How to Guide and FAQ

www.ezmealapp.com

March 2023

www.harrisschoolsolutions.com

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

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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

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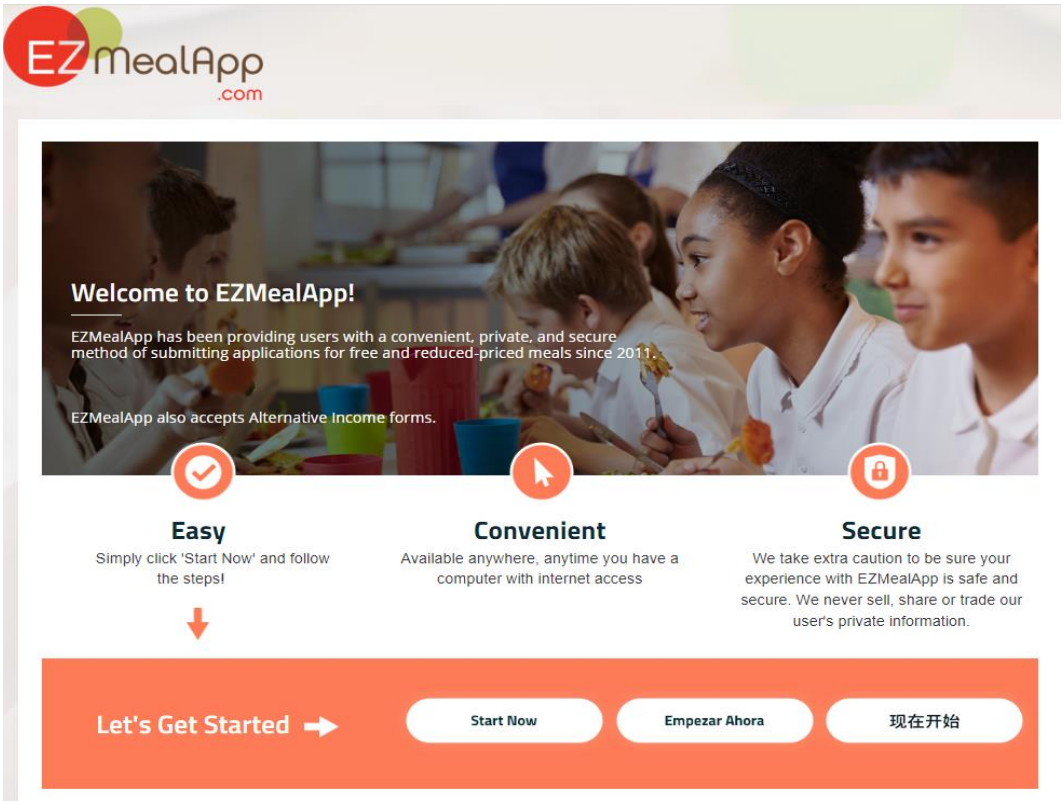
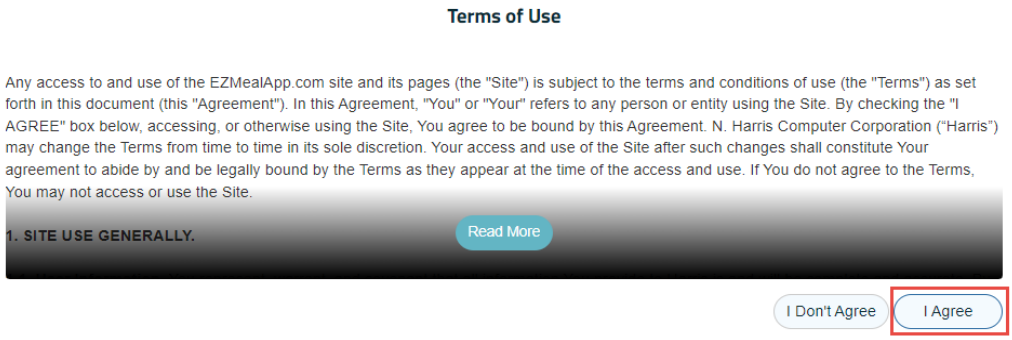
How to Apply for a Free or Reduced Application

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)



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.



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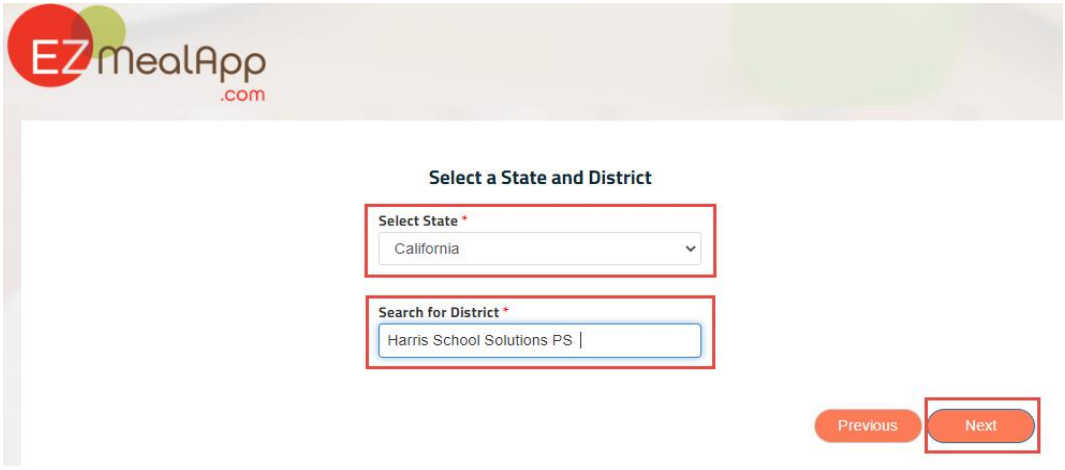
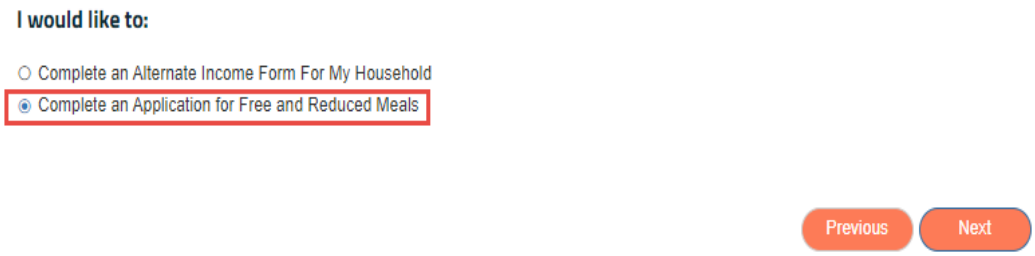
4. Select the State in which the school district resides from the dropdown menu and then type in the district name. Once the district has been selected, click **Next**.



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.



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.

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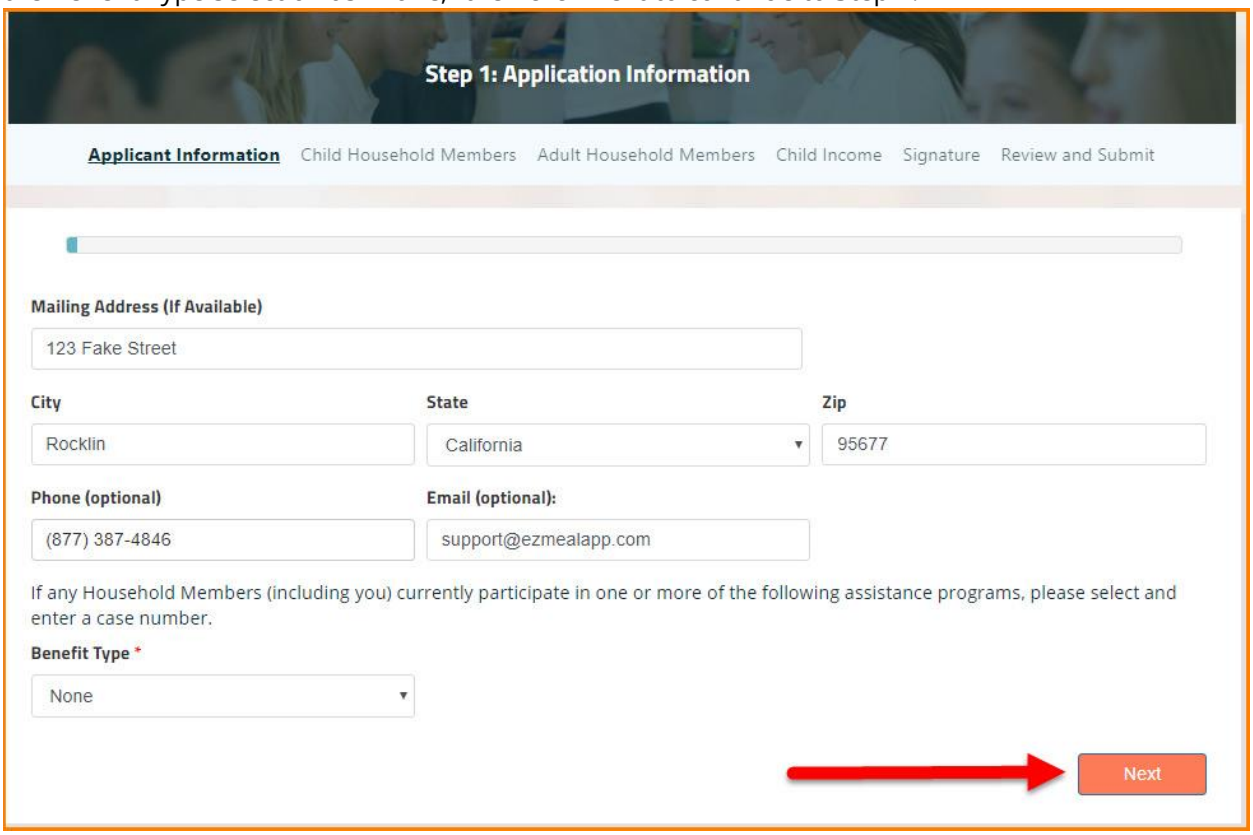
7. In Step 1, the parent or guardian is asked to provide the Applicant Information, such as Mailing Address, Phone and Email Address, where applicable. Fill in the fields, as appropriate. If the household participates in any assistance programs, such as SNAP or TANF, select the appropriate Benefit Type 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.



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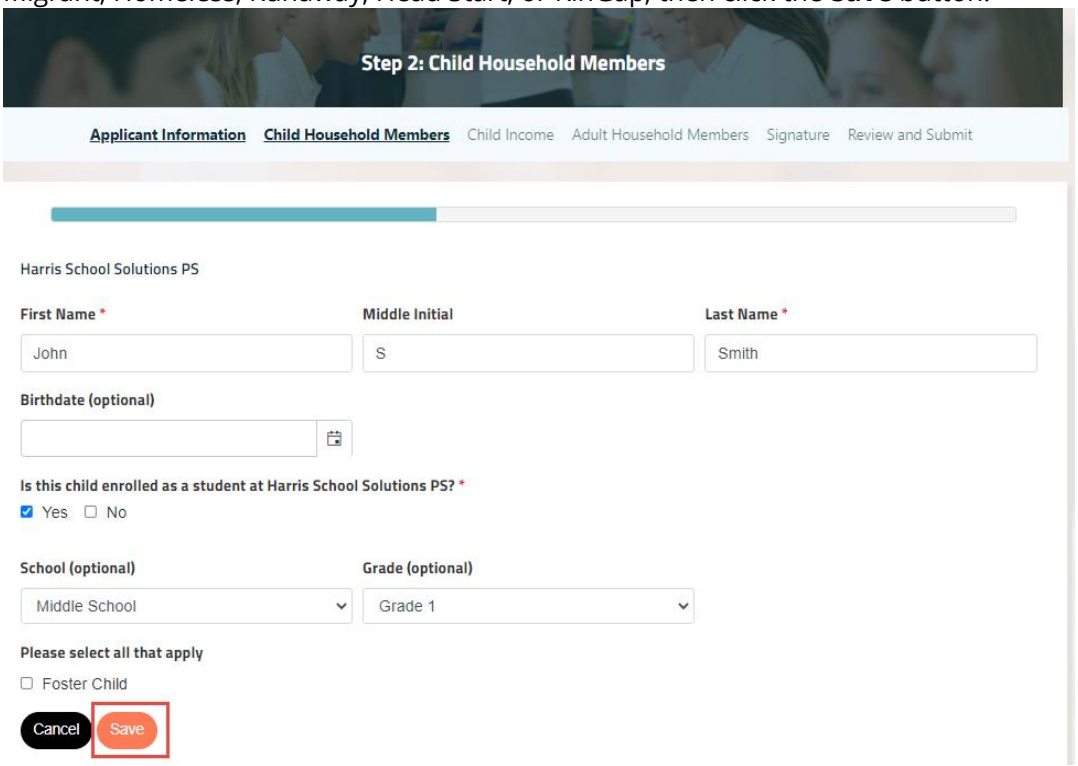
8. In Step 2, for Child Household Members, click the **Add Child** button to enter any household members who are infants, children, and students, up to and including grade 12. Choose the appropriate option to indicate if the child household member is a student of the district by selecting "Yes" or "No." 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 Child Household Members. Once finished, click the **Next** button to continue to Step 3.

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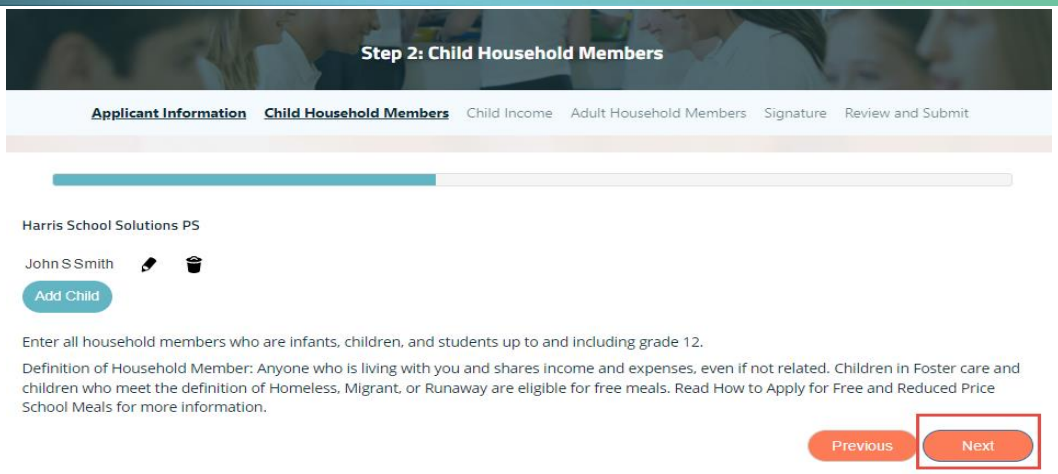
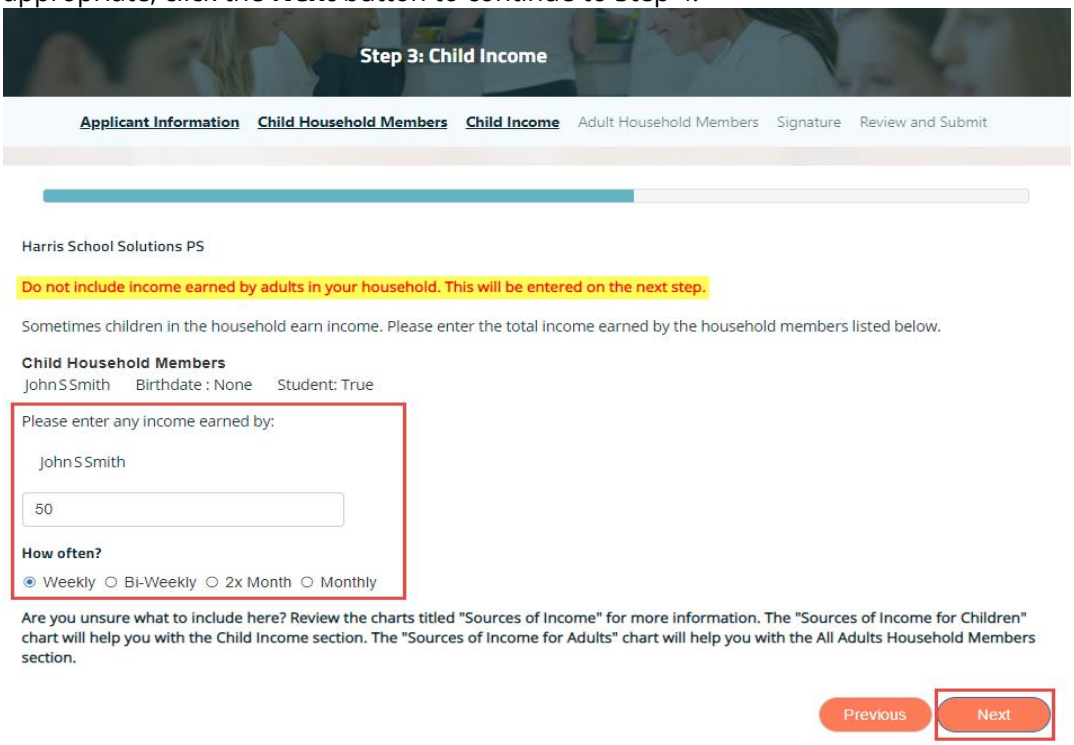


10. In Step 3, for Child Income, there are instances where children in the household earn income, which must be included, where applicable, on the application. Enter the total amount of any income earned by Child Household Members in the field provided, and select how often this income is received. If 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.



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

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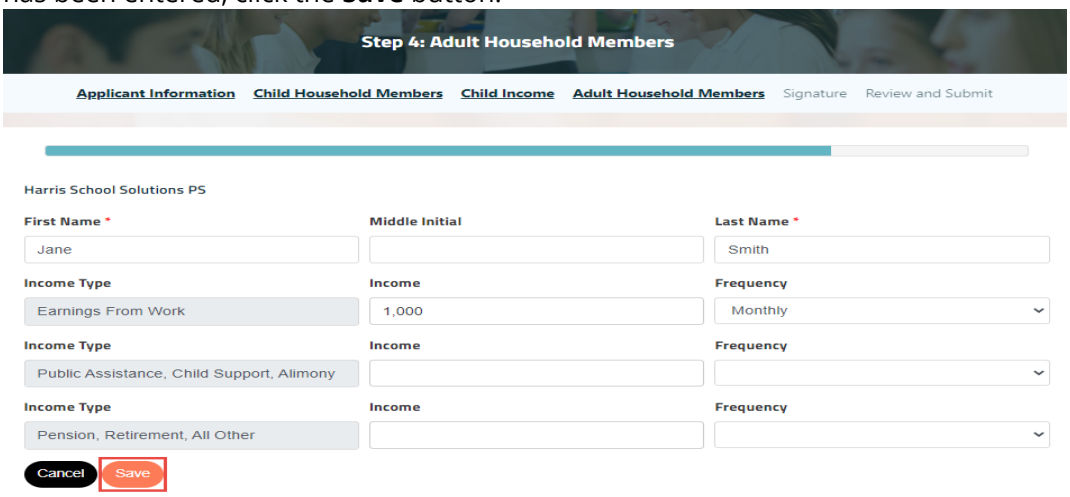
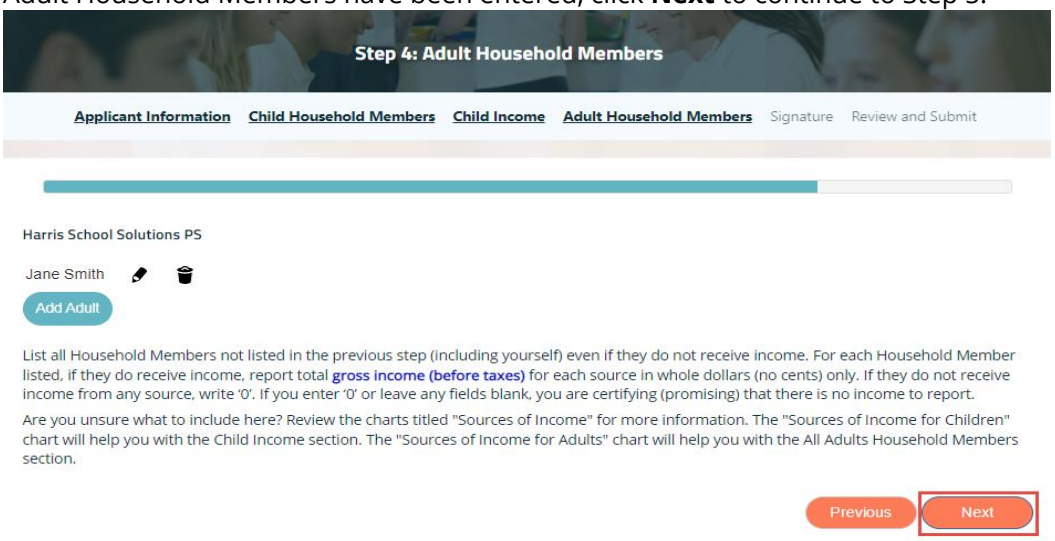
this household member receives, in the appropriate fields, based on Income Type, and select the Frequency that this income is received from the dropdown provided. Once all income has been entered, click the **Save** button.



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.



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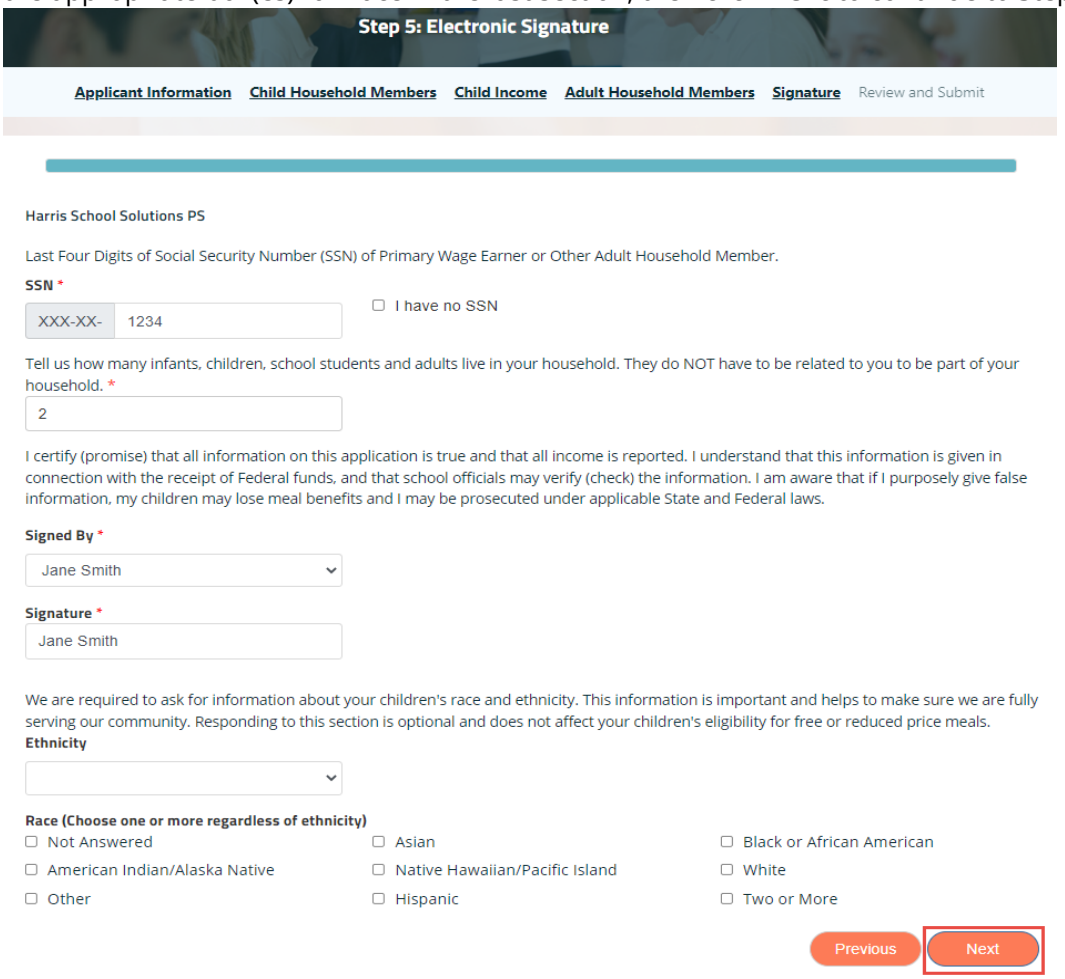
13. In Step 5, for Electronic Signature, either enter the last four digits of the SSN for the Adult Household Member who is signing the application. If this household member does not have a SSN, check the "I have no SSN" box. Enter the total count of all members within the household in the field provided. 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.



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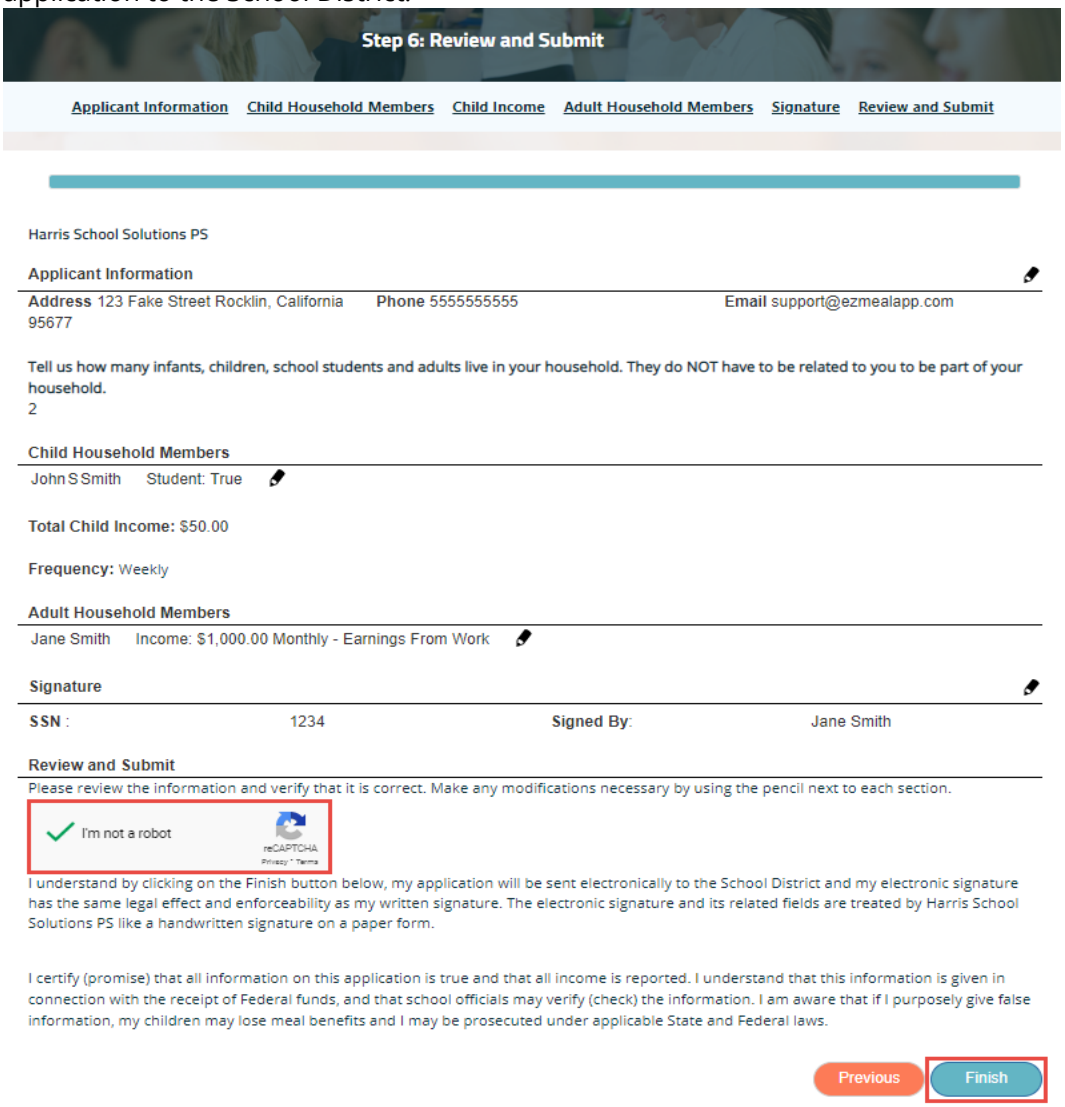
14. In Step 6, review the information entered for the application. Confirm that the correct address and contact information is displayed. Ensure that all Child and Adult Household members show, with the appropriate amount of income entered for each. Verify that the Signature information is accurately 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.



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.

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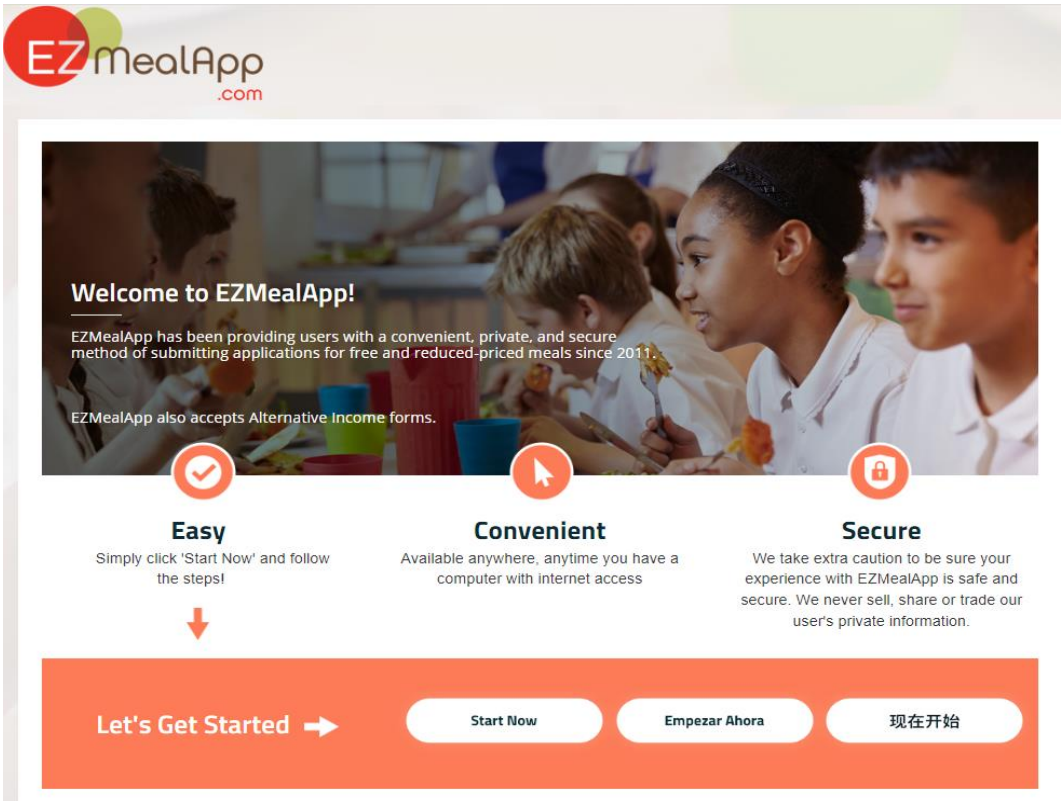
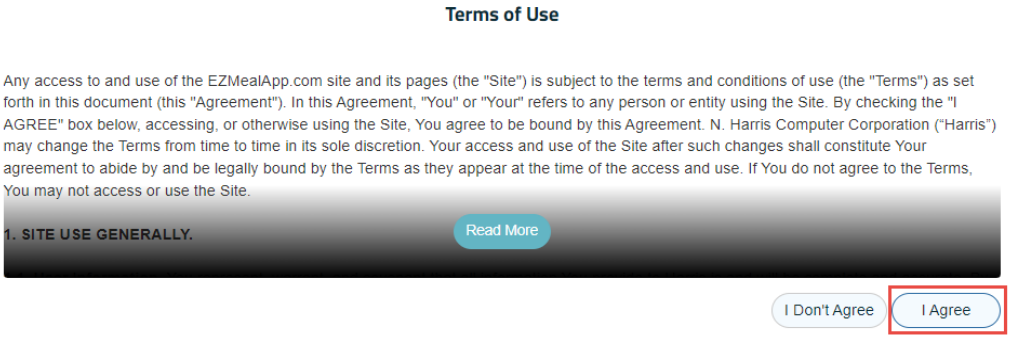
How to Submit an Alternate Income Form

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.



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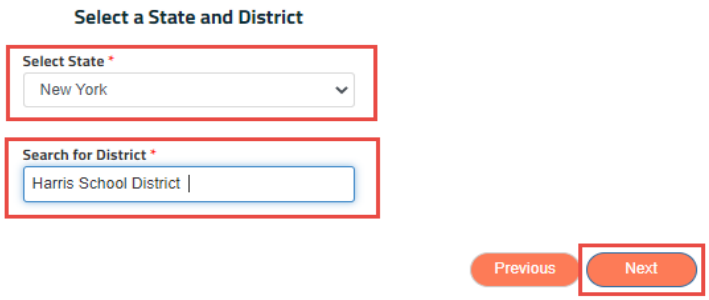
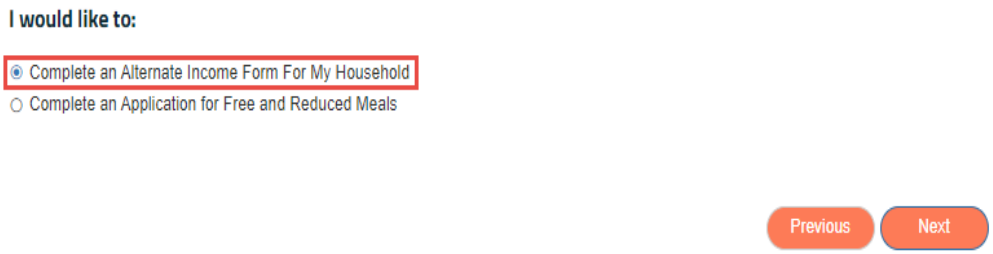
4. Select the State in which the school district resides from the dropdown menu and then type in the district name. Once the district has been selected, click **Next**.



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.



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.

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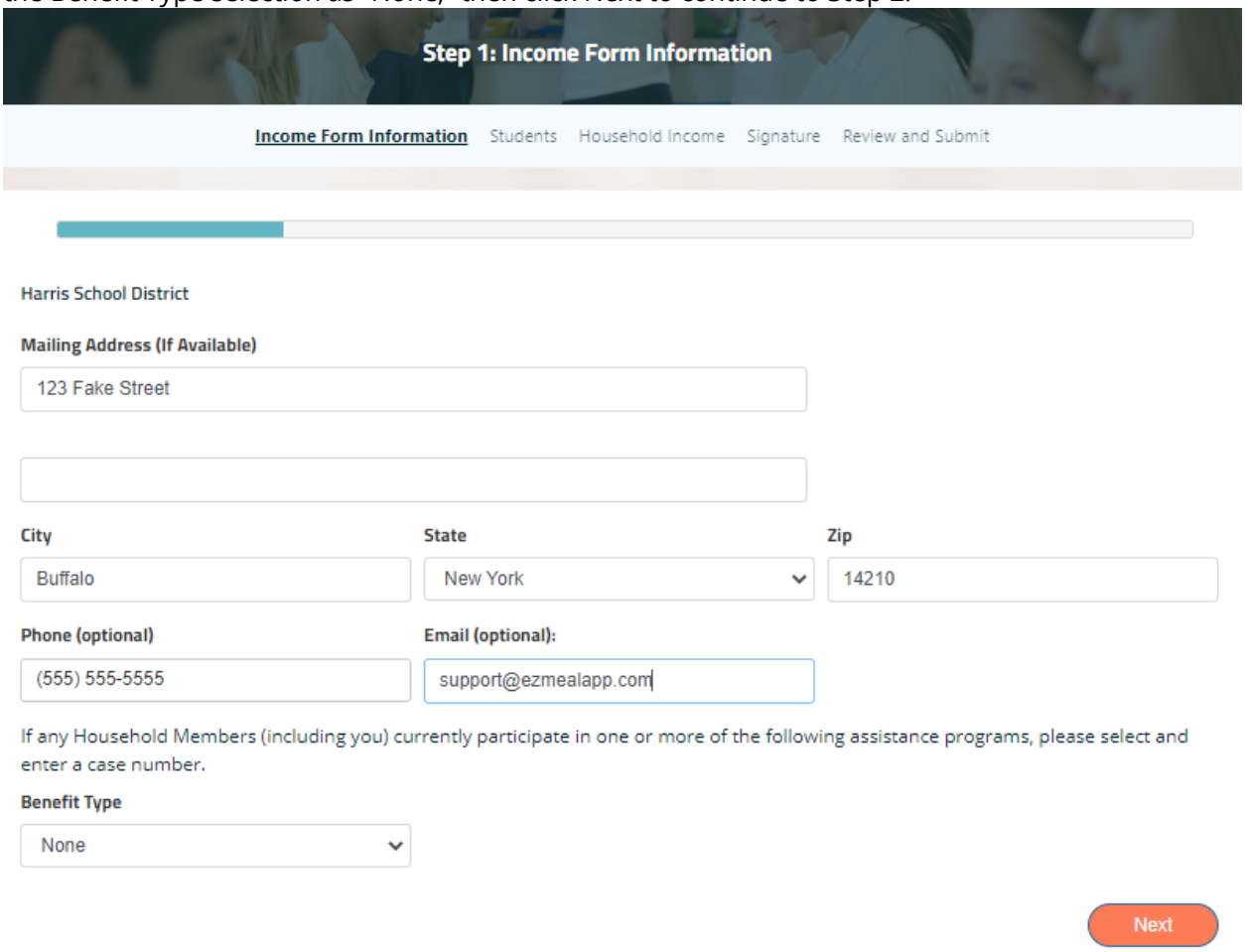
7. In Step 1, the parent or guardian is asked to provide the Applicant Information, such as Mailing Address, Phone and Email Address, where applicable. Fill in the fields, as appropriate. If the household participates in any assistance programs, such as SNAP or TANF, select the appropriate Benefit Type 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.



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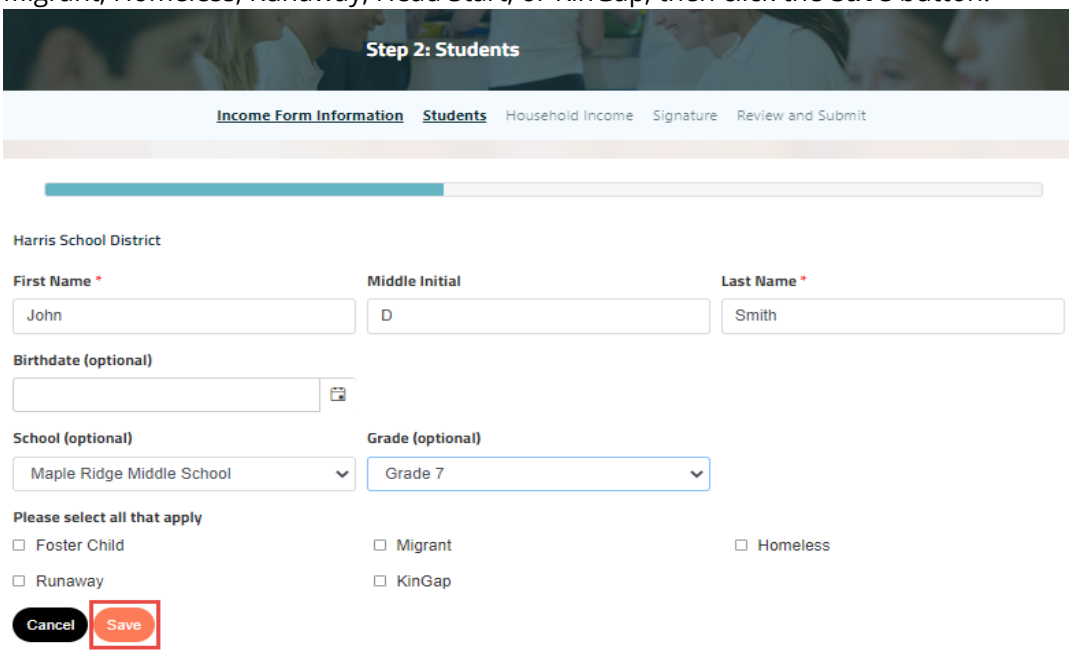
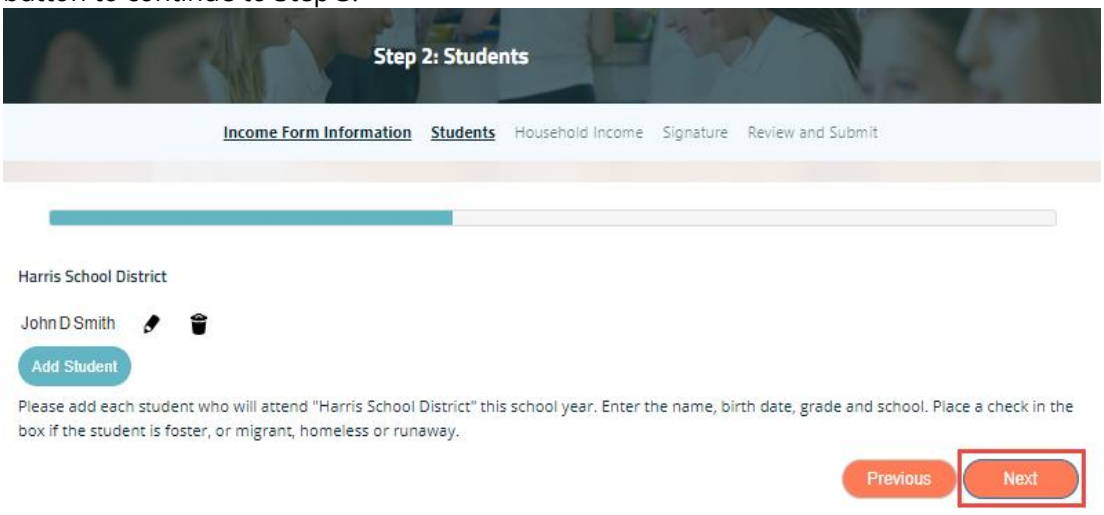
8. In Step 2, for Child Household Members, click the **Add Child** button to enter any household members who are infants, children, and students, up to and including grade 12. Choose the appropriate option to indicate if the child household member is a student of the district by selecting "Yes" or "No." 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.



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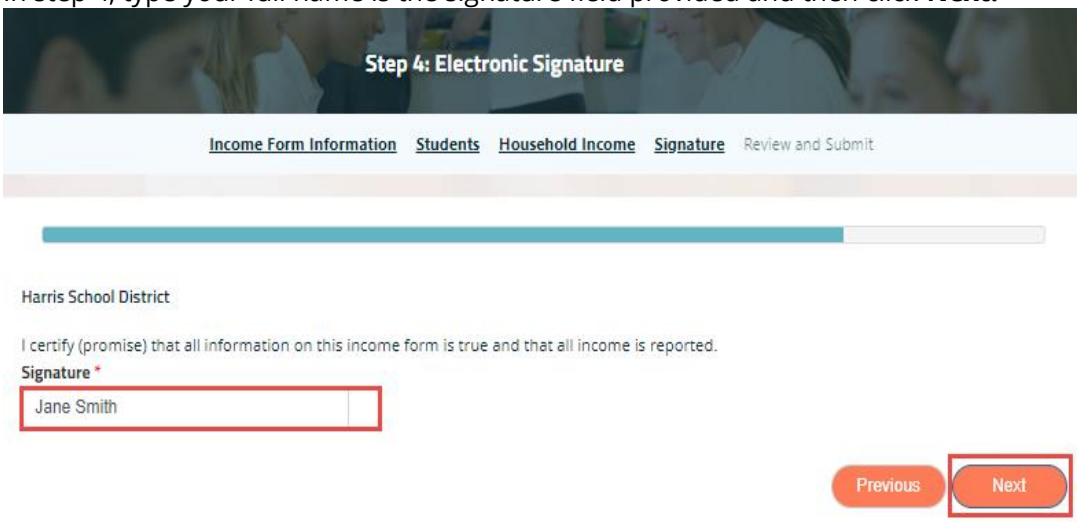
10. In Step 3, enter in the total number of household members living in your household and then select your monthly income range.
Note: The "Select Your Monthly Income Range" section will not appear until a quantity is entered into the "Number of Household Members" field.

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



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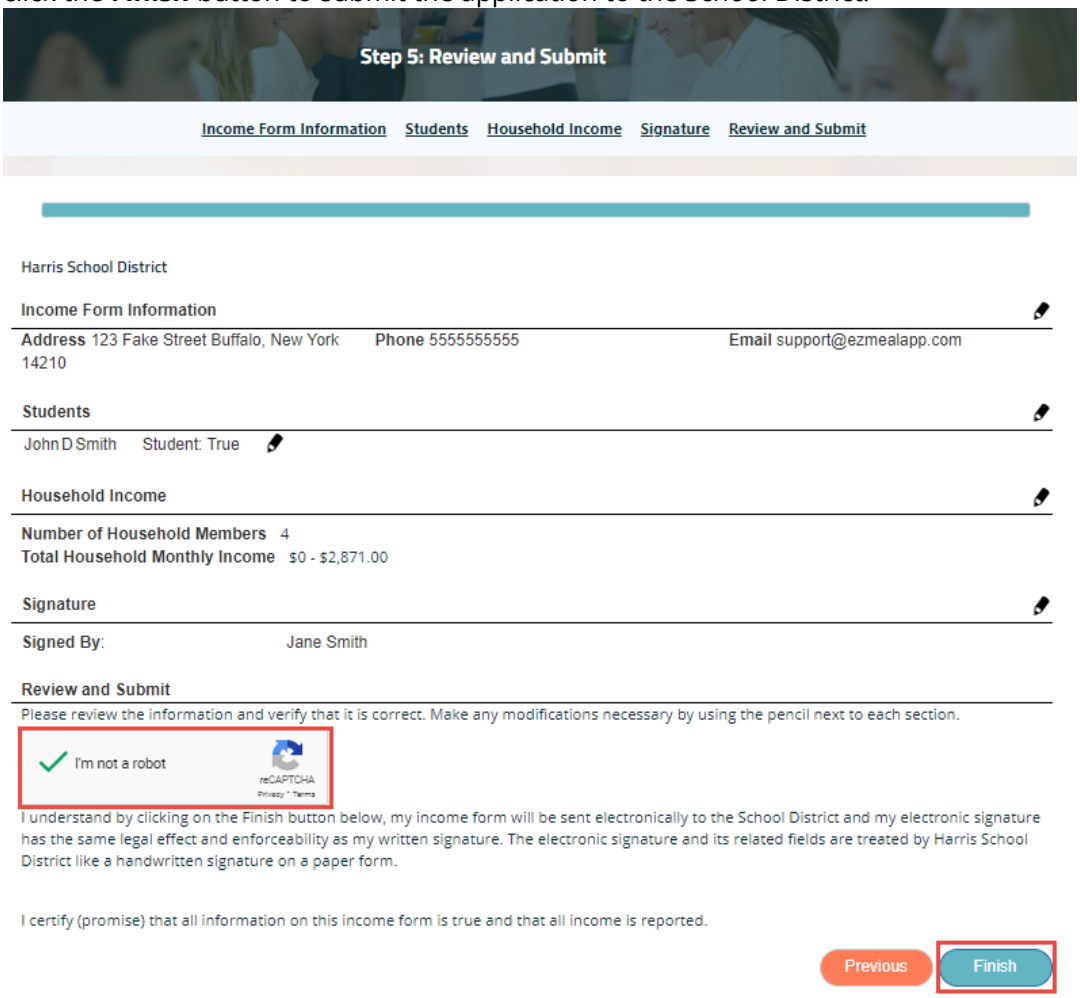
12. In Step 5, review the information entered for the application. Confirm that the correct address and contact information is displayed. Ensure that all the students and household income show correctly. Verify that the Signature information is accurately entered, then check the box that you are not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



13. Once finished, the Confirmation Code is displayed.

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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.

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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 l 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.

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