



Completando la Solicitud de Almuerzo Gratis o Reducido en Génesis

Paso 1- Inicie sesión en el Portal para padres de Génesis. Vaya a 'Formularios', desplácese hasta la parte inferior de la página y haga clic en Aplicar debajo del cuadro Estado de la solicitud de almuerzo.

A screenshot of a web page titled "Online Free and Reduced Lunch Application". It features a blue header with the text "LUNCH APPLICATION STATUS". Below the header, it says "No application has been submitted" and there is a green button with a checkmark icon and the text "Apply".

Paso 2: revise la sección Antes de comenzar que describe los pasos y las preguntas frecuentes para enviar una solicitud.

A screenshot of a web page titled "Lunch Application - Before you Begin". It contains instructions for filling out the application. The text reads: "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." Below this, it says "STEP 1: LIST ALL HOUSEHOLD MEMBERS WHO ARE INFANTS, CHILDREN, AND STUDENTS UP TO AND INCLUDING GRADE 12". Then it asks "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:" followed by a bulleted list: "• 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." Below the list, it says "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." Finally, it says "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."

Paso 3: después de revisar los pasos y las preguntas frecuentes, haga clic en "Acepto los términos y servicios" en la parte inferior de la página. Aparecerá el botón Aceptar y continuar. Haga clic en Aceptar y Continuar.

A screenshot of a web page showing the "I Agree to terms and services:" section. There is a blue checkbox that is checked, with a mouse cursor hovering over it. Below the checkbox is a green button with a checkmark icon and the text "Accept and Continue".

Paso 4: la sección Niños enumera todos los niños vinculados a su Cuenta de acceso para padres. Confirme que la información seleccionada es correcta y complete cualquier información que falte. Si tiene uno o más hijos menores de 18 años que no asisten a la escuela (es decir, niños en edad preescolar o menores), ingrese sus nombres en la casilla Otros niños en el hogar. No es necesario marcar las casillas junto al nombre a menos que el niño no esté en su hogar.

Lunch Application

Students in Household

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

Other Children in Household

NAME	FOSTER	HOMELESS	MIGRANT	RUNAWAY
	☐	☐	☐	☐

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, FDPIR? ☐

If Yes, enter Case Number here:

Una vez que haya completado su revisión y actualización, haga clic en

 **Save and Continue**

Paso 5: ingrese la información de sus ingresos.

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

Cuando termine, haga clic en

✓ Save and Continue

Paso 6: aparece un resumen de su información en la pantalla. Revise la información y, si es correcta, haga clic en "Marque esta casilla para certificar:". Luego haga clic en Enviar. Si no es correcto, haga clic en el botón Atrás para realizar las correcciones.

Check this box to certify: ☒

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✓ Submit

Paso 7: después de enviar la solicitud, el estado de la solicitud pendiente es visible en la pantalla Formularios del portal para padres.

Online Lunch Application	
LUNCH APPLICATION STATUS	
Your application is pending	 Print

Paso 8: el procesamiento de la solicitud demora hasta 48 horas hábiles. Para conocer el estado de su solicitud, regrese a la pantalla de formularios y el estado de su solicitud aparecerá en el cuadro Estado de la solicitud de almuerzo en la parte inferior de la pantalla. La imagen a continuación muestra el cuadro de estado de una solicitud aprobada y solo tiene fines ilustrativos.

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