

How to Guide and FAQ

www.ezmealapp.com



HARRIS
School Solutions



March 2023

www.harrisschoolsolutions.com



How-To Guide and FAQ - www.EZMealApp.com

Table of Contents

Overview.....3

How to Apply for a Free and Reduced Application.....4

How to Submit an Alternate Income Form 12

Frequently Asked Questions..... 18





Overview

EZMealApp.com is used to apply for Free and Reduced meals for eligible K-12 students and/or to submit alternate income forms for those districts that utilize them. The parent or guardian logs on and supplies the required information to fulfill USDA and state guidelines. When the information is entered correctly, the application is submitted into a secure database where a unique confirmation number is sent back to the parent via email. Incomplete or non-compliant applications cannot be submitted, and if the transaction fails for any reason, no confirmation number is returned.

Upon successful submission, a district food service employee reviews and validates the information to ensure that it is accurate and the student matches are correct.

1. Use any computer or mobile device with an internet connection
2. Navigate to www.EZMealApp.com
3. Instructions for each entry appear in the window, prior to filling in the information
4. The applicant must click "Next" to move forward, which ensures that all fields are completed properly
5. Multiple students can be entered in one step
6. All USDA guidelines must be followed and enforced to guarantee a quick review and confirmation process

Questions? See the Frequently-Asked Questions section on Page 18

For more information

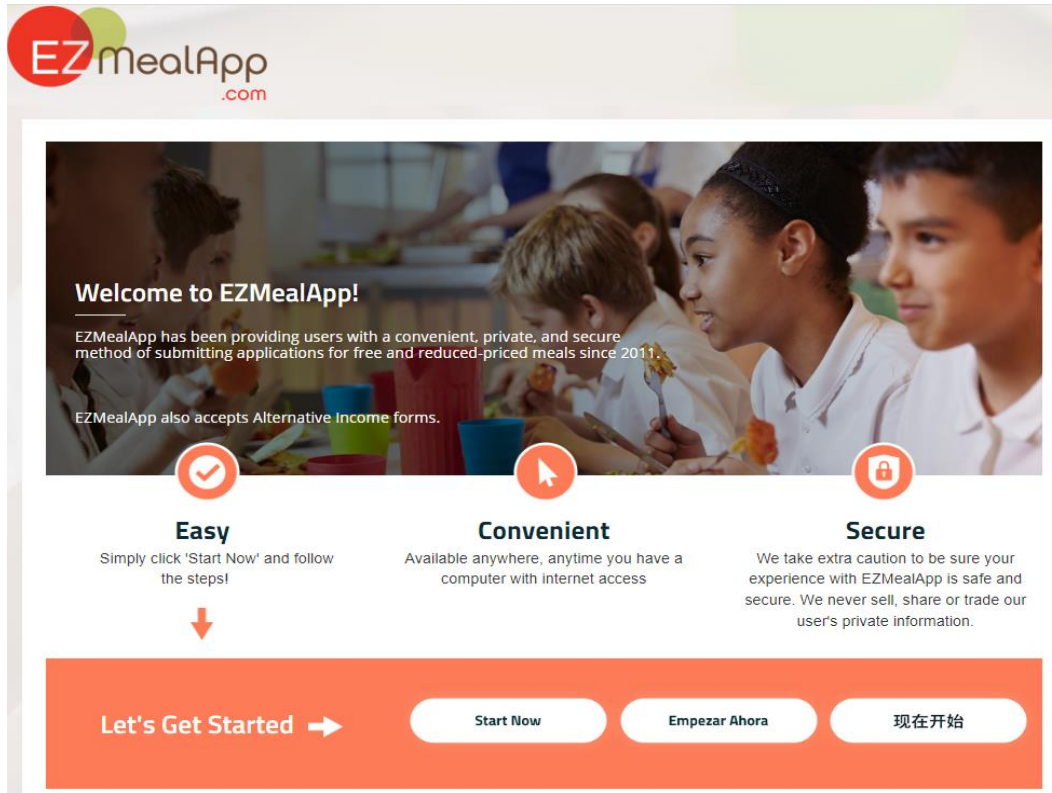
www.harrisschoolsolutions.com | 1.866.450.6696

© 2017, Harris School Solutions. All rights reserved.



How to Apply for a Free or Reduced Application

1. Visit www.EZMealApp.com from any computer or mobile device
2. Click the **Start Now** button (or, select the appropriate button in the preferred language)



The screenshot shows the EZMealApp.com homepage. At the top left is the logo. Below it is a large image of children eating in a school cafeteria. Text on the page reads: "Welcome to EZMealApp! EZMealApp has been providing users with a convenient, private, and secure method of submitting applications for free and reduced-priced meals since 2011. EZMealApp also accepts Alternative Income forms." Below this are three columns with icons: a checkmark for "Easy" (Simply click 'Start Now' and follow the steps!), a mouse cursor for "Convenient" (Available anywhere, anytime you have a computer with internet access), and a padlock for "Secure" (We take extra caution to be sure your experience with EZMealApp is safe and secure. We never sell, share or trade our user's private information.). At the bottom is a large orange banner with the text "Let's Get Started" and three buttons: "Start Now", "Empezar Ahora", and "现在开始".

3. The submitting party must be informed of the intent and result of the application process and agree to the "End User License Agreement" (EULA). Read the Terms of Use and click the **I Agree** button, if appropriate, to move to the next step.

Terms of Use

Any access to and use of the EZMealApp.com site and its pages (the "Site") is subject to the terms and conditions of use (the "Terms") as set forth in this document (this "Agreement"). In this Agreement, "You" or "Your" refers to any person or entity using the Site. By checking the "I AGREE" box below, accessing, or otherwise using the Site, You agree to be bound by this Agreement. N. Harris Computer Corporation ("Harris") may change the Terms from time to time in its sole discretion. Your access and use of the Site after such changes shall constitute Your agreement to abide by and be legally bound by the Terms as they appear at the time of the access and use. If You do not agree to the Terms, You may not access or use the Site.

1. SITE USE GENERALLY.

[Read More](#)

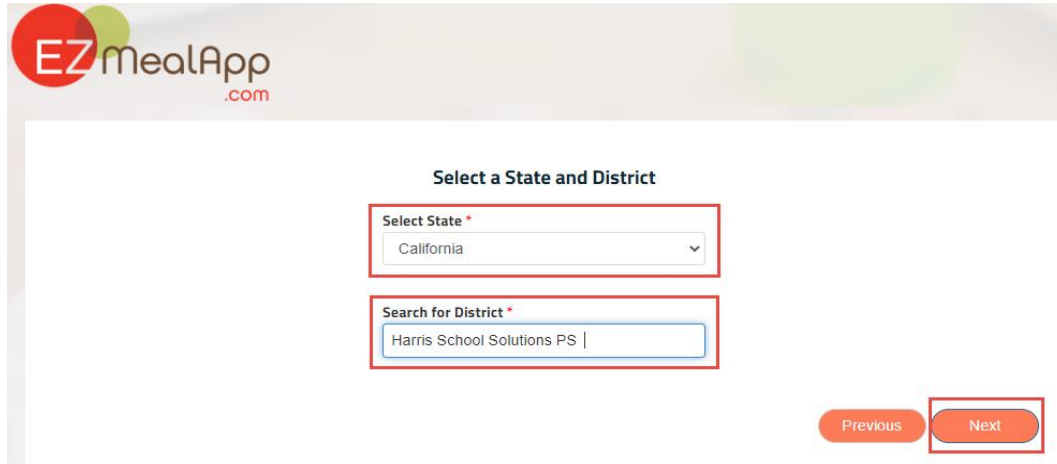
For more information

www.harrisschoolsolutions.com | 1.866.450.6696

© 2017, Harris School Solutions. All rights reserved.



4. Select the State in which the school district resides from the dropdown menu and then type in the district name. Once the district has been selected, click **Next**.



EZmealApp
.com

Select a State and District

Select State *
California

Search for District *
Harris School Solutions PS |

Previous Next

5. Some school districts allow parents to submit a free or reduced meal application or an alternate income form. To submit a free or reduced meal application select **Complete an Application for Free and Reduced Meals**.

Note: This screen will not show if the school district does not offer both types of submissions.

I would like to:

- Complete an Alternate Income Form For My Household
- Complete an Application for Free and Reduced Meals

Previous Next

6. If the District has prepared a letter to household to review before applying, this will display on the page that opens. Review the district's letter, and any applicable instructions they've provided, then click **Next** to proceed to Step 1 of the application process.

Letter to Household

Dear Parent/Guardian:

Children need healthy meals to learn. Harris School offers healthy meals every school day. Harris School provides breakfast at no charge to the students. Lunch meals cost \$1.25 (K-8). Your children may qualify for free meals or for reduced price meals. Reduced price is \$.40 for lunch.

1. **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 Free and Reduced Price School Meals 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.

Next

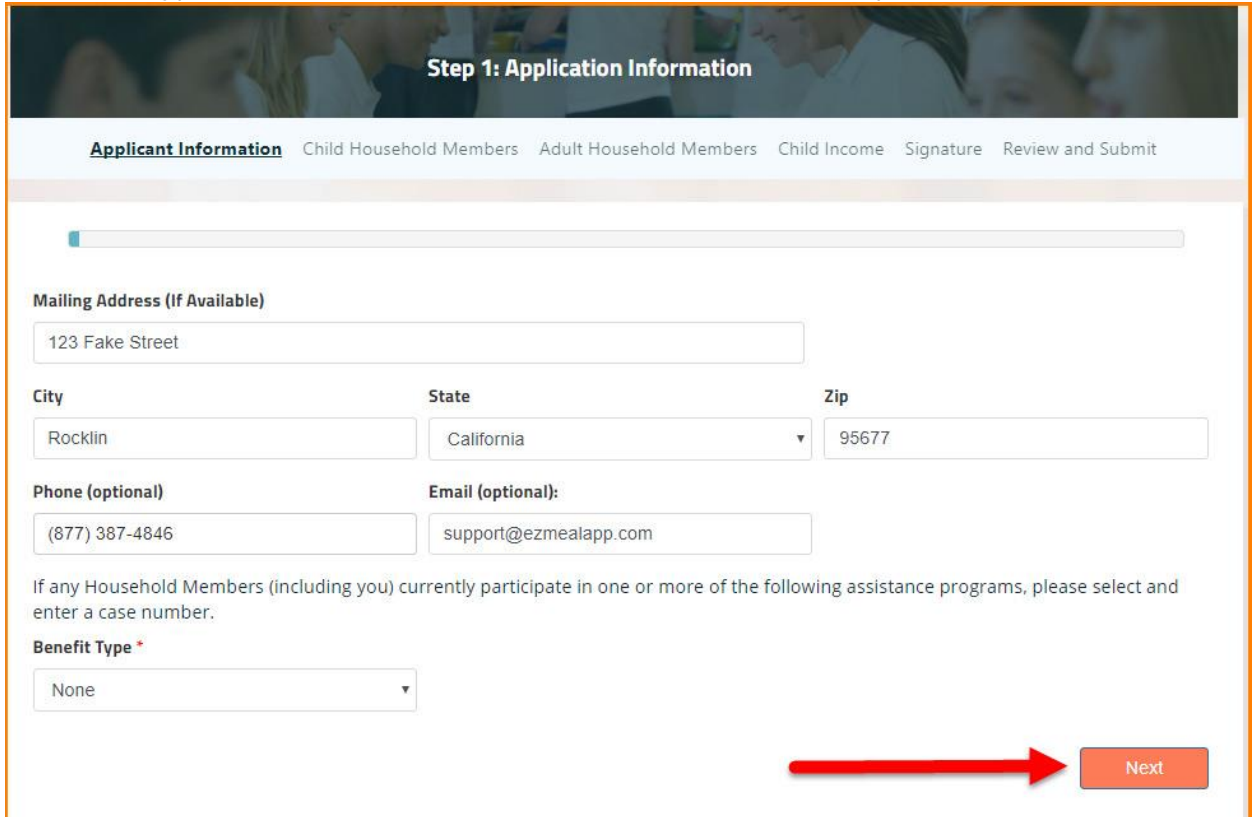
For more information

www.harrisschoolsolutions.com | 1.866.450.6696

© 2017, Harris School Solutions. All rights reserved.



7. In Step 1, the parent or guardian is asked to provide the Applicant Information, such as Mailing Address, Phone and Email Address, where applicable. Fill in the fields, as appropriate. If the household participates in any assistance programs, such as SNAP or TANF, select the appropriate Benefit Type from the dropdown provided, and enter the Case Number assigned. If the household does not participate on any assistance programs, leave the Benefit Type selection as "None," then click Next to continue to Step 2.



Step 1: Application Information

Applicant Information Child Household Members Adult Household Members Child Income Signature Review and Submit

Mailing Address (If Available)
123 Fake Street

City: Rocklin State: California Zip: 95677

Phone (optional): (877) 387-4846 Email (optional): support@ezmealapp.com

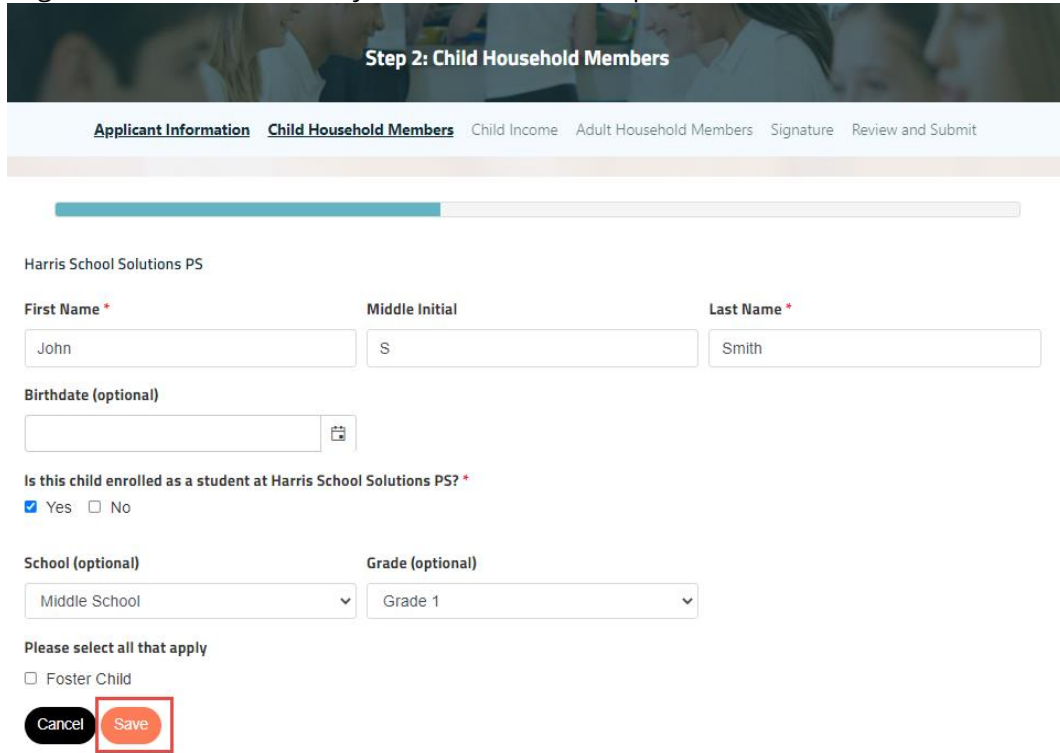
If any Household Members (including you) currently participate in one or more of the following assistance programs, please select and enter a case number.

Benefit Type *
None

Next



8. In Step 2, for Child Household Members, click the **Add Child** button to enter any household members who are infants, children, and students, up to and including grade 12. Choose the appropriate option to indicate if the child household member is a student of the district by selecting “Yes” or “No.” When “Yes” is selected, select the School and Grade from the dropdowns provided, and check any boxes that apply if the child is considered Foster, Migrant, Homeless, Runaway, Head Start, or KinGap, then click the **Save** button.



Step 2: Child Household Members

[Applicant Information](#)
[Child Household Members](#)
[Child Income](#)
[Adult Household Members](#)
[Signature](#)
[Review and Submit](#)

Harris School Solutions PS

First Name *
Middle Initial
Last Name *

Birthdate (optional)

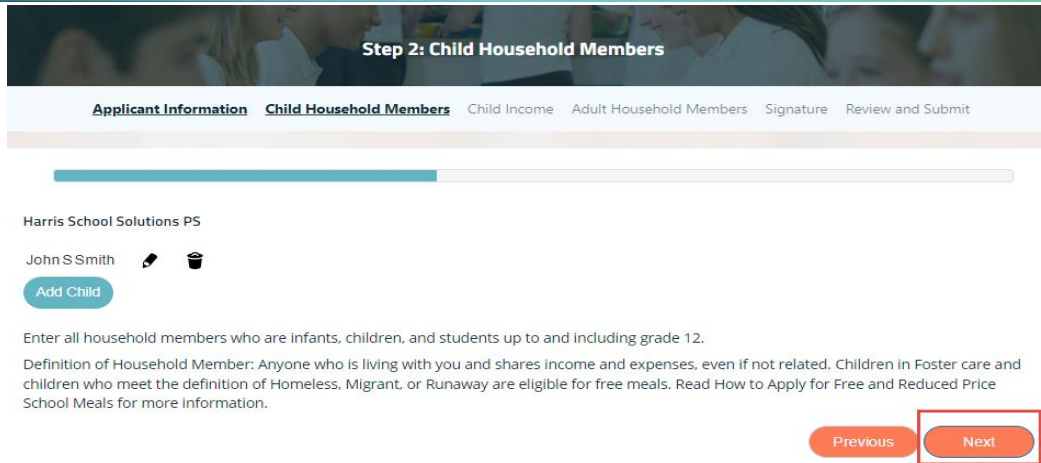
Is this child enrolled as a student at Harris School Solutions PS? *
 Yes No

School (optional)
Grade (optional)

Please select all that apply
 Foster Child

9. Repeat step 2 of this document to add any additional Child Household Members. Once finished, click the **Next** button to continue to Step 3.







Step 2: Child Household Members

[Applicant Information](#)
[Child Household Members](#)
[Child Income](#)
[Adult Household Members](#)
[Signature](#)
[Review and Submit](#)

Harris School Solutions PS

John S Smith  

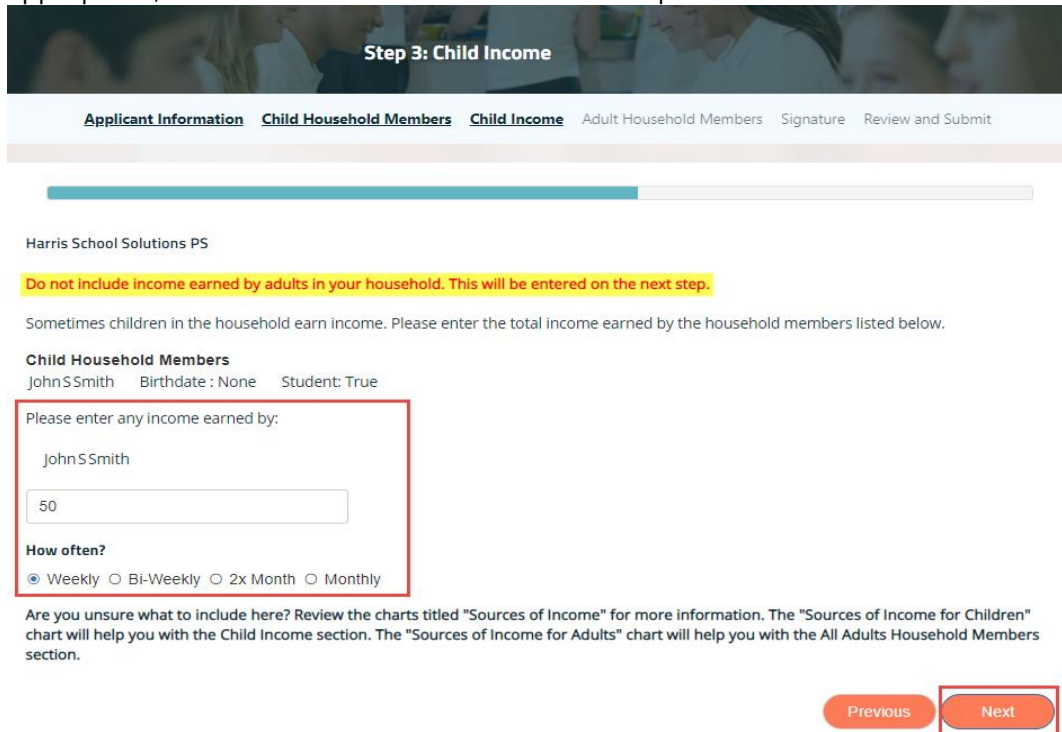
[Add Child](#)

Enter all household members who are infants, children, and students up to and including grade 12.

Definition of Household Member: Anyone who is living with you and shares income and expenses, even if not related. Children in Foster care and children who meet the definition of Homeless, Migrant, or Runaway are eligible for free meals. Read [How to Apply for Free and Reduced Price School Meals](#) for more information.

[Previous](#)
[Next](#)

10. In Step 3, for Child Income, there are instances where children in the household earn income, which must be included, where applicable, on the application. Enter the total amount of any income earned by Child Household Members in the field provided, and select how often this income is received. If no children in the household receive income, leave this blank. Once any Child Income has been entered, where appropriate, click the **Next** button to continue to Step 4.



Step 3: Child Income

[Applicant Information](#)
[Child Household Members](#)
[Child Income](#)
[Adult Household Members](#)
[Signature](#)
[Review and Submit](#)

Harris School Solutions PS

Do not include income earned by adults in your household. This will be entered on the next step.

Sometimes children in the household earn income. Please enter the total income earned by the household members listed below.

Child Household Members

John S Smith Birthdate : None Student: True

Please enter any income earned by:

John S Smith

How often?

Weekly
 Bi-Weekly
 2x Month
 Monthly

Are you unsure what to include here? Review the charts titled "Sources of Income" for more information. The "Sources of Income for Children" chart will help you with the Child Income section. The "Sources of Income for Adults" chart will help you with the All Adults Household Members section.

[Previous](#)
[Next](#)

11. In Step 4, for Adult Household Members, click the **Add Adult** button to enter any household member who was not listed in Step 2, even if they do not receive income. Enter any wages

For more information

www.harrisschoolsolutions.com | 1.866.450.6696

© 2017, Harris School Solutions. All rights reserved.



this household member receives, in the appropriate fields, based on Income Type, and select the Frequency that this income is received from the dropdown provided. Once all income has been entered, click the **Save** button.

Step 4: Adult Household Members

[Applicant Information](#) [Child Household Members](#) [Child Income](#) [Adult Household Members](#) [Signature](#) [Review and Submit](#)

Harris School Solutions PS

First Name *	Middle Initial	Last Name *
<input type="text" value="Jane"/>	<input type="text"/>	<input type="text" value="Smith"/>
Income Type	Income	Frequency
<input type="text" value="Earnings From Work"/>	<input type="text" value="1,000"/>	<input type="text" value="Monthly"/>
Income Type	Income	Frequency
<input type="text" value="Public Assistance, Child Support, Alimony"/>	<input type="text"/>	<input type="text"/>
Income Type	Income	Frequency
<input type="text" value="Pension, Retirement, All Other"/>	<input type="text"/>	<input type="text"/>

Cancel
Save

12. Repeat step 4 of this document to add any additional Adult Household Members. Once all Adult Household Members have been entered, click **Next** to continue to Step 5.

Step 4: Adult Household Members

[Applicant Information](#) [Child Household Members](#) [Child Income](#) [Adult Household Members](#) [Signature](#) [Review and Submit](#)

Harris School Solutions PS

Jane Smith

Add Adult

List all Household Members not listed in the previous step (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total **gross income (before taxes)** for each source in whole dollars (no cents) only. If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

Are you unsure what to include here? Review the charts titled "Sources of Income" for more information. The "Sources of Income for Children" chart will help you with the Child Income section. The "Sources of Income for Adults" chart will help you with the All Adults Household Members section.

Previous
Next



13. In Step 5, for Electronic Signature, either enter the last four digits of the SSN for the Adult Household Member who is signing the application. If this household member does not have a SSN, check the "I have no SSN" box. Enter the total count of all members within the household in the field provided. From the dropdown provided, select the Adult Household Member who is electronically signing the application, then type their Full Name in the box provided – this serves as the Electronic Signature. If desired, select the Ethnicity, and check the appropriate box(es) for Race in the last section, then click **Next** to continue to Step 6.

Step 5: Electronic Signature

[Applicant Information](#)
[Child Household Members](#)
[Child Income](#)
[Adult Household Members](#)
[Signature](#)
[Review and Submit](#)

Harris School Solutions PS

Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member.

SSN *

I have no SSN

Tell us how many infants, children, school students and adults live in your household. They do NOT have to be related to you to be part of your household. *

I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits and I may be prosecuted under applicable State and Federal laws.

Signed By *

Signature *

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

Race (Choose one or more regardless of ethnicity)

<input type="checkbox"/> Not Answered	<input type="checkbox"/> Asian	<input type="checkbox"/> Black or African American
<input type="checkbox"/> American Indian/Alaska Native	<input type="checkbox"/> Native Hawaiian/Pacific Island	<input type="checkbox"/> White
<input type="checkbox"/> Other	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Two or More

Previous
Next




14. In Step 6, review the information entered for the application. Confirm that the correct address and contact information is displayed. Ensure that all Child and Adult Household members show, with the appropriate amount of income entered for each. Verify that the Signature information is accurately entered, then check the box that you are not a robot. Once all information has been reviewed for accuracy, click the **Finish** button to submit the application to the School District.

Step 6: Review and Submit

[Applicant Information](#) [Child Household Members](#) [Child Income](#) [Adult Household Members](#) [Signature](#) [Review and Submit](#)


Harris School Solutions PS

Applicant Information 

Address 123 Fake Street Rocklin, California 95677 Phone 5555555555 Email support@ezmealapp.com

Tell us how many infants, children, school students and adults live in your household. They do NOT have to be related to you to be part of your household.
2


Child Household Members


John S Smith Student: True 

Total Child Income: \$50.00

Frequency: Weekly

Adult Household Members


Jane Smith Income: \$1,000.00 Monthly - Earnings From Work 

Signature 

SSN : 1234 Signed By: Jane Smith

Review and Submit

Please review the information and verify that it is correct. Make any modifications necessary by using the pencil next to each section.

I'm not a robot 

I understand by clicking on the Finish button below, my application will be sent electronically to the School District and my electronic signature has the same legal effect and enforceability as my written signature. The electronic signature and its related fields are treated by Harris School Solutions PS like a handwritten signature on a paper form.

I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits and I may be prosecuted under applicable State and Federal laws.

[Previous](#) [Finish](#)

15. Once finished, the Confirmation Code is displayed and, where provided, will be emailed to the email address provided in Step 1 of the application process.

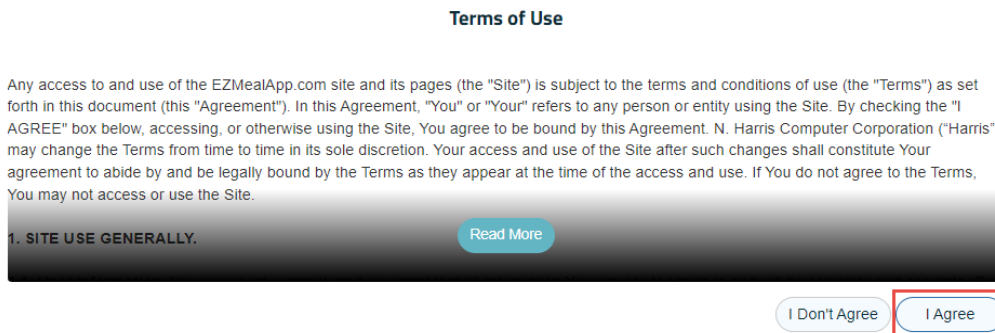


How to Submit an Alternate Income Form

1. Visit www.EZMealApp.com from any computer or mobile device
2. Click the **Start Now** button (or, select the appropriate button in the preferred language)



3. The submitting party must be informed of the intent and result of the application process and agree to the "End User License Agreement" (EULA). Read the Terms of Use and click the **I Agree** button, if appropriate, to move to the next step.



4. Select the State in which the school district resides from the dropdown menu and then type in the district name. Once the district has been selected, click **Next**.

Select a State and District

Select State *

New York ▾

Search for District *

Harris School District |

Previous Next

5. Some school districts allow parents to submit a free or reduced meal application or an alternate income form. To submit a free or reduced income form select **Complete an Alternate Income Form for my Household**.

Note: This screen will not show if the school district does not offer both types of submissions.

I would like to:

- Complete an Alternate Income Form For My Household
- Complete an Application for Free and Reduced Meals

Previous Next

6. If the District has prepared a letter to household to review before applying, this will display on the page that opens. Review the district's letter, and any applicable instructions they've provided, then click **Next** to proceed to Step 1 of the income form process.

Letter to Household

Dear Parent/Guardian:

Children need healthy meals to learn. Harris School offers healthy meals every school day. Harris School provides breakfast at no charge to the students. Lunch meals cost \$1.25 (K-8). Your children may qualify for free meals or for reduced price meals. Reduced price is \$.40 for lunch.

1. 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 Free and Reduced Price School Meals 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.

Next

For more information

www.harrisschoolsolutions.com | 1.866.450.6696

© 2017, Harris School Solutions. All rights reserved.



7. In Step 1, the parent or guardian is asked to provide the Applicant Information, such as Mailing Address, Phone and Email Address, where applicable. Fill in the fields, as appropriate. If the household participates in any assistance programs, such as SNAP or TANF, select the appropriate Benefit Type from the dropdown provided, and enter the Case Number assigned. If the household does not participate on any assistance programs, leave the Benefit Type selection as "None," then click Next to continue to Step 2.

Step 1: Income Form Information

[Income Form Information](#) [Students](#) [Household Income](#) [Signature](#) [Review and Submit](#)

Harris School District

Mailing Address (If Available)

123 Fake Street

City **State** **Zip**

Buffalo New York 14210

Phone (optional) **Email (optional):**

(555) 555-5555 support@ezmealapp.com

If any Household Members (including you) currently participate in one or more of the following assistance programs, please select and enter a case number.

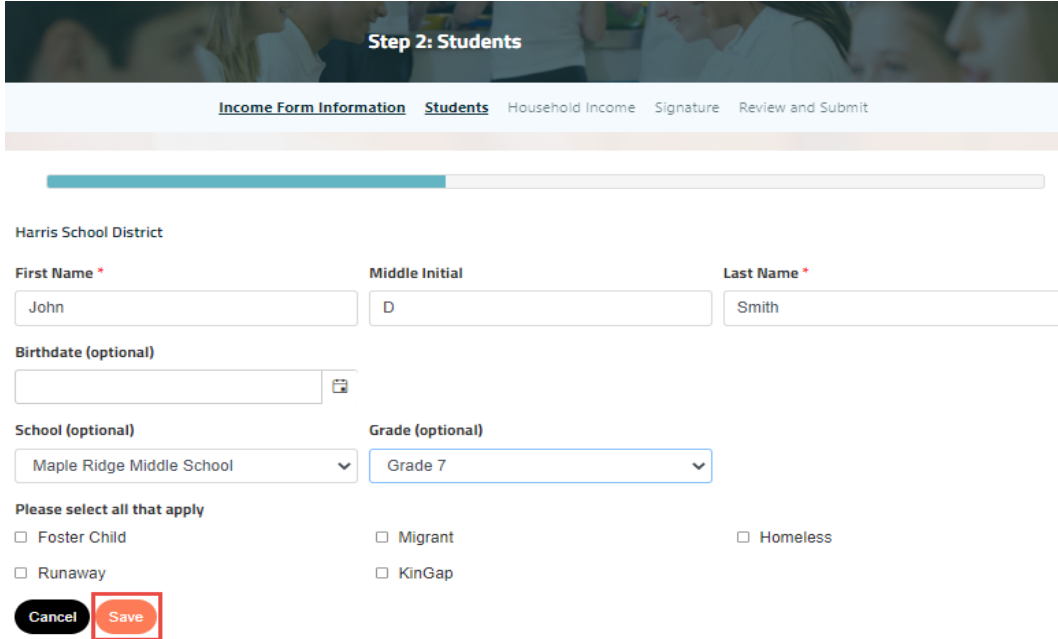
Benefit Type

None

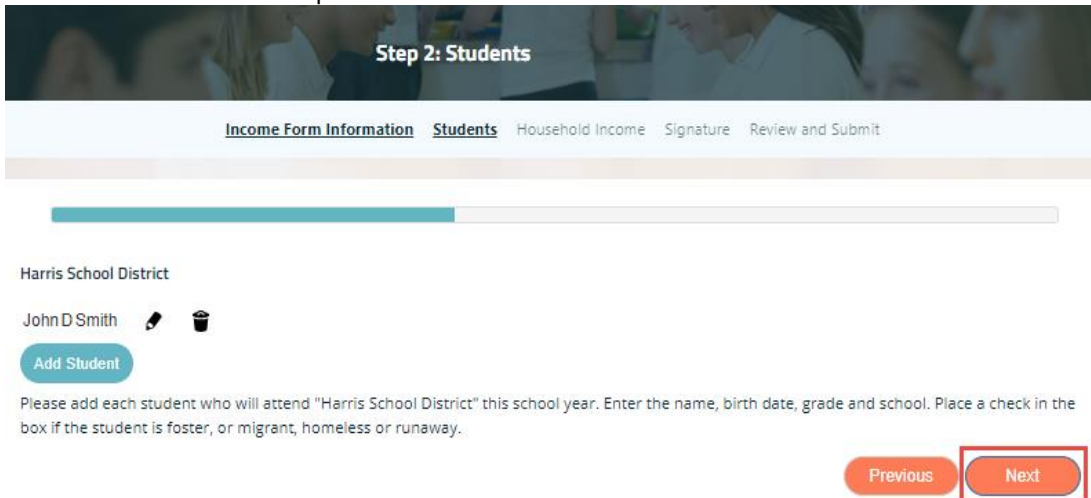
Next



8. In Step 2, for Child Household Members, click the **Add Child** button to enter any household members who are infants, children, and students, up to and including grade 12. Choose the appropriate option to indicate if the child household member is a student of the district by selecting "Yes" or "No." When "Yes" is selected, select the School and Grade from the dropdowns provided, and check any boxes that apply if the child is considered Foster, Migrant, Homeless, Runaway, Head Start, or KinGap, then click the **Save** button.

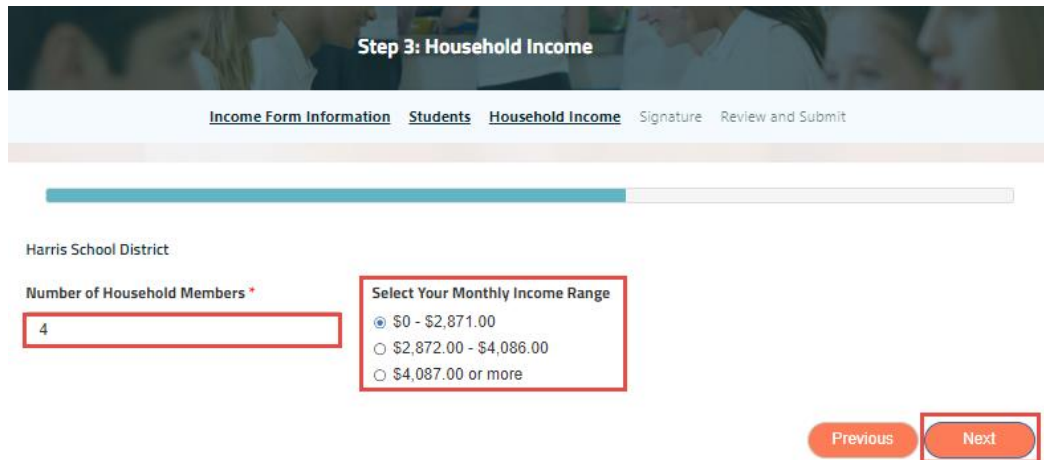


9. Repeat step 2 of this document to add any additional students. Once finished, click the **Next** button to continue to Step 3.




10. In Step 3, enter in the total number of household members living in your household and then select your monthly income range.

Note: The “Select Your Monthly Income Range” section will not appear until a quantity is entered into the “Number of Household Members” field.



Step 3: Household Income

[Income Form Information](#) [Students](#) [Household Income](#) [Signature](#) [Review and Submit](#)

Harris School District

Number of Household Members *

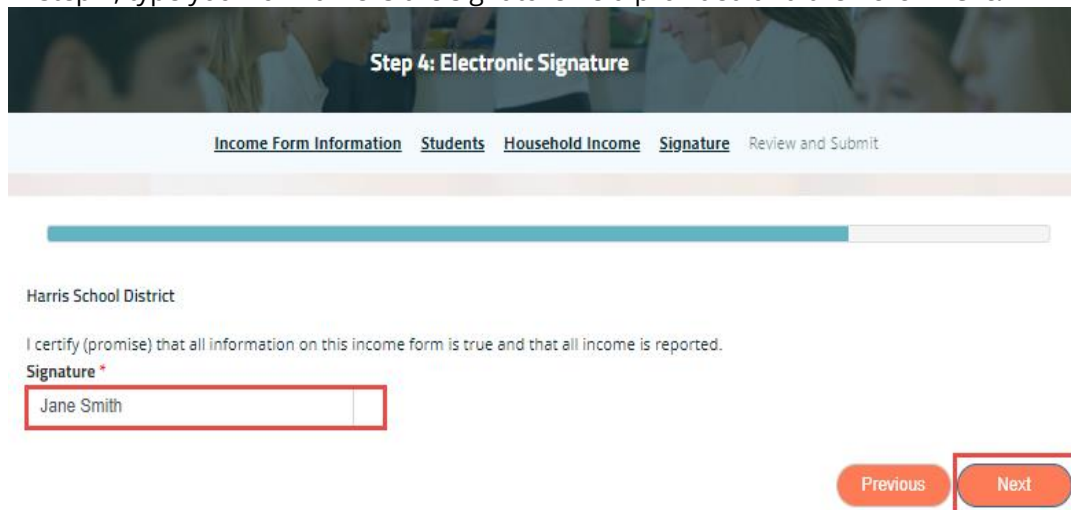
4

Select Your Monthly Income Range

- \$0 - \$2,871.00
- \$2,872.00 - \$4,086.00
- \$4,087.00 or more

[Previous](#) [Next](#)

11. In step 4, type your full name in the signature field provided and then click **Next**.



Step 4: Electronic Signature

[Income Form Information](#) [Students](#) [Household Income](#) [Signature](#) [Review and Submit](#)

Harris School District

I certify (promise) that all information on this income form is true and that all income is reported.

Signature *

Jane Smith

[Previous](#) [Next](#)



12. In Step 5, review the information entered for the application. Confirm that the correct address and contact information is displayed. Ensure that all the students and household income show correctly. Verify that the Signature information is accurately entered, then check the box that you are not a robot. Once all information has been reviewed for accuracy, click the **Finish** button to submit the application to the School District.

Step 5: Review and Submit

[Income Form Information](#) | [Students](#) | [Household Income](#) | [Signature](#) | [Review and Submit](#)

Harris School District

Income Form Information ✎

Address 123 Fake Street Buffalo, New York 14210 Phone 5555555555 Email support@ezmealapp.com

Students ✎

JohnDSmith Student: True ✎

Household Income ✎


Number of Household Members 4
 Total Household Monthly Income \$0 - \$2,871.00

Signature ✎

Signed By: Jane Smith

Review and Submit

Please review the information and verify that it is correct. Make any modifications necessary by using the pencil next to each section.

✔ I'm not a robot 

I understand by clicking on the Finish button below, my income form will be sent electronically to the School District and my electronic signature has the same legal effect and enforceability as my written signature. The electronic signature and its related fields are treated by Harris School District like a handwritten signature on a paper form.

I certify (promise) that all information on this income form is true and that all income is reported.

Previous
Finish

13. Once finished, the Confirmation Code is displayed.



Frequently-Asked Questions (FAQ)

School Districts generally send meal applications and/or alternate income forms home at the beginning of each school year, however, you may apply for school meals or complete the income form at any time throughout the school year by submitting a household application via www.EZMealApp.com.

If you are earning at, or below, current Income Eligibility Guidelines, your school or local education agency will process your application and/or income form and issue an eligibility determination.

1. What is EZMealApp?

a. EZMealApp is an easy-to-use, web-based application that guides parents or guardians through the process of applying for free and reduced meal eligibility. A step-by-step process is in place to ensure the application is filled out completely and accurately.

2. How will I know that the district received the meal application I submitted?

a. As soon as the application is submitted with all of the required information, a confirmation number is automatically displayed, as well as emailed, if an email address was provided. The number is unique and belongs to that specific entry; it cannot be modified. This confirms that your application was received.

3. What if I did not get my confirmation email?

a. Please allow 24-48 hours to receive your confirmation email. If you do not receive confirmation, contact your Child Nutrition or Food Service Office and they can confirm receipt of your application, based on student name or confirmation number.

4. How will I know that the application was approved?

a. A notification letter in your selected language will be sent to you from your child's school district.

5. How long does it take for the district to review my application?

a. The USDA guidelines state that applications must be reviewed in a timely manner by the district. An eligibility determination must be made and implemented within 10 working days of the receipt of the application. By applying with EZMealApp, applications are processed quickly, particularly for children who do not have approved applications on file from the previous year.

6. How much time does it take to complete the application or income form online?

a. In general, it takes 15-30 minutes to apply, based on the size of your household.

For more information

www.harrisschoolsolutions.com | 1.866.450.6696

© 2017, Harris School Solutions. All rights reserved.





7. How much does it cost to apply?

a. There is no fee for using EZMealApp to submit your application or form. Your school district provides this service as an easy, fast, and accurate method of submitting your information. If you have additional questions, please contact your district directly.

8. How do I know the EZMealApp site is secure?

a. EZMealApp has security measures in place to protect the loss, misuse, and alteration of the information under our control. The system is fully compliant with all security regulations, and information is protected by the highest security standards using a Secure Socket Layer (SSL) protocol.

9. What does Harris do with my personal information?

a. Harris School Solutions never sells or publishes your personal information. The information provided is only used to determine eligibility. The complete Privacy Policy is available at: <https://secure.ezmealapp.com/PrivacyPolicy.aspx>

Harris School Solutions is a division of Harris Computer Systems (Harris), a fully-owned subsidiary of Constellation Software Incorporated. Constellation Software Inc. (CSI) is an international I provider of market-leading software and services to a select number of industries, both in the public and private sectors.

The Harris School Nutrition Solutions business unit offers comprehensive software and hardware solutions to meet the needs of school nutrition programs.

Visit us at www.harrisschoolsolutions.com

For more information

www.harrisschoolsolutions.com | 1.866.450.6696

© 2017, Harris School Solutions. All rights reserved.

