

# Online Meal Application Instructions



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Contact us today for additional information on TITAN School Solutions.

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## Completing an Online Application

1. Go to **family.titank12.com** and click on **Apply Today**. Please note: you do not need to set up an account to complete an application.
2. Select your State and District, and click **Next**. This will take you to the Letter to Household. Click **Next**.
3. Enter the following information: Address, City, State, Zip Code, Phone Number, and Email Address.
4. If you participate in one of the following Assistance programs, please select the program and enter the Case Number. *(If you qualify for such program, you DO NOT need to complete Step 5.)*
  - TANF - Temporary Assistance for Needy Families
  - SNAP - Supplemental Nutrition Assistance Programs
  - FDPIR- Food distribution program for households on Indian reservations operated under part 253 of this title.
5. Click **New Student**. This will open a window to enter student information. Enter as much of the following information as possible including First/Middle/Last Name, Student ID, School, and Date of Birth. Click **Save**. *If there are other students that attend this school district, please repeat the steps above to add them to application then click **Next**.*
6. Enter the total number of people in your household, including students
7. Click **New Household Member**. Enter First and Last Name and Income for this person then click **Save**. Repeat this step for each house member.
8. Please review the application to ensure all of your information is correct before you submit. Once you have reviewed it, click **Next**.
9. When signing and submitting the application, you may select your ethnicity/race if you choose to. Enter your name in the Signed By section, click **I agree to the Terms of Use**. Enter the last 4 digits of your SSN or Click No SSN.
10. Click **Submit Application**. You will receive an email confirming the application was submitted.

**If you have any questions or concerns, please contact the School Nutrition Office at 252-514-6360.**