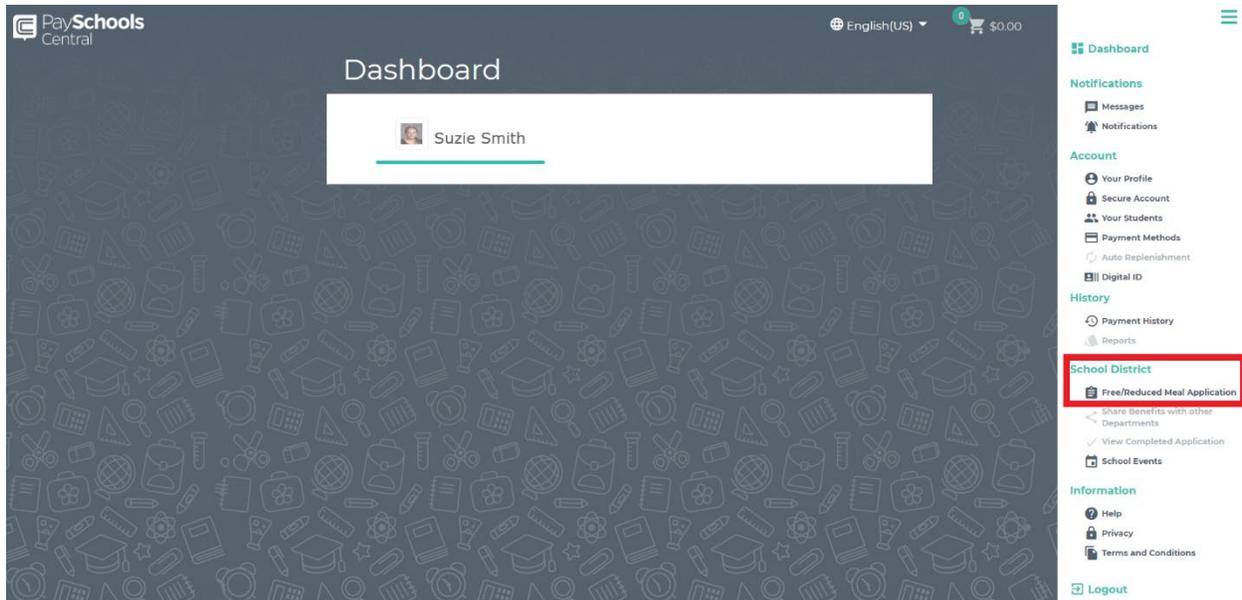


# PaySchools Central Free & Reduced Application

## Step 1-

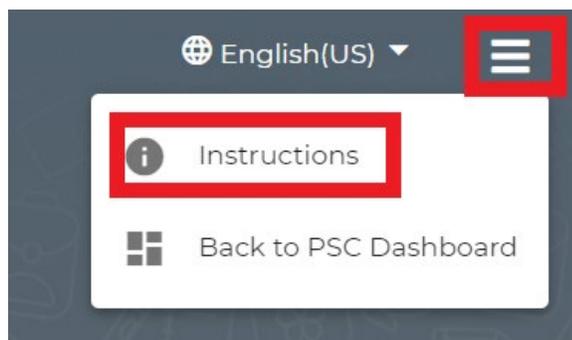
Once your account is set up in PaySchools Central, you can begin your Free/Reduced Application > Select Free/Reduced Meal Application from your dashboard.

- 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

# Contact Information

Contact   Students   Members   Sign   Disclosure

## YOUR CONTACT INFORMATION

First Name \*

Last Name \*

Email ID ?

Address Line 1

Address Line 2

Zip Code

City

State ▼

Phone Number

Mobile Number

### PREFERRED CONTACT METHOD

EMAIL FOR INSTANT CONTACT

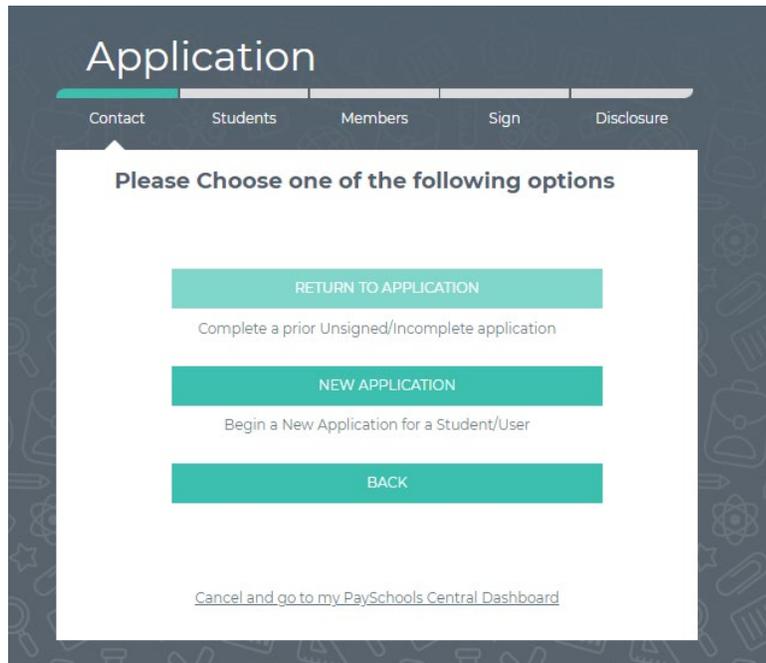
Email ▼

If your school district reviews all applications, your preferred delivery method will be used to send your determination letter. Email delivery is preferred to get your response as quickly as possible.

CONTINUE

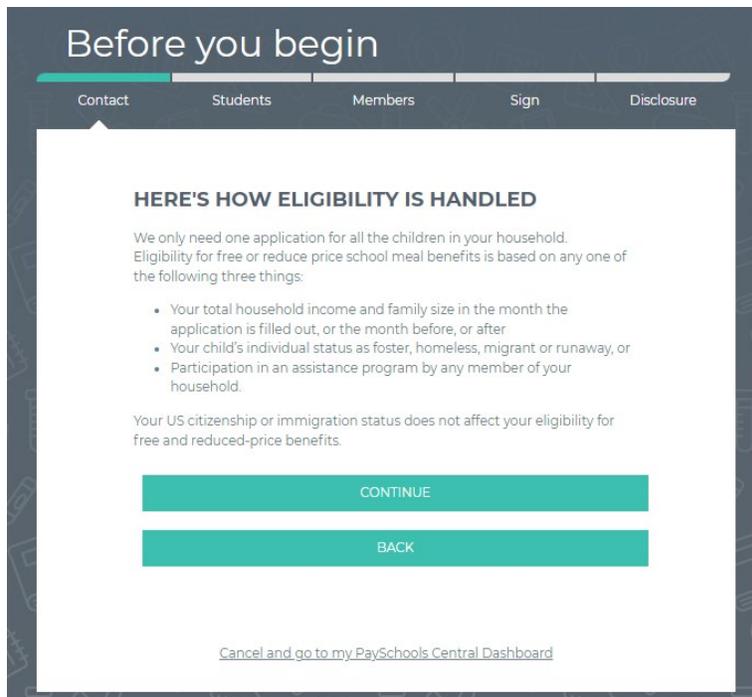
#### Step 4-

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

# Student Assistance

Contact Students Members Sign Disclosure

**Lets determine if your student has state assistance or sources of income.**

Some common sources of income for children are:

- A full-time or part-time job, or
- Supplemental Security Income (SSI), if the child is disabled, Social Security benefits for children of a disabled, retired, or deceased parent, or
- Money regularly received from extended family or friends outside of the household, or
- Money from a pension, annuity, or trust

Do not include infrequent earnings, such as income from occasional babysitting or mowing lawns.

Please answer for each of your students / patrons below.

Suzie Smith

**Lola Driik**

Select Assistance Type \*  
None of These ▼

Select Special Situation \*  
None of These ▼

Does Lola have income? Please select the checkbox to enter  
Income details:  Yes  No

**CONTINUE**

**BACK**

[Save and Go to my 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

## Verify Members

Contact Students Members Sign Disclosure

Students already added to the application from your school district MUST NOT be added in the members section.

**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**



**Member Assistance**

Contact Students **Members** Sign Disclosure

**Lets determine if your member has state assistance or sources of income**

Do the members have income from the following sources?  
Remember to report current, gross income.  
There are 4 types of Income that can be reported here.



## Step 10 -

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

### Statements

Contact Students **Members** Sign Disclosure

**USE OF INFORMATION**

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

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

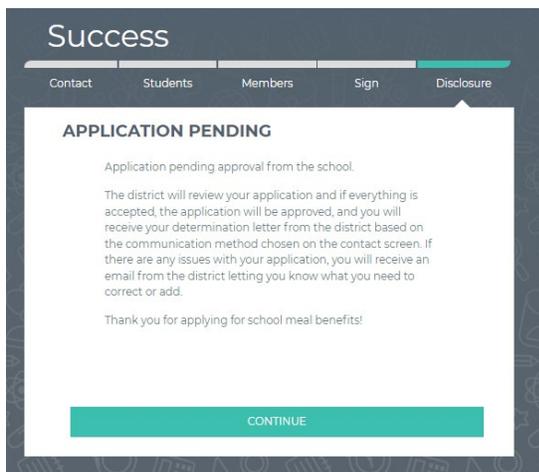
The screenshot shows the 'Summary and Review' page. At the top, there is a navigation bar with tabs for 'Contact', 'Students', 'Members', 'Sign', and 'Disclosure'. The 'Sign' tab is active. Below the navigation bar, the heading reads 'YOUR APPLICATION IS ALMOST COMPLETE!'. A paragraph of text instructs the user to confirm details and use 'Edit' links or a 'Continue' button. There are two main sections: 'MEMBERS' and 'STUDENTS'. The 'MEMBERS' section shows 'Member Name' and 'Income: 10000/Annual' with an 'EDIT' button. The 'STUDENTS' section shows 'Suzie Smith' with an 'EDIT' button. Below these sections is a certification statement: 'I Certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal Funds, and that school officials may verify (check) the information. I am aware that if I purposefully give false information, that my children may lose meal benefits. Deliberate misrepresentation of information may subject applicants to prosecution under applicable State and Federal law.' There is an unchecked checkbox labeled 'I Agree'. At the bottom, there are two large buttons: 'CONTINUE' and 'BACK'. A link at the very bottom says 'Save and Go to my Payschools Central Dashboard'.

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

The screenshot shows the 'Sign your Application' page. At the top, there is a navigation bar with tabs for 'Contact', 'Students', 'Members', 'Sign', and 'Disclosure'. The 'Sign' tab is active. Below the navigation bar, the heading reads 'SIGN YOUR APPLICATION'. There is a section titled 'SIGNER: Parent name'. A paragraph of text asks for the last four digits of the signer's Social Security number, with instructions for those who do not have one. Below this text is a form field labeled 'Last 4 of SSN: \*\*\*-\*\*-\*\*\*\*. Enter last 4 digit of SS...'. There is an unchecked checkbox at the bottom of the form.

### 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



### Information

You can now view your completed meal application from PaySchools Central.

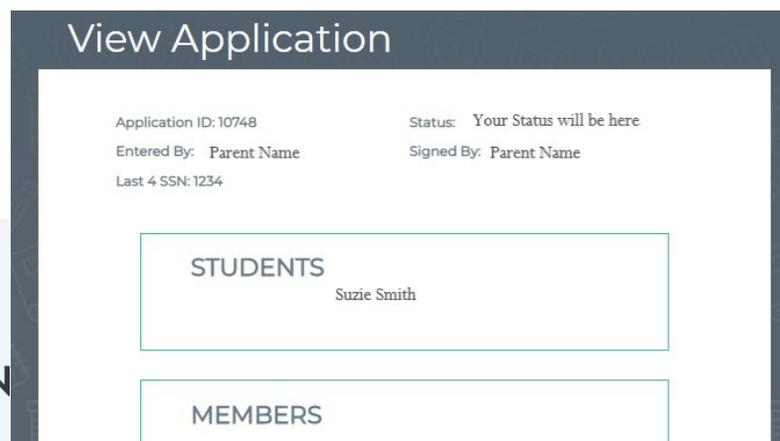
Click on the below button (or) navigate to User menu  
-> View Completed Application, to view your application

Do not show this popup again

VIEW 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.

The image shows a screenshot of a web application interface. On the left is a sidebar menu with the following items: Dashboard, Notifications (Messages, Notifications), and Account (Your Profile, Secure Account, Your Students, Payment Methods, Auto Replenishment). The main content area is titled 'Disclosure Categories' and has a navigation bar with tabs for Contact, Students, Members, Sign, and Disclosure. The 'Disclosure' tab is active. Below the navigation bar is a form titled 'SHARE MEAL BENEFIT WITH OTHER DEPARTMENTS'. The form contains the following text: 'The information you give on the Confidential Application for Free or Reduced Price Meal is only used to determine your student(s) eligibility for Free or Reduced Price meals. The information may also be used to determine your student(s) eligibility to receive benefits for other programs. We must have your permission to share your information. Please read the description for each category carefully. Completing this form will not change whether your student(s) get free or reduced meals. Completing this waiver is NOT A REQUIREMENT for participation in any school nutrition program. Please choose the program(s) by selecting the check box by each program for the ones you wish to OPT IN and share your information with.' Below this text is a question: 'Are you willing to share your student's meal benefits with other departments in the district for a possible reduction in your fee costs? If so, the school has listed the different departments or areas you can choose below. Please check the box for which to share your meal benefit.'

Please do not hesitate to contact the PaySchools Support Staff for assistance  
1-800-669-0792, [support@payschools.com](mailto:support@payschools.com)

