Primero edge

Student Eligibility
Free & Reduced Meals



The fast and easy way to apply for free or reduced-priced student meals.

- ✓ **Convenient**—use any computer with Internet access at any time; include all students in your household on one application; review your completed application as often as desired.
- ✓ **Easy**—automated program guides you through each step in the process; you know where you are in the process at all times.
- ✓ **Secure**—safe input of your application information; no paper to misplace or expose to the view of others.
- ✓ **Free**—no charge at any time

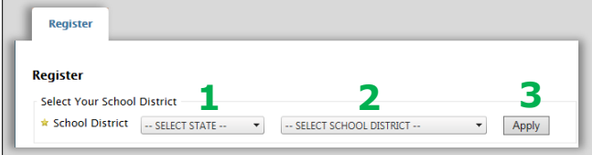
Get started at:

www.schoolcafe.com

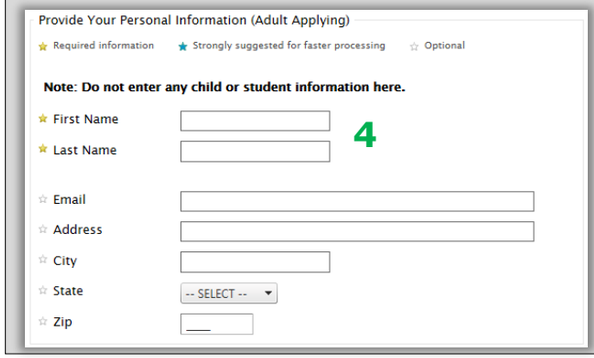
Register

To register

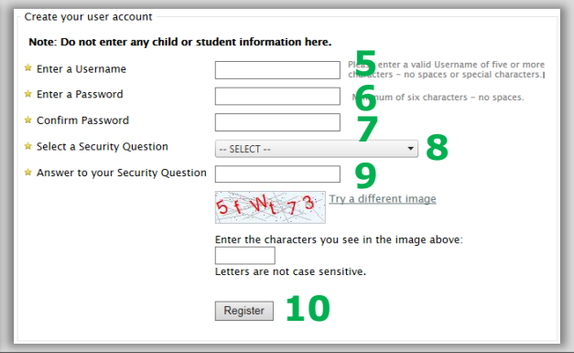
1. Select your **State** (and **County**, if asked)
2. Select your student's **School District**
3. Click Apply



4. Enter your **First Name** and **Last Name**



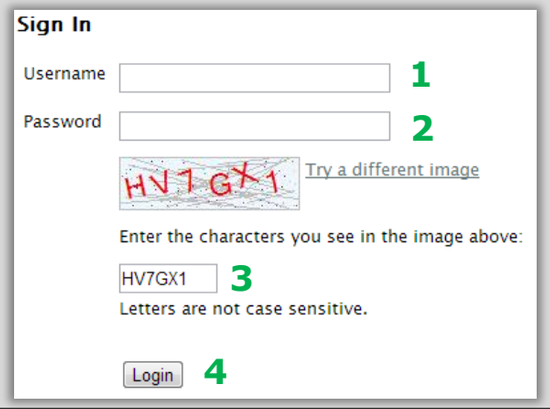
5. Enter a **Username**
6. Enter a **Password**
7. Re-enter your **Password**
8. Select a **Security Question** and enter the answer in the space provided
9. Enter the red characters shown in the image into the provided space
10. Click Register



Sign In

To sign in to the Free and Reduced Meals website, click the Sign-In tab

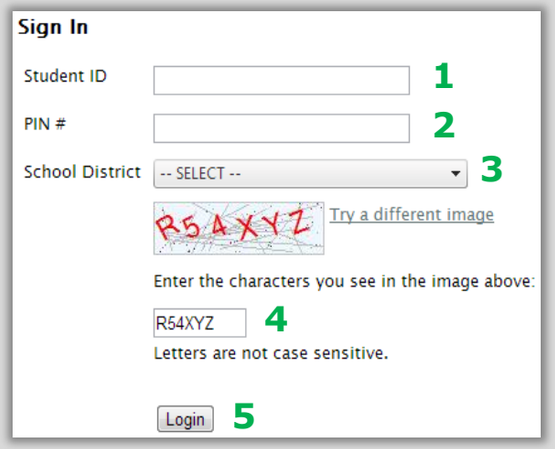
1. Enter your **Username**
2. Enter your **Password**.
3. Enter the red characters shown in the image into the provided space.
4. Click Login .



Received Letter

If you have received a letter from the school, click Received Letter tab

1. Enter the **Student ID**
2. Enter the **PIN #** provided in the letter.
3. Select the **School District** that your student attends.
4. Enter the red characters shown in the image into the provided space— this is for security purposes.
5. Click Login .



*If the child you are applying for is **Head Start, Homeless, Migrant** or **Runaway**, please call the Homeless Liaison Office to find out if you qualify for free meals.*

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Steps to complete your application for Free and Reduced Meals

★ Indicates required information

1 Household Letter

On the ***Household Letter*** page

- Click Start Application

2 Students

A On the ***Students*** page

★ 1 Enter the total number of students to be added to the application

★ 2 Enter the number of students to be added to the application that are Foster / Homeless / Migrant / Runaway / Head Start children

3 Click Next

B For each student to add to the application

1 Click Add a Student

★ 2 Enter student **First Name** and **Last Name**

3 Enter other information as desired

★ 4 Answer "Is this student a Foster, Homeless, Migrant, Runaway, Head Start child?" by clicking "**Yes**" or "**No**"

If you answer "**Yes**", select one type in the **SELECT ONE** drop-down list

★ 5 Answer "Does this student household member receive income?" by clicking "**Yes**" or "**No**"

If you click "**Yes**"

★ a Enter all income received by the student/household member

★ b Select a frequency for each listed income (how often the income is received)

6 Click Add This Student to the Application

C Repeat step **B** for each student

D When all students have been added, click Next

3 Refuse Benefits

On the ***Refuse Benefits*** page, either

- Click the checkbox to refuse Free and Reduced price meal benefits, and then
- Click Next

4 Temporary Assistance

On the ***Temporary Assistance*** page

★ 1 Answer "Do any household members currently participate in one of more of the following assistance programs: SNAP, TANF or FDPIR?" by clicking "**Yes**" or "**No**"

If you click "**Yes**"

★ a Select the benefit type

★ b Enter the Case Number

2 Click Next

5 Household Members

On the ***Household Members*** page

* If you receive SNAP, TANF, or FDPIR benefits, this information is not required; click Next

A To add yourself as a household member

★ 1 Review your First and Last Name, making changes, if needed

★ 2 Answer "Does this household member receive income?" by clicking "**Yes**" or "**No**"

If you click "**Yes**"

★ a Enter all income received by you

★ b Select a frequency for each listed income (how often the income is received)

3 Click Add Household Member to Application

B To add a household member

1 Click Add Household Member

★ 2 Enter household member's First Name and Last Name.

★ 3 Complete step A2 as listed above.

4 Click Add Household Member to Application

C When all household members have been added, click Next

6 Applicant Information

On the ***Applicant Information*** page

★ 1 Verify your name

2 Add contact information, if desired

★ 3 Enter last 4 numbers of your SSN

4 Click Next

7 Review Application

On the ***Review Application*** page

1 Review all listed information; make changes with the corresponding Edit button

2 Click Next

8 Certify & Submit

On the ***Certify and Submit*** page

1 Click the **Certify** checkbox

2 Enter your password and click Verify

3 Click Submit My Application

9 Confirmation

On the ***Confirmation*** page, either

- Click I'm finished. I would like to logout.
- Click I have more students who