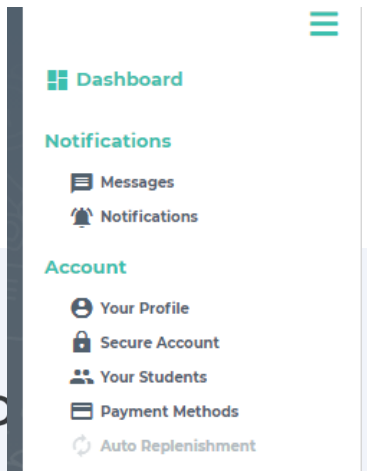


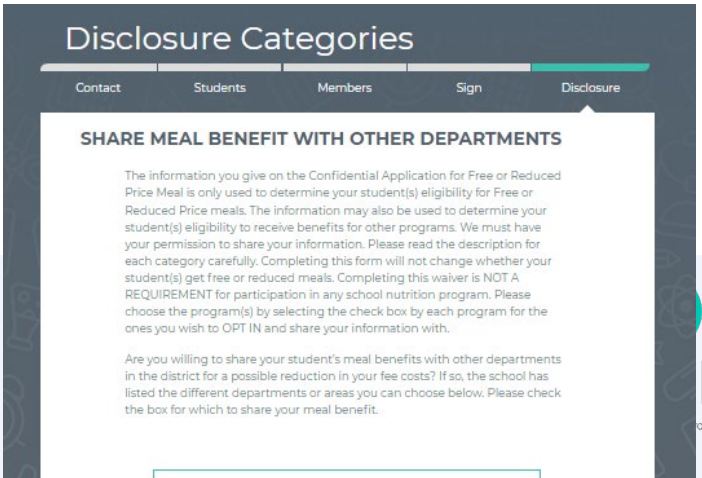


Step 14 -
To view your application, you can select from Download determination letter, download application, or decline benefits (If your income situation changes and no longer wish to receive)



Step 15 -
Once approved it is important to return to the **Share Benefits with Other Departments-** This allows your district to extend benefits to other items, such as Fees.





Please do not hesitate to contact the PaySchools Support Staff for assistance
1-800-669-0792, support@payschools.com