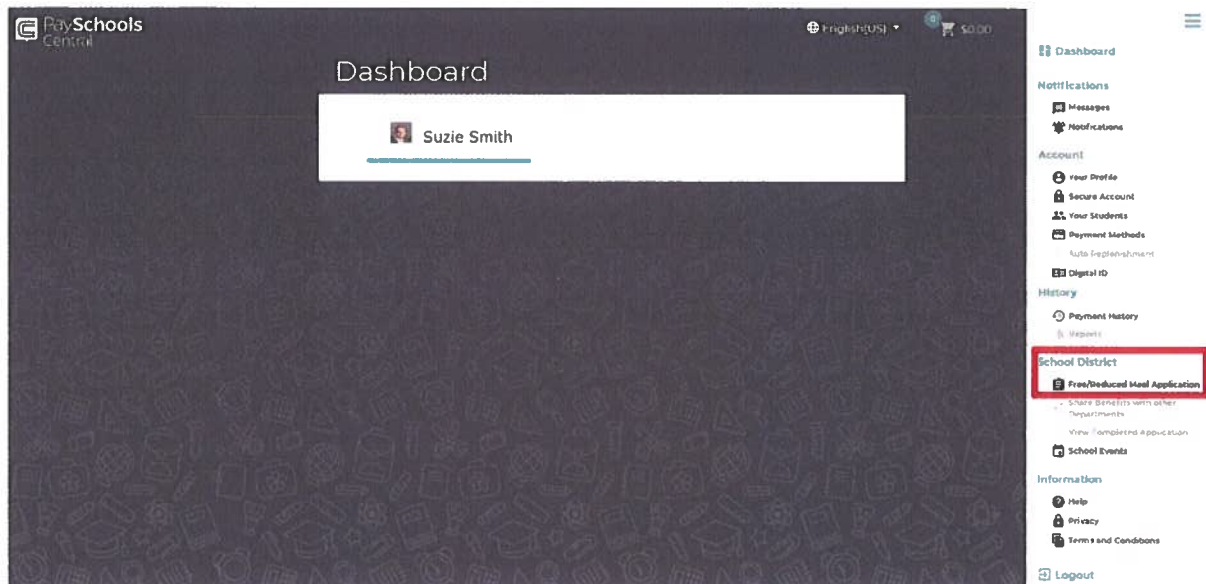


PaySchools Central Free & Reduced Application

Step 1-

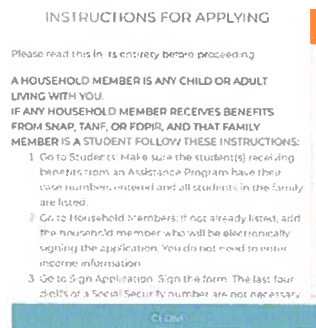
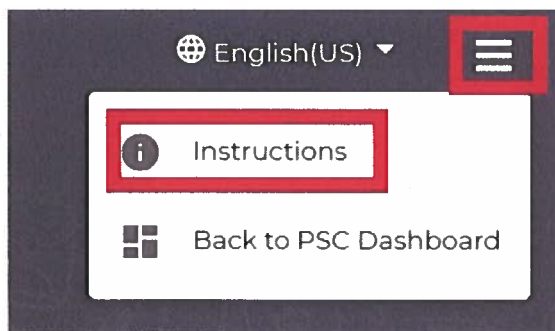
Once your account is set up in PaySchools Central, you can begin your Free/Reduced Application > Select Free/Reduced Meal Application from your dashboard.

- 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

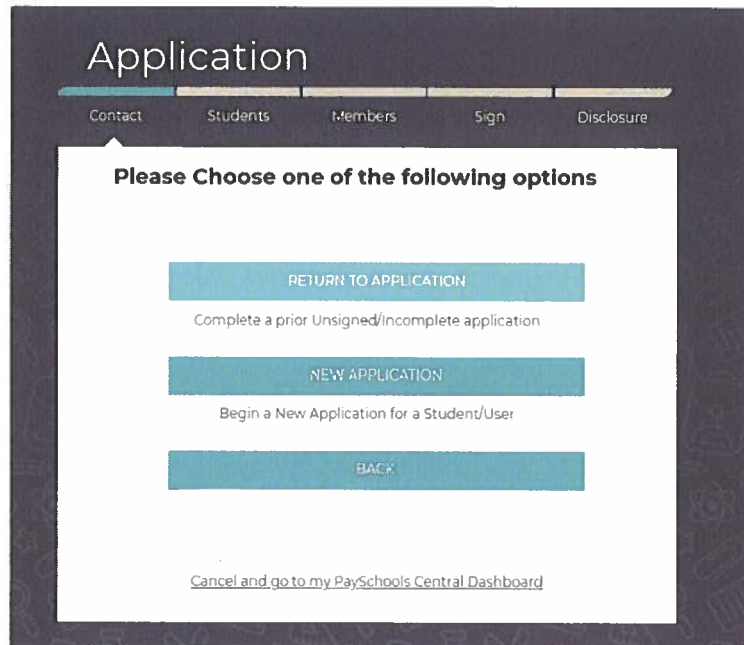
Email

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

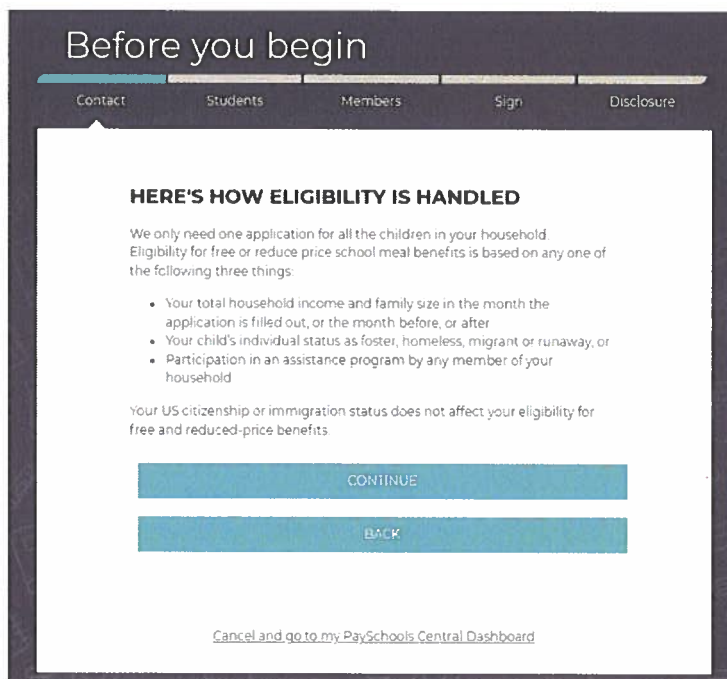
Step 4-

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)

Verify Students

Contact Students Members Sign Disclosure

Suzie Smith

STUDENT ID	DISTRICT NAME
99999	ABC Local Schools
GRADE	SCHOOL NAME
B	ABC Middle School
DIRECT CERTIFICATION	No
Is this a Foster Child?	<input type="checkbox"/> YES

ADD STUDENTS

START APPLICATION

BACK

[Save and Go to my Payscale Central Dashboard](#)

ADD STUDENTS

OHIO

PLAIN LOCAL SCHOOLS

Select Grade

STUDENT ID

Your First Name

Your Last Name

ADD CANCEL

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 Drlik

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.

You have been added automatically as a member to this application, but there may be additional members in your household.

Please remove or add members to this application based on this following definition.

A member is defined as:

- Students that are in grade 12 or below and attend school in another school district
- Children that attend all day care or preschool, or are not of school age, including infants
- Anyone 18 years of age or younger living in your household that does not currently attend school
- Grandparents or other extended family members that are living with you
- Also include people that are not currently living with you, but are only away on a temporary basis, like:
- Kids that are away at college
- Members of your family that are in the military, and are deployed

Include people regardless of age or whether they earn or receive income.

Parent Name

ADD MEMBER

CONTINUE

BACK

[Save and Go to my Pyschools Central Dashboard](#)

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

The screenshot shows a web form titled "Member Assistance" with a navigation bar at the top containing "Contact", "Students", "Members", "Sign", and "Disclosure". The "Members" tab is active. The main heading is "Lets determine if your member has state assistance or sources of income". Below this, there are instructions: "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." A list follows: 1. Employment Income - gross earning before deductions, include all jobs; 2. Welfare/Child support - include welfare, child support and alimony payments; 3. Government Income - pension, social security, child SS and permanent disability; 4. Other - include withdrawals from savings account or any other income.

The form is titled "Member Name" and contains the following fields:

- Member Name** (text input)
- Select Assistance Type** (dropdown menu, currently set to "None of These")
- Does Lisa have income? Please select the checkbox to enter income details** (radio buttons for "Yes" and "No")
- Income from Work (gross income)** (dropdown menu)
- \$ Income *** (text input)
- Select Frequency *** (dropdown menu)
- Welfare/Child Support/Alimony(gross income)** (dropdown menu)
- \$ Income *** (text input)
- Select Frequency *** (dropdown menu)
- Pension, Retirement, SSI, VA, SS(gross income)** (dropdown menu)
- \$ Income *** (text input)
- Select Frequency *** (dropdown menu)
- Other Income (PFD) (gross income)** (dropdown menu)
- \$ Income *** (text input)
- Select Frequency *** (dropdown menu)

At the bottom of the form, there are two buttons: "CONTINUE" and "BACK".

Step 10 -

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

The screenshot shows the 'Statements' page with a navigation bar at the top containing 'Contact', 'Students', 'Members', 'Sign', and 'Disclosure'. The 'Members' tab is active. The main content area is titled 'USE OF INFORMATION' and contains a paragraph of text explaining that the Richard B. Russell National School Lunch Act requires information for application approval. Below this is the 'USDA NON DISCRIMINATION STATEMENT' section, which states 'This institution is an equal opportunity provider'. At the bottom of the page, there are two buttons: 'CONTINUE' and 'BACK', and a link that says 'Save and Go to my PaySchools Central Dashboard'.

Step 11 -

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

The screenshot shows the 'Summary and Review' page with a navigation bar at the top containing 'Contact', 'Students', 'Members', 'Sign', and 'Disclosure'. The 'Sign' tab is active. The main content area is titled 'YOUR APPLICATION IS ALMOST COMPLETE!' and contains a paragraph of text asking the user to confirm details. Below this are two sections: 'MEMBERS' with a table showing 'Member Name' and 'Income 10000/Annual', and 'STUDENTS' with a table showing 'Suze Smith'. Each section has an 'EDIT' button. At the bottom, there is a checkbox for 'I Agree' and two buttons: 'CONTINUE' and 'BACK'. A link at the 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

Sign your Application

Contact Students Members Sign Disclosure

SIGN YOUR APPLICATION

SIGNER: Parent name
Please provide the last four digits of your/the signer Social Security number. If you do not have a Social Security number, please check the box below labeled "No SSN/Not Applicable"

Last 4 of SSN: ***.***. Enter last 4 digit of SS.

No SSN/Not Applicable

Preferred Language *
English(US)

ELECTRONIC SIGNATURE
I Certify (promise) that all information on this application is true and that all income is reported

CONFIRM PASSWORD *

SIGN

BACK

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

Success

Contact Students Members Sign Disclosure

APPLICATION PENDING

Application pending approval from the school

The district will review your application and if everything is accepted, the application will be approved, and you will receive your determination letter from the district based on the communication method chosen on the contact screen. If there are any issues with your application, you will receive an email from the district letting you know what you need to correct or add.

Thank you for applying for school meal benefits!

CONTINUE

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)

View Application

Application ID: 10748 Status: Your Status will be here
Entered By: Parent Name Signed By: Parent Name
Last 4 SSN: 1234

STUDENTS
Suzie Smith

MEMBERS
Will list all member on Application

[DOWNLOAD APPLICATION](#)

[DOWNLOAD DETERMINATION](#)

[DECLINE BENEFITS](#)

[Go to my Payschools Central Dashboard](#)