Applying for Free or Reduced Lunch using the Meal Benefit Application

The Meal Benefits Application allows parents/guardians to electronically submit Meal Benefits to their district.

In order to complete the Meal Benefits Application, the application signer must complete the following steps:

Log into Infinite Campus Parent Portal:
Once logged in click on **More** and then **Meal Benefits Application**

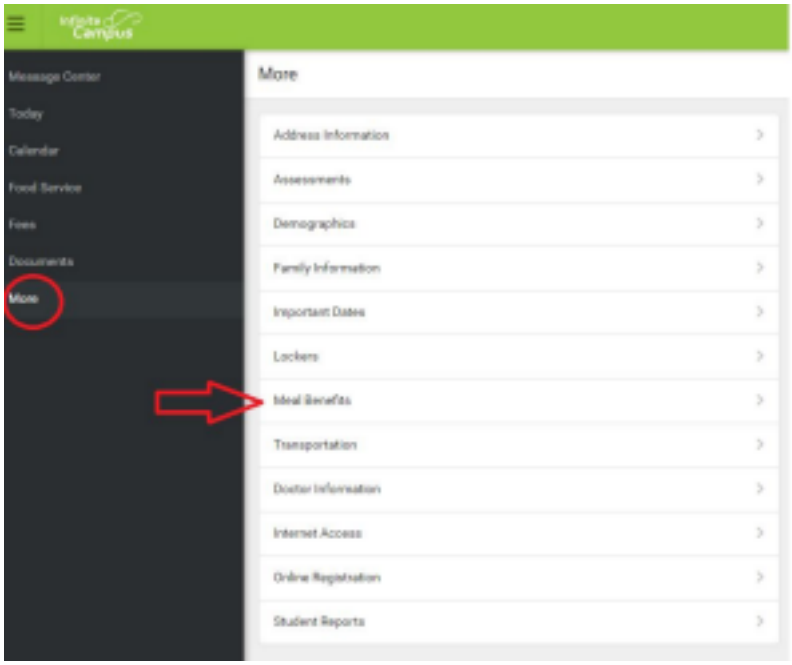


Photo: Notification of No E-Signature PIN Established

Step 1. Review the Letter to Household
The application signer must review the Letter to Household prior to beginning the application process. This letter contains important information and guidance about the online Meal Benefits Application.

After you review or print the letter for reference, click the **Next** button to review the application's instructions.

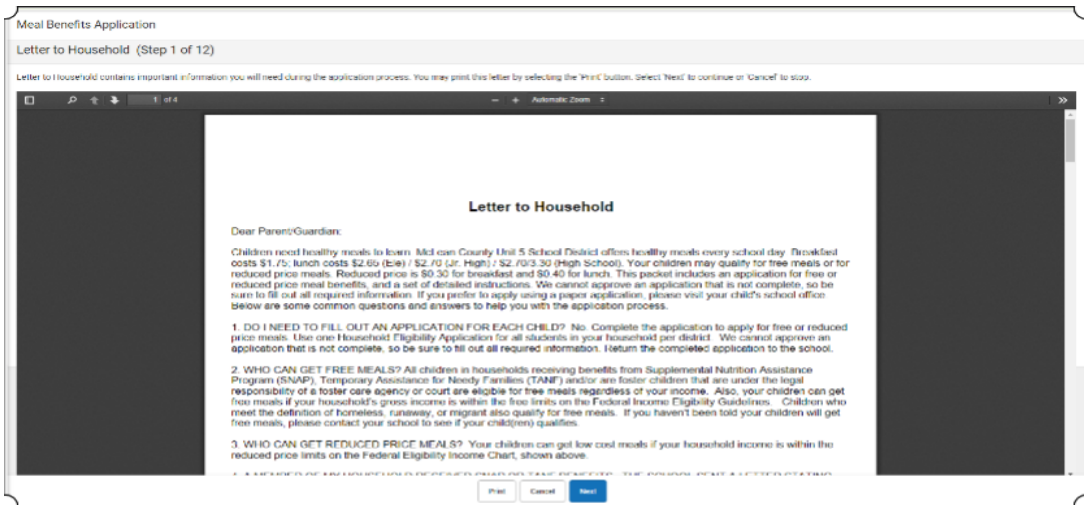


Photo: Reviewing Letter to Household

Step 2. Review Application Instructions

The application signer must also review the Application Instructions prior to beginning the application process. These instructions can also be printed and contain important information about the application process and submission.

After you review or print the Application Instructions for reference, click the **Next** button. The Signer Confirmation screen displays.

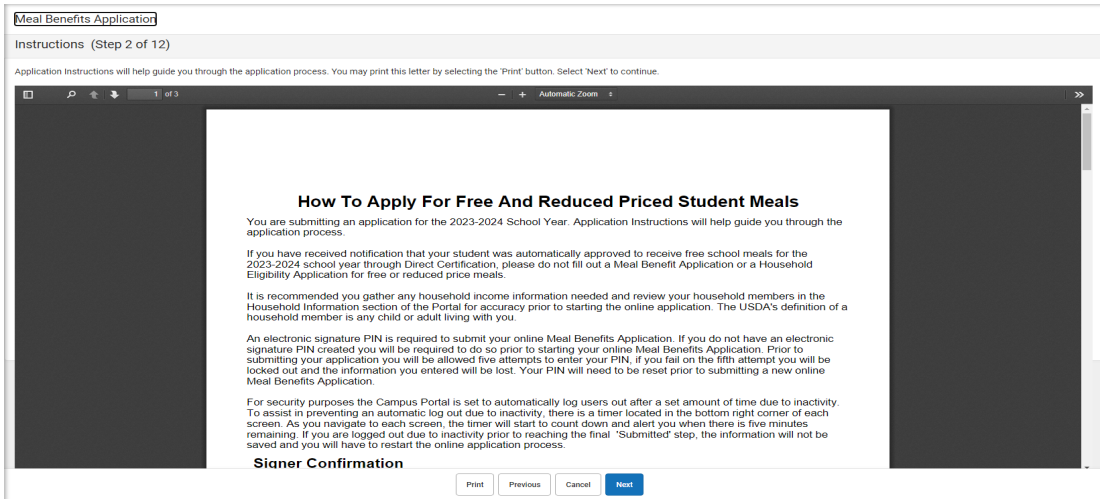


Photo: Reviewing the Application Instructions

Step 3. Review and Confirm Signer

Once both the Letter to Household and Application Instructions have been reviewed, the person completing the online application must confirm their identity as the application signer. If the identity information is correct, select the **Next** button. If you have had a change in address please contact your student(s) school(s).

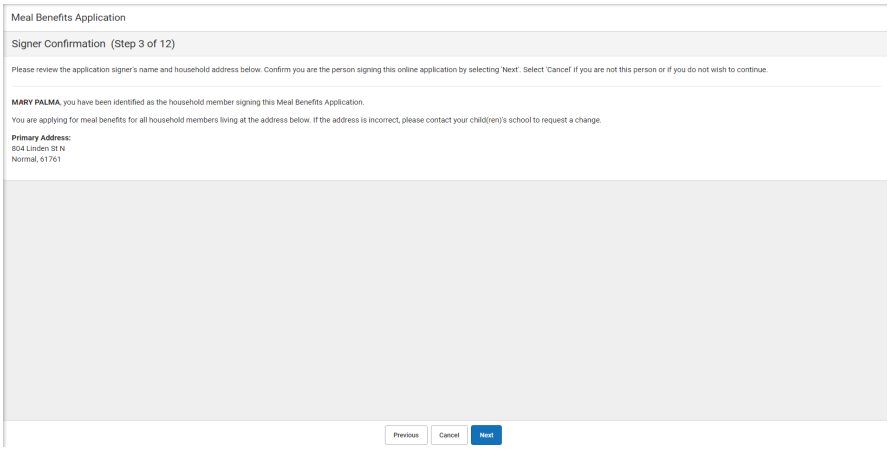


Photo: Verifying the signer identity

Step 4. Confirm Household Members

The application signer must confirm all people living within their household. Mark the checkbox next to the name of each person within your household. Once all members have been marked, select the **Next** button.

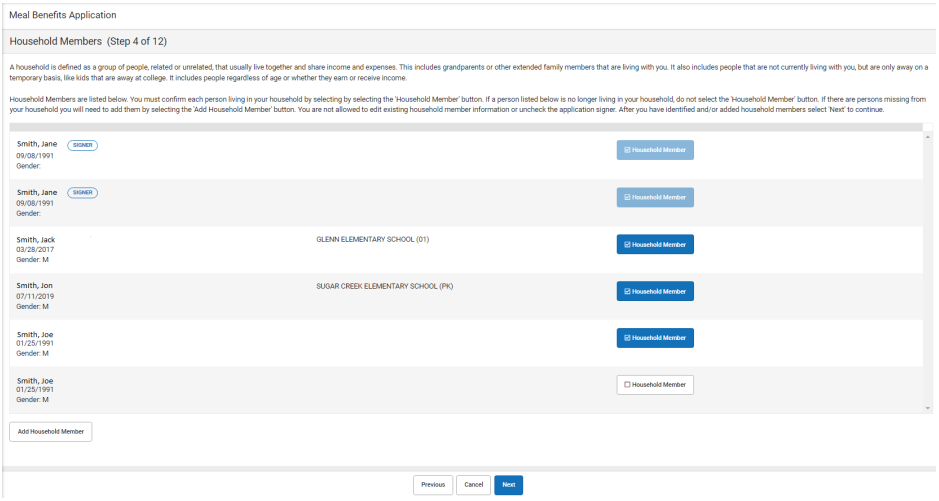


Photo: Confirming Household Members

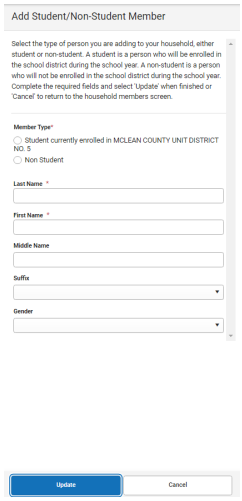
If a person is listed that should not be considered a household member, do not mark the checkbox next to their name. This does not remove them from the household within Campus, but does exclude them from the application.

In order to complete the remaining steps of the application process, it is critical that Household members are identified.

Adding a Household Member

If a household member does not appear in the list, you can manually add them. This often occurs when someone has just moved into the household or the person filling out the application does not have access to a specific family member within the Portal.

1. Click the **Add Household Member** button-at the bottom of the page.
   Result



   The **Add Student/Non-Student Member** window displays.

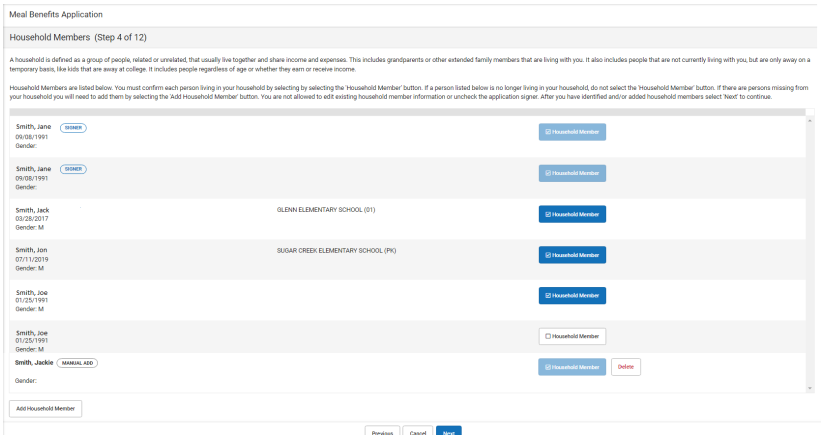
2. Select whether the person is a **Student or Non-Student** and click the **Save** button. ● A Student is a household member who will be enrolled in the district during the school year.
   ● A Non-Student is any household member who will not be enrolled in the district during the school year.

3. Enter information about the household member in all required fields and select the **Update** icon. Required fields display with a red asterisk.

   Result

   The Household Members Confirmation screen displays. The added household member appears on the Household Members screen with the words (Manual Add) appearing after the person's name. To remove the person from the household, select the Delete icon on the far right of the screen.

- The School and Grade are important for application processing as the FRAM Processor uses these fields to better identify and match this student to records within Campus.



4. Once all household members have been identified, select the **Next** button.

Step 5. Indicate Meal Benefits

Once household members have been identified, the application signer is asked whether any household members receive SNAP, TANF or FDPIR benefits.

If household member(s)...	Then...
do NOT receive benefits	Select **No** and click **Next**.
DO receive SNAP, TANF or FDPIR benefits	Select **Yes**. Enter the benefit case number then click **Next**.

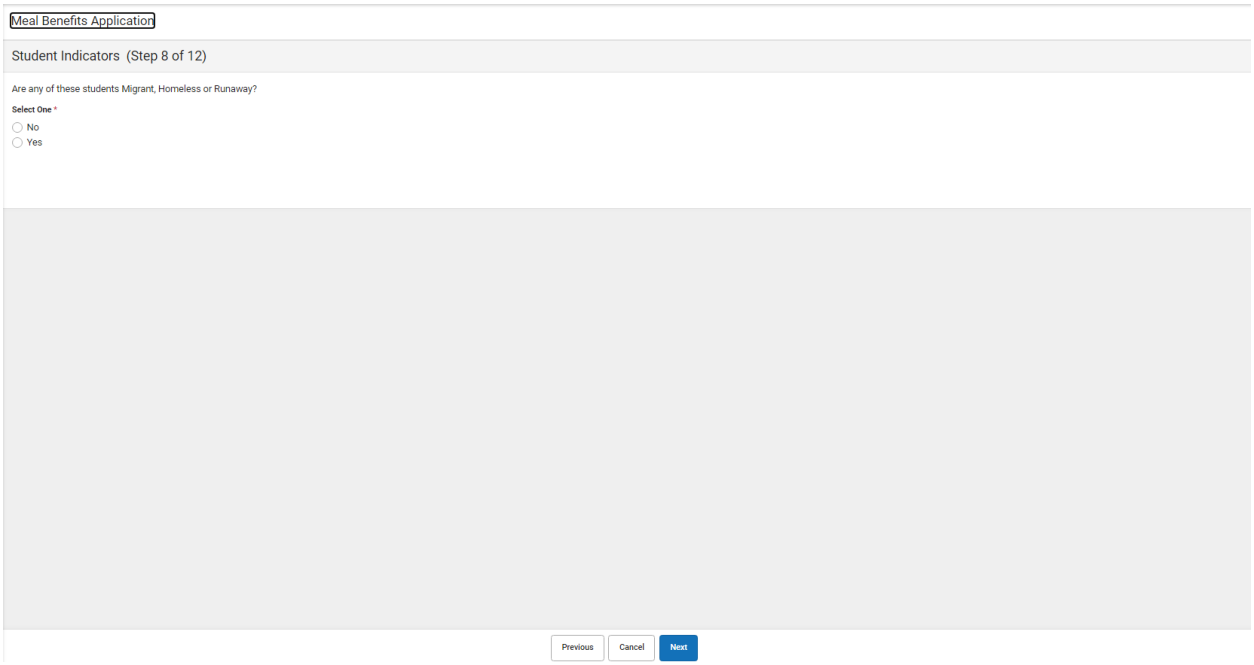
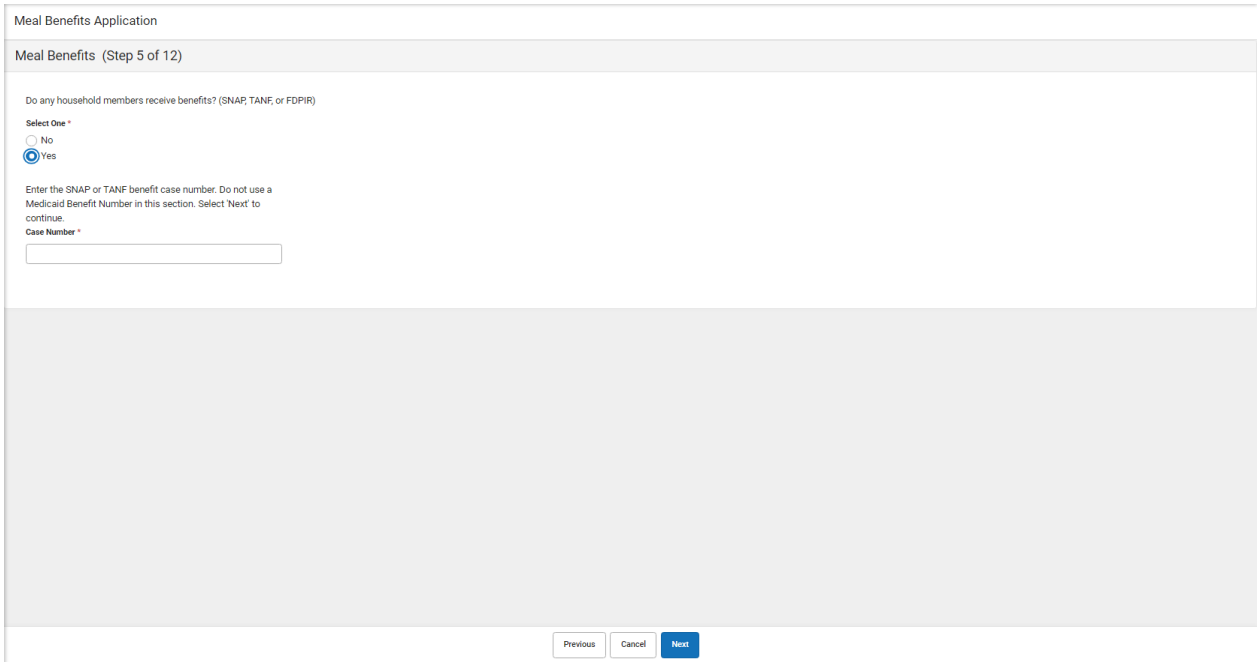


Photo: Identifying SNAP, TANF, or FDPIR benefits



Step 6. Confirm Child Household Members

Now that household members have been established, children in the household must be identified. Mark the checkbox next to the name of each child household member then click **Next**.

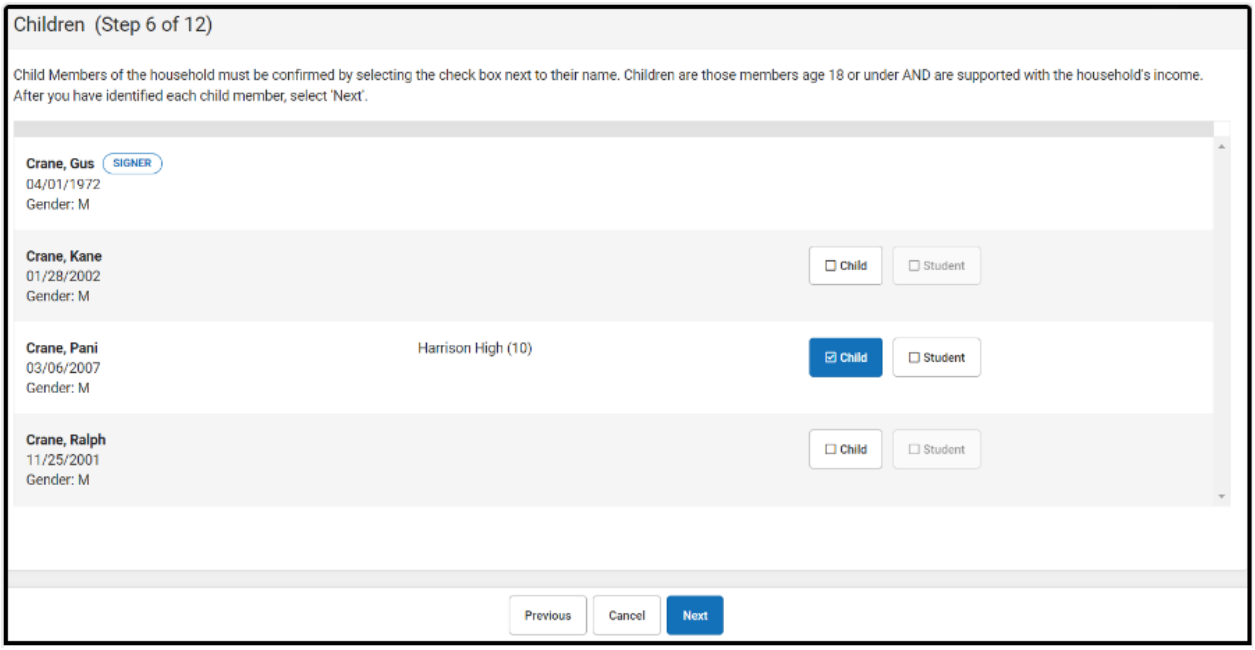


Photo: Identifying Child Household Members

Step 7. Indicate Foster Children

Once student household members have been identified, the application signer must indicate whether any of the student household members are foster children.

If a household member...	Then...
IS a foster child	Select **Yes**. Check the checkbox of each student household member that is a foster child, enter their **Monthly Income** and select the **Next** button. Proceed to Step 10.
is **NOT** a foster child	Select **No**.

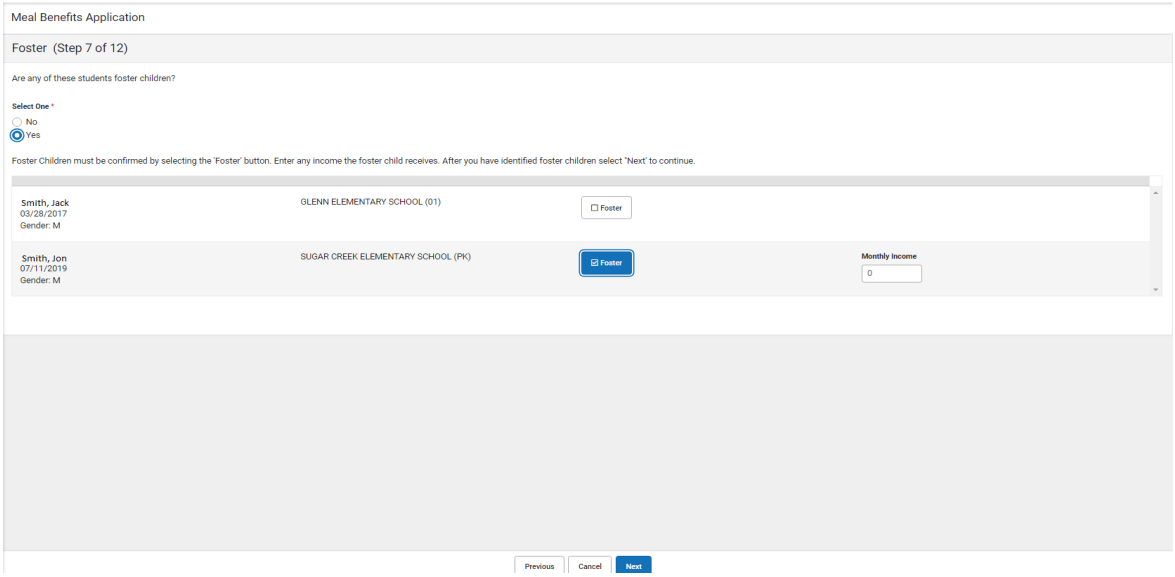


Photo: Identifying Student Foster Children & Selecting Foster Children

Step 8. Indicate Migrant, Homeless, Runaway, and Head Start Children

Once Foster students are identified, the application signer must indicate whether any of the student household members are Migrant, Homeless, Runaway, or Head Start children.

If a household member...	Then...
IS a Migrant, Homeless, or Runaway child	Select **Yes**. Select one of the following options from the Student Indicator dropdown for the appropriate student(s) then click **Next**: Homeless, Runaway, or Migrant.
is NOT a Migrant, Homeless, or Runaway child	Select and go to step 10.

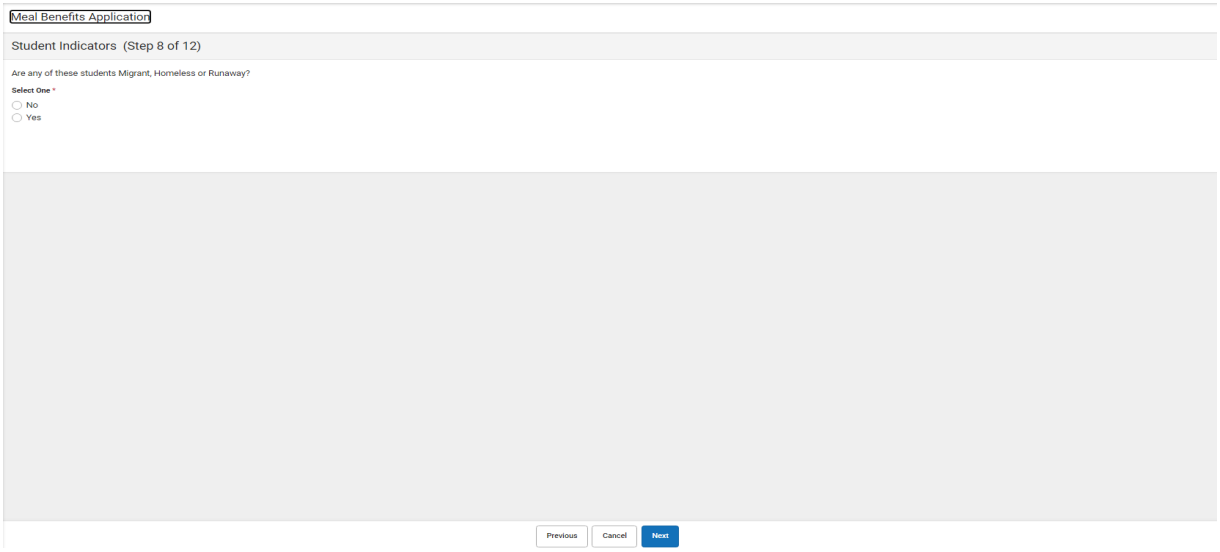


Photo: Identifying Migrant, Homeless, Runaway, or Head Start child(ren)

Step 9. Enter Household Gross Income

Now that household members have been identified, income must be entered for each member of the household who earns or is given any of the listed income types.

Per USDA policy, income may only include whole dollar amounts.

If...	Then...
you want to enter income information	Indicate each household member's income by selecting the **Add Income** button and entering their income amount. **OR** Mark the **No Income** checkbox for each household member that has no income. Once all household member income is entered, click **Next**.
you do NOT want to enter income information	Select **Next**. If income is not specified, **you are certifying that you have no income to report**. Your application will be processed as No Income and be approved for free benefits.

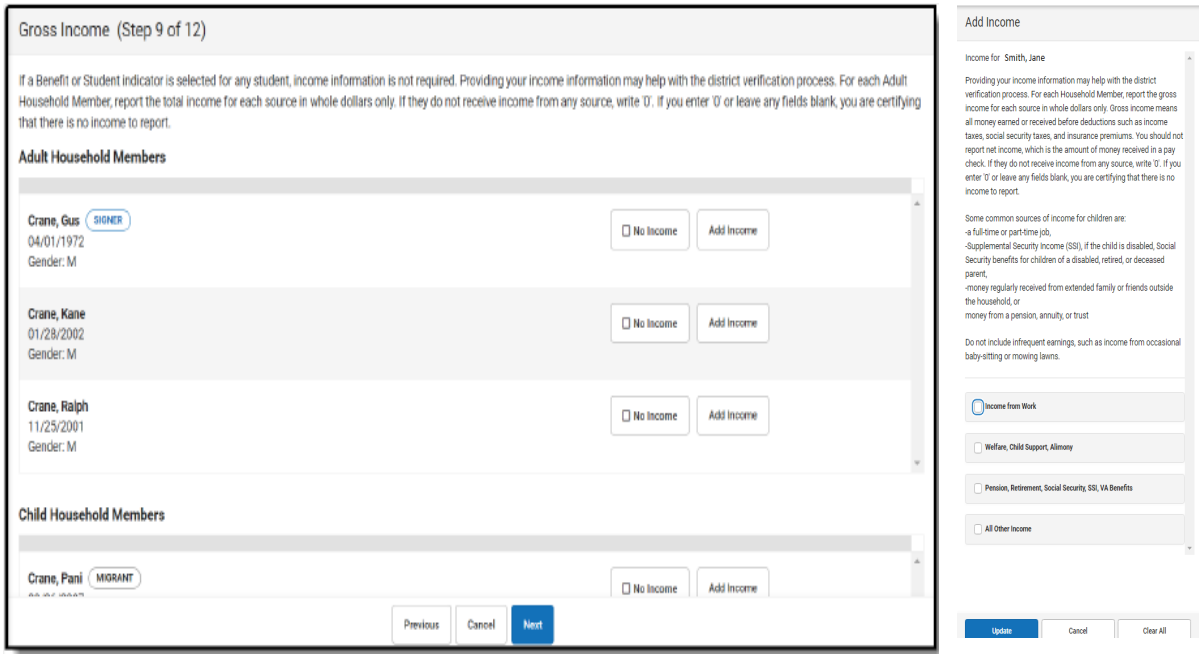


Photo: Indicating Household Member Income

After you add Income it will show in the center

Step 10. Review Household Information for Accuracy

Now that household members (and their benefits) have been identified, household information must be reviewed for accuracy.

The **Total Income** column lists the total amount of money each household member makes based on the frequency noted (i.e., monthly, yearly, etc). Frequencies listed in this column are automatically annualized across all members. The **Total Household Income** field indicates the total amount of income the household (all members included) earns per year. The Total Household Size indicates the total amount of members within the household.

Review all the information on the screen and if it is accurate, select the **Next** button. If this information is incorrect, select the **Previous** button to go back to the previous step and correct inaccurate information.

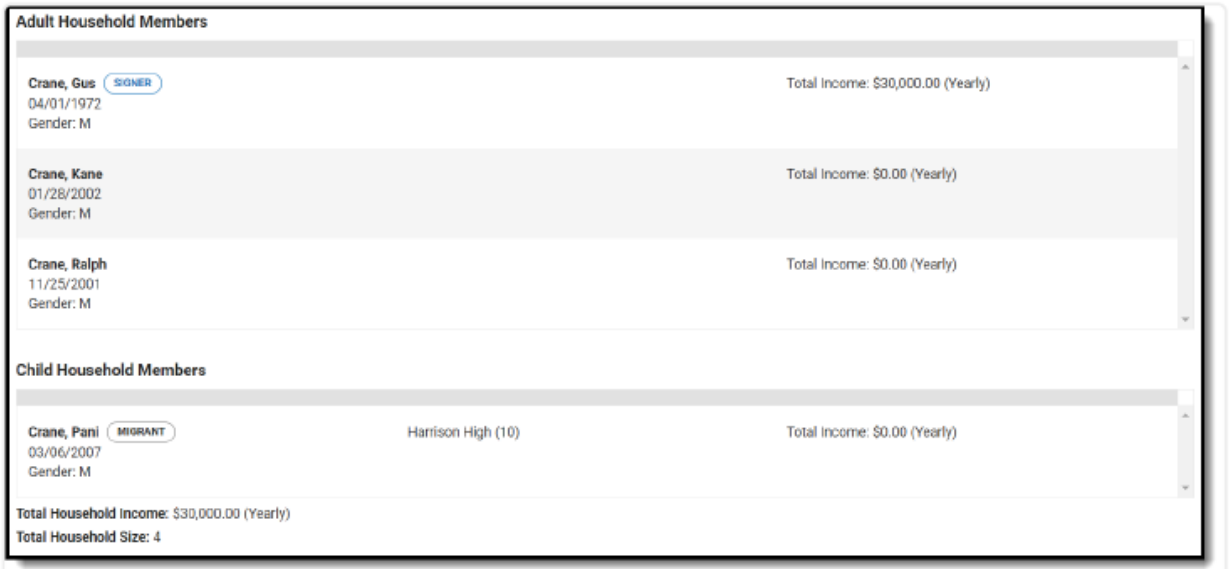


Photo: Reviewing Household Information for Accuracy

Step 11. Authorize Meal Benefit Application

Now that all household information has been entered and confirmed as accurate, the household application must be authorized.

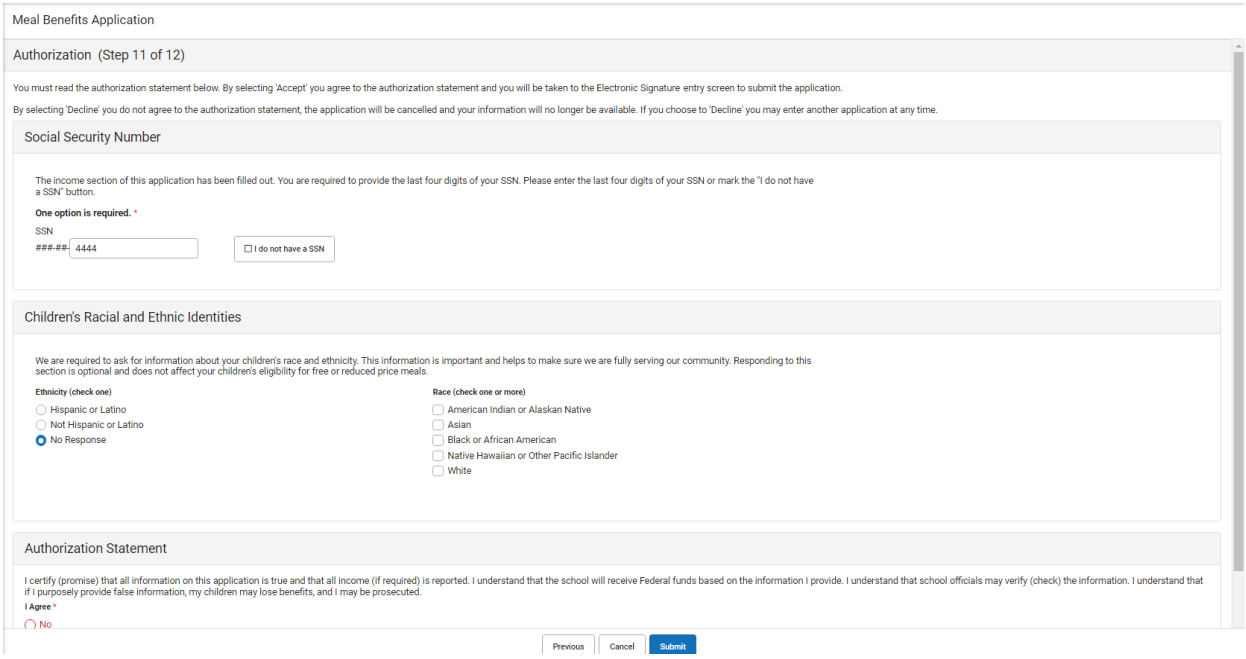
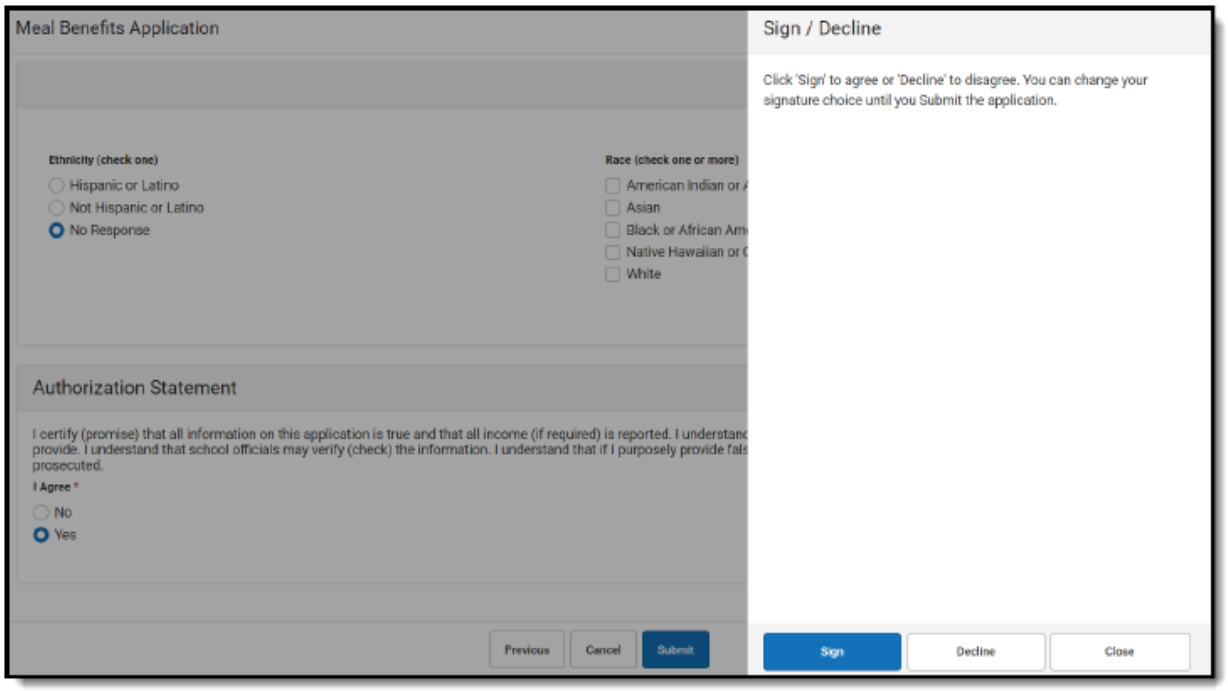


Photo: Authorize Household Application

- You must provide Social Security information. Enter the last four digits of your SSN or mark the "I do not have a SSN" box. **NOTE: If you enter a meal benefit number for SNAP or TANFyou will not see social security information.**
- Review the Authorization Statement. If you agree with this statement, believe all entered information is accurate and would like to complete the application process, select the **Accept** button. If you do not agree with the application and Authorization Statement, select the **Decline** button. If the Decline button is selected, a message will appear warning you the application process will be canceled and all application information entered will be deleted.

Step 12. Electronically Sign the Household Application

Once you have reviewed the application and agreed to the Authorization Statement, you must review the Terms of Use.



If you do not want to electronically sign the application, select the **Decline** button. This action will cancel the application due to the need for the application to have a legally-binding electronic signature in order to meet state and federal guidelines.

Step 13. Review and Print Submission Notice

The application has now been submitted to the district for processing.

You may print and/or save the **Confirmation Submission Notice and the Benefits Application Summary Report for your records.** You may also access this information in your Inbox.

Your Inbox will contain a message indicating submission of the Meal Benefits Application. **Select** the link to review the Confirmation Submission Notice and the Application Summary Report.

After your application has been reviewed, you will receive an inbox message containing a PDF copy of your Approval/Denial Letter which indicates whether the application was approved or denied.