

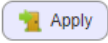


Completing the Free and Reduced Lunch Application in Genesis

Step 1- Log into the Genesis Parent Portal. Go to 'Forms', scroll to the bottom of the page, and click on Apply below the Lunch Application Status box.

Online Free and Reduced Lunch Application

LUNCH APPLICATION STATUS

No application has been submitted 

Step 2 – Review the Before you Begin section that outlines the steps and frequently asked questions for submitting an application.

Lunch Application - Before you Begin

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 in the district. The application must be filled out completely to certify your children for free or reduced price school meals. Please follow these instructions in order! 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 your school.

STEP 1: LIST ALL HOUSEHOLD MEMBERS WHO ARE INFANTS, CHILDREN, AND STUDENTS UP TO AND INCLUDING GRADE 12

Tell us how many infants, children, and school students live in your household. They do NOT have to be related to you to be a part of your household. Who should I list here? When filling out this section, please include ALL members in your household who are:

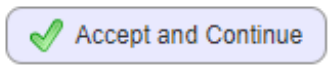
- Children age 18 or under AND are supported with the household's income;
- In your care under a foster arrangement, or qualify as homeless, migrant, or runaway youth;
- Students attending the school system, regardless of age.

A) List each child's name. Print each child's name. Use one line of the application for each child. When printing names, write one letter in each box. Stop if you run out of space. If there are more children present than lines on the application, attach a second piece of paper with all required information for the additional children.

B) Is the child a student in this school district? Mark 'Yes' or 'No' under the column titled "Student" to tell us which children attend the school district here. If you marked 'Yes,' write the grade level of the student in the 'Grade' column to the right.

Step 3 – After reviewing the steps and frequently asked questions, click on "I Agree to terms and services" at the bottom of the page. The Accept and Continue button will appear. Click on Accept and Continue.

I Agree to terms and services: ☒





Step 4 – The Children section lists all of the children tied to your Parent Access Account. Please confirm that the information selected is correct and complete any missing information. If you have one or more children under the age of 18 and not in school (i.e., pre-school children or younger), enter their names in the Other Children in Household box. The boxes next to the name do not need to be checked unless the child is not in your household.

Lunch Application

Students in Household

STUDENT	GRADE	SCHOOL	FOSTER	HOMELESS	MIGRANT	RUNAWAY	IS IN HOUSEHOLD
			☐	☐	☐	☐	☒
			☐	☐	☐	☐	☒
			☐	☐	☐	☐	☒

Other Children in Household

NAME	FOSTER	HOMELESS	MIGRANT	RUNAWAY
	☐	☐	☐	☐

Add a Child

Children's Racial and Ethnic Identities

We are required to ask for information about your children's race and ethnicity.
This information is important and helps to make sure we are fully serving our community.
Responding to this section is optional and does not affect your children's eligibility for free or reduced price meals.

Ethnicity

Hispanic or Latino:

Not Hispanic or Latino:

Choose one or more race (regardless of ethnicity)

Asian:

Black or African American:

American Indian or Alaskan Native:

Native Hawaiian or Other Pacific Islander:

White:

Assistance Program Participation

Do any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP, TANF, FDIPIR?

If Yes, enter Case Number here:

BackSave and Continue

Once your review and update is complete, click on .

Step 5 - Enter your income information.

Lunch Application Income
 For each household member that earns or receives income, enter the amount along with how often it is received.
Students in Household
 Sometimes children in the household earn or receive income. Please include the income received by each student in the household. i

STUDENTS INCLUDED IN APPLICATION		INCOME	FREQUENCY
		\$ 0.00	▼
		\$ 0.00	▼
		\$ 0.00	▼
		\$ 0.00	▼

All Other Household Members (including non-earners)

NAME	WORK i		WORK 2		ASSISTANCE i		OTHER i	
	INCOME	FREQUENCY	INCOME	FREQUENCY	INCOME	FREQUENCY	INCOME	FREQUENCY
	\$ 0.00	▼	\$ 0.00	▼	\$ 0.00	▼	\$ 0.00	▼

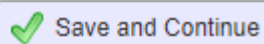
[Add Another Household Member](#)

Household Size
Household size is an important part of determining free and reduced lunch status. The number below should reflect the number of household members that have been entered on this application. Please review the number and make sure it is correct. If it is not correct, please review the household members that have been entered above. For non-student household members, clearing the member's name above will remove them from being counted in household size.

Total Household Members (Adults and Children): 4
A household is defined as a group of people, related or unrelated, that usually live together and share income and expenses. This includes grandparents or other extended family members that are living with you. It also includes people that are not currently living with you, but are only away on a temporary basis, like kids that are away at college. It includes people regardless of age or whether they earn or receive income.

[Back](#)
[Save and Continue](#)

When complete, click on



Step 6 – A summary of your information appears on the screen. Review the information and if correct, click “Check this box to certify:”. Then click Submit. If not correct, click the Back button to make corrections.

Check this box to certify: ☒

[Back](#)
[Submit](#)

Step 7 – After the application is submitted, the pending application status is visible on the Forms screen of the parent portal.

Online Lunch Application

LUNCH APPLICATION STATUS

Your application is pending





Step 8 – Application processing takes up to 48 business hours. To learn the status of your application, return to the forms screen and your application status appears in the Lunch Application Status box at the bottom of the screen. The image below show the status box for an approved application and is for illustration only.

Online Free and Reduced Lunch Application

LUNCH APPLICATION STATUS	
Your application has been approved for free lunch	Print
Create New Application	Click to Remove Prior Application and Re-Apply