Online Free/Reduced Application Instructions

Parents can submit Free/Reduced Applications online using Skyward Family Access.

Be sure to use your parent log in and not your student's log in.

Only one application needs to be submitted per family.

In Skyward Family Access, select a student from the drop-down and then click on the Food Service tab on the left-hand side of the page.

If more than one student is enrolled in the Center Grove School Corporation, select one of the students in the drop down box. Then proceed to click the Food Service tab.



Click 'Submit a Food Service Application' at the top of the page.

SKYWARD"	amily Access			My Account Cont	act Us Email History Exi	
Home	Food Service	Subn	nit a Food Service Application			
	Current Account Balance	Today's Lunch Menu	Lunch Calendar	Purchases for:	Wed Jul 3, 2013 🔣	
Calendar	Conner: \$21.55	No lunch menu details are avai	lable for the current date.	Previous Day	Next Day	
Gradebook				Previous Day	Next Day	
Attendance	Conner (Center Grove High S	School) View Totals Make a Pa	yment	Conner (Center Grove High School)		
Student Info	There are no payment record	s for this student.		Key Pad Number:		
Food Service				Item	Price	
Schedule				No transactions for th	is date.	
Discipline						

You will then see your child's Lunch Status from the previous school year. Click 'Add Application' to create an application for the 2022-23 school year.

ule	Food Service Applicatio	ns					la transactiv	ana farthia data	×	
line	Add Application Print Application									
	Temp Application	Application Date	Effective Date	Dependents	Lunch Code	Denied?	Active?	Application Nbr		
ger mi	No	Wed Jan 3, 1900	Wed Jan 3, 1900	0	Normal	No	Yes			
mi										

Carefully read the Letter to Parents, then click 'Next'.

Steps	Application for Free or Reduced Price Meals and Other Benefits Next Print Back
➡ Letter to Parents	Letter to Parents
Instructions for Applying	
Federal Income Chart	
	Dear Parent/Guardian:
Privacy Act Statement	Children need healthy meals to learn. Center Grove Community School Corporation offers healthy meals every school day. The breakfast regular
Non-discrimination Statement	pince is \$1.25; lunch is \$2.25. Your children may qualify for free meals or for reduced price meals. Reduced price is \$0.30 for breakfast and \$0.40
Application • Part 1:	for lunch.
Part 1: Child Names Part 2: Benefits	 Who can get free or reduced price meals? All children in households receiving Food Stamps or TANF can get free meals regardless of your income. Also, if your household income is within the limits on the Federal Income Chart, your children can get free or reduced price meals.
Part 3: Child Status Part 4:	 Do I need to fill out an application for each child? No. Complete the application to apply for free or reduced price meals. Use one application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information.
Gross Income Part 5:	Can foster children get free meals? Yes, foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income.
Signature • Part 6: Other Benefits • Part 7:	4. My child's application was approved last year. Do I need to fill out another one? Yes. Your child's application is only good for that school year and for the first few days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year.
• Part 7: Ethnicity and Race	 Should I fill out an application if I received a letter this school year saying my children are approved for free meals? Please read the letter you got carefully and follow the instructions. Call the school at (317) 881-9326 ext. 1609 if you have questions.
Review and Submit	 I get WIC. Can my children get free meals? Children in households participating in WIC may be eligible for free or reduced price meals. Please fill out an application.
	 Can migrant, homeless, or runaway children get free meals? Yes, children who meet the definition of homeless, runaway, or migrant qualify for free meals. If you haven't been told your children will get free meals, please call or e-mail Dr. William Long at (317) 881-9326 ext. 1606 to see if they qualify.
	 May I apply if someone in my household is not a U.S. citizen? Yes. You or your children do not have to be a U.S. citizen to qualify for free or reduced price meals.
	9. Who should I include as members of my household? You must include all people living in your household, related or not (such as grandparents, other relatives, or friends) who share income and expenses. You must include yourself and all children who live with you. If you live with other people who are economically independent (for example, people who do not support, who do not share income with you or your children, and who pay a pro-rate share of expenses), do not include.
	10. Will the information I give be checked? Yes, we may ask you to provide written proof.
	11. What if my income is not always the same? List the amount that you normally receive. For example, if you normally get \$1000 each month, but you missed some work last month and only got \$900, put down that you get \$1000 per month. If you normally get overtime include it, but do not include it if you only work overtimes sometimes. If you have lost ai got or had your hours or wages reduced, use your

Carefully read the instructions for applying.

Check the box to signify you've read the instructions, then click 'Next'.

Application for Free or I	Reduced Price Meals and Other Benefits
Steps	Application for Free or Reduced Price Meals and Other Benefits Previous Next Print Back
Letter to Parents Instructions for Applying Federal Income Chart Privacy Act Statement	Instructions for Applying. Please select the option below after reviewing all information. Sestions can be directed to contact information supplied in the Letter to Parents. Image: Information for Applying and would like to continue the application Households getting TANF or Food Stamps;
Non-discrimination Statement Application • Part 1: Child Names • Part 2: Benefits • Part 3:	In Part 1, list each enrolled child, include the TANF or Food Stamp case number for any child, and the name of the school. EBT and Hoosier Healthwise numbers DO NOT qualify you for benefits. In Part 2, enter the name and case number of any other household member who has a valid TANF or Food Stamp case number. In Part 3, check the appropriate box, if any. In Part 5, an adult must sign the application. The last four digits of the Social Security Number are not required. S. Part 6 and Part 7 are optional for meal benefits.
Part 3: Child Status Part 4: Gross Income Part 5: Signature Part 6: Other Benefits Part 7: Ethnicity and Race	I. In Part 1, list each enrolled child which are homeless, migrant, or runaway and the name of the school. In Part 3, check the appropriate box and contact Dr. William Long at (317) 881-9326 ext. 1606. In Part 5, an adult must sign the application. The last four digits of the Social Security Number are not required. A. Part 6 and Part 7 are optional for meal benefits. Foster Child: If all children in the household are foster children: I. In Part 1, list each enrolled foster child and the school name for each child. Check the box indication the child is a foster child. In Part 5, an adult must sign the application. The last four digits of the Social Security Number are not required. In Part 1, list each enrolled foster child and the school name for each child. Check the box indication the child is a foster child. In Part 5, an adult must sign the application. The last four digits of the Social Security Number are not required. S. Part 6 and Part 7 are optional for meal benefits.
Review and Submit	If some of the children in the household are foster children: 1. In Part 1, list each enrolled child, include the TANF or Food Stamp case number for any child with a case number, and the name of the

Review the 2022-23 Federal Income Guidelines, then click 'Next'.

Steps	Application for Free or Reduced Price Meals and Other Benefits Previous Next Print Back										
Letter to Parents	Your children n	nay qua	lify for f	ree or red	uced price	meals if your ho	usehold in	come falls with	in the limits on	this chart.	
Instructions for Applying											
Federal Income Chart											
Privacy Act Statement		FEDE	RAL INCO	DME CHAF	T						
		For S	School Ye	ar 2013-14							
Non-discrimination Statement	Household			Twice Per	Every Two						
Application	Size	Yearly	Monthly	Month	Weeks	Weekly					
Part 1: Child Names	1	21,257	1,772	886	818	409					
• Part 2:	2	28,694	2,392	1,196	1,104	552					
Benefits	3	36,131		1,506	1,390	695					
• Part 3:											
Child Status		43,568	1	1,816	1,676	838					
Part 4: Gross Income	5	51,005	4,251	2,126	1,962	981					
Part 5:	6	58,442	4,871	2,436	2,248	1,124					
Signature	7	65,879	5,490	2,745	2,534	1,267					
Part 6:	8	73,316	6.110	3.055	2,820	1,410					
Other Benefits	Each Additional			1	1	· ·					
 Part 7: Ethnicity and Race 	Person:	7,437	620	310	287	144					

Carefully read the Privacy Act Statement, then click 'Next'.

Application for Free or	r Reduced Price Meals and Other Benefits 💼 🕤 🧓 ?
Steps	Application for Free or Reduced Price Meals and Other Benefits Previous Next Print Back
Letter to Parents	Privacy Act Statement: This explains how we will use the information you give us.
Instructions for Applying	
Federal Income Chart	
Privacy Act Statement	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
Non-discrimination Statement	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
Application	Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult
 Part 1: Child Names 	household member signing the application does not have a Social Security Number. We will use your information to determine if your child is eligible
• Part 2:	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
Benefits	program reviews, and law enforcement officials to help them look into violations of program reviews.
 Part 3: Child Status 	
• Part 4:	
Gross Income	
• Part 5:	
Signature	
 Part 6: Other Benefits 	
Part 7:	
Ethnicity and Race	
Review and Submit	

Carefully read the Non-discrimination Statement, then click 'Next'.

Application for Free or R	Reduced Price Meals and Other Benefits 💼 🕤 🤠 🙄
Steps	Application for Free or Reduced Price Meals and Other Benefits Previous Next Print Back
Steps Letter to Parents Instructions for Applying Federal Income Chart Privacy Act Statement → Non-discrimination Statement Application • Part 1: Child Names • Part 2: Benefits • Part 3: Child Status • Part 4:	Application for Free or Reduced Price Meals and Other Benefits Previous Next Print Back Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or cal toil free (866) 632-9992 (Voice). Individuals who are hearing impared or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.
Gross Income • Part 5: Signature • Part 6: Other Benefits • Part 7: Ethnicity and Race	
Review and Submit	

Enter the legal name for each of your children attending Center Grove Community Schools (First Name, Middle Initial, Last Name). <u>Please use the First Name/Middle Initial/Last Name that's listed in Skyward (no</u> <u>nicknames, abbreviated names, etc.).</u>

Application for Fre	e or Reduced Price Meals and (Other B	enefits				📷 🎦 🖶 🕐	
Steps	Application for Free or Reduced Price Meals and Other Benefits Previous Next Print							
Letter to Parents Instructions for Applying Federal Income Chart	Part 1. Legal Name of Child If ALL children listed are foster children, skip 5 and sign.	to Part 5 a	ind sign. If ANY of th	e children have a food stamp/TANF ca	se number,	, skip to	Part E	
Privacy Act Statement Non-discrimination Statement Application	Legal Name of Child First Name, Middle Initial, Last Name	Living with Parent or Caretaker Relative	Birthdate	School	Grade	Check if a Foster Child	TANF or Food Stamps Case # (If you receive both benefits, list the TANF Case #)	
➡ Part 1: Child Names		NO 🗸						
• Part 2:		NO 🗸						
Benefits Part 3:		NO 🗸						
Child Status		NO 🗸						
 Part 4: Gross Income 		NO 🗸						
• Part 5:		NO 🗸						
Signature • Part 6: Other Benefits • Part 7: Ethnicity and Race Review and Submit								

If a member of your household has a valid Food Stamp or TANF case number, enter it on Part 2.

Application for Free or F	Reduced Price Meals and Other Benefits 🛛 💼 🕆 🖓
Steps	Application for Free or Reduced Price Meals and Other Benefits Previous Next Print Back
Letter to Parents Instructions for Applying Federal Income Chart	Part 2. If any member of your household (adult or non-student) has a valid Food Stamp or TANF case number, please provide the name and case number for the person who receives the benefit and then skip to Part 5.
Privacy Act Statement	Name: Case Number:
Non-dscrimination Statement Application • Part 1: Child Names • Part 2: Benefits • Part 3: Child Status • Part 3: Gross Income • Part 5: Signature • Part 6: Other Benefits • Part 7: Ethnicity and Race	
Review and Submit	

Check the Homeless, Migrant, or Runaway fields if applicable.

Application for Free or F	Reduced Price Meals and Other Benefits
Steps	Application for Free or Reduced Price Meals and Other Benefits Previous Next Print Back
Letter to Parents Instructions for Applying Federal Income Chart Privacy Act Statement	Part 3. If any child you are applying for is homeless, migrant, or a runaway, check the appropriate box and call Dr. William Long at (317) 881-9326 ext. 1606. Child Status: Homeless Migrant Runaway
Non-discrimination Statement Application • Part 1: Child Names • Part 2: Benefits • Part 3: Child Status • Part 3: Child Status • Part 4: Gross Income • Part 5: Signature • Part 6: Other Benefits • Part 7: Ethnicky and Race Review and Submit	

Enter ALL household members (including children listed on previous step).

Application for Free	or Reduced Price Meals and	Other Benef	its						<u></u>	?
Steps	Application for Free or Reduced Price Meals and Other Benefits Previous Next Print Back									
Letter to Parents Instructions for Applying Federal Income Chart	art 4. List <u>ALL</u> household members. clude al children and adults lving in your household.] Add More Names to Application									
Privacy Act Statement	1. Full Legal Name	2. Gross Income	and H	ow Often it was	Receive	ed ?				
Non-discrimination Statement Application	First Name, Middle Initial, Last Name	Earnings from Work Before Deductions		Welfare, Child Support, Alimony		Pensions, Retirement, Social Security		All Other Income		Check if NO Income
 Part 1: Child Names 	(Example) Jane A. Smith	\$200.00	W	\$150.00	В	\$0.00		\$50.00	М	
• Part 2:		\$0.00	•	\$0.00	•	\$0.00	•	\$0.00	•	
Benefits Part 3:		\$0.00	•	\$0.00	-	\$0.00	•	\$0.00	-	
Child Status		\$0.00	-	\$0.00	-	\$0.00	•	\$0.00	-	
➡ Part 4:		\$0.00	-	\$0.00	-	\$0.00	•	\$0.00	-	
Gross Income • Part 5:		\$0.00	•	\$0.00	•	\$0.00	•	\$0.00	-	
Signature		\$0.00	-	\$0.00	•	\$0.00	-	\$0.00	-	
Part 6: Other Benefits Part 7: Ethnicity and Race Review and Submit	<u></u>	<u>, , , , , , , , , , , , , , , , , , , </u>		p		<u>p</u>		<u>, , , , , , , , , , , , , , , , , , , </u>		

Click the 'Click to Sign' link to electronically sign the application, then fill out the rest of the fields on the page.

Application for Free or F	Reduced Price Meals	s and Other Benef	ïts			1	?
Steps	Application for Free or R	educed Price Meals and	Other Benefits	Previous	Next	Print	Back
Letter to Parents	Part 5. Signature						
Instructions for Applying							
Federal Income Chart							
Privacy Act Statement			If Part 4 is completed, the No Social Security Number				t four digits
Non-discrimination Statement Application • Part 1:		give. I understand that so	ion is true and that all income is hool officials may verify (check) I may be prosecute <u>d</u> ,				
Child Names	* Sign here:		Click to Sign	* Print Name:			
Part 2: Benefits	Date:			Home Telephone:		Ext:	
• Part 3:	Address:			Work Telephone:		Ext:	
Child Status	City:			State:	Zip	Code:	
Part 4: Gross Income	* Social Security Number:	0000		I do not have a So	cial Security Nur	mher	
 Part 5: Signature Part 6: Other Benefits Part 7: 	Email Address: B	ly providing your email add	ress, you may be notified by er				nool meals.
Ethnicity and Race Review and Submit							

ectronic Signature Agreement			Ō
lectronic Signature Agreement			
Inder the Federal Electronic Signatures in Global and National Commerce Act, b ubmit this Food Service Account Application electronically, you must be provide if the following information and you must affirmatively agree to the following an iot withdraw your agreement.	d with ce	rtain	•
Please take a moment to review and acknowledge your understanding and acce greement. By electronically signing this Food Service Account Application, I ack eccipt of the application agreement, and I agree to be bound by the terms and he agreement.	nowledge	е	
ly clicking 'I Agree' and submitting this agreement via the internet, I acknowled	ge that:		
I have read and understood the foregoing Electronic Signature Agreement an o be bound thereby.	d that I ir	ntend	
I understand and agree that my electronic signature is the equivalent of a man nd that others may rely on it as such in connection with any and all agreement ito, including but not limited to this Electronic Signature Agreement.			E
I further acknowledge and agree that it is my obligation to immediately advise listrict of any change in my electronic address (i.e., email address).	the scho	ol	
I further acknowledge and agree that it is my obligation to immediately advise listrict in the event that I withdraw my consent to this Electronic Signature Ag		ol	
I acknowledge and agree that in the event that any person known to me (wi amily member, member of my household or otherwise) misappropriates any of t levices connected with my Food Service account application and such misappro tor reasonably be detected by the school district, the school district shall have t reat all resulting electronic signatures as though they were affixed by the perso typed below.	he securi oriation c he right f	ty ould to	
I acknowledge and agree that the individual completing this electronic accoun he individual in whose name the account is set up, or is someone authorized to			•
I Agree	•		

Designate whether or not you also want to receive textbook assistance. Students who qualify for Free or Reduced Assistance must select YES to receive FREE TEXTBOOKS AND SUPPLIES in Center Grove Community Schools. If signing Yes, fill out the required fields.

Application for Free or Reduced Price Meals and Other Benefits										
Steps	Application for Free or Reduced Price Meals and Other Benefits Previous Next Print Back									
Letter to Parents Instructions for Applying	Part 6. Other Benefits This section does not need to be completed to receive free or reduced price meal benefits.									
Federal Income Chart										
Privacy Act Statement	Do you want to receive textbook assistance? NO 👻									
Non-discrimination Statement Application • Part 1: Child Names • Part 2: Benefits • Part 3: Child Status	If Yes, SIGN BELOW I certify that I am the parent/guardian of the child(ren) for whom application is being made. My signature below authorizes the release of information on this application for textbook assistance. I give up my right of confidentiality for this purpose only. This application information will be shared with the Indiana Family and Social Services Administration pursuant to I.C. 20-33-5-2 and I.C. 12-14-28-2, solely for purposes of complying with 45 C.F.R. PARTS 260 AND 265. Signature of Parent/Guardian: Printed Name: Printed Name:									
 Part 4: Gross Income Part 5: Signature Part 6: Other Benefits Part 7: Ethnicity and Race Review and Submit 	This application information may be shared with the Family and Social Services Administration for the purpose of identifying children who may qualify for free or low-cost health insurance under Medicaid or Hoosier Healthwise. If you want the application information shared for this purpose, please sign below. I certify I am the parent/guardian of the child(ren) for whom application is being made. I authorize the release of information for this purpose. Signature of Parent/Guardian: Click to Sign Date: Printed Name: For information about Hoosier Healthwise health insurance, call 1-800-889-9949.									

Finally you will review the information you have provided and click Submit to submit the application for review.

The application will show Pending status until the application is reviewed by the Food Service Department.

Application for Free	or Reduced Price Meals and Ot	ner Ben	etits				i 🗂 🤠 🖓	J				
Steps	Application for Free or Reduced Price Me	eals and O	ther Benefits	(Pre <u>v</u> ious	<u>P</u> ri	nt <u>B</u> ack	D				
Letter to Parents Instructions for Applying Federal Income Chart	Please review the completed application and click the button to submit the application. Submit Application Will not be considered until the Submit Application button is clicked.											
Privacy Act Statement	Part 1. Legal Name of Child If ALL children listed are foster children, skip to Part 5 and sign. If ANY of the children have a food stamp/TANF case number, skip to Part 5 and sign.											
Non-discrimination Statement Application • Part 1: Child Names • Part 2:	Legal Name of Child First Name, Middle Initial, Last Name	Living with Parent or Caretaker Relative	Birthdate	School	Grade	Check if a Foster Child	TANF or Food Stamps Case # (If you receive both benefits, list the TANF Case #)					
Benefits Part 3:		NO										
Part 5: Child Status Part 4: Gross Income Part 5:		NO NO NO										
Signature		NO		[
Part 6: Other Benefits		NO										
Part 7: Ethnicity and Race	Part 2. If any member of your household (a number for the person who receives the be				nber, please pro	vide the	e name and case					
Review and Submit	Name:	C	ase Number:									
	Part 3. If any child you are applying for is homeless, migrant, or a runaway, check the appropriate box and call Dr. William Long at (317) 881-9326 ext. 1606.											

At this point the application is sent electronically to the Food Service Department where it will be reviewed for approval or denial.

After the application is reviewed you will receive an email indicating if the application was approved or denied for benefits.

If you have any questions about the online Free/Reduced Application, please contact the Center Grove Food Service Department at 317-881-9326.