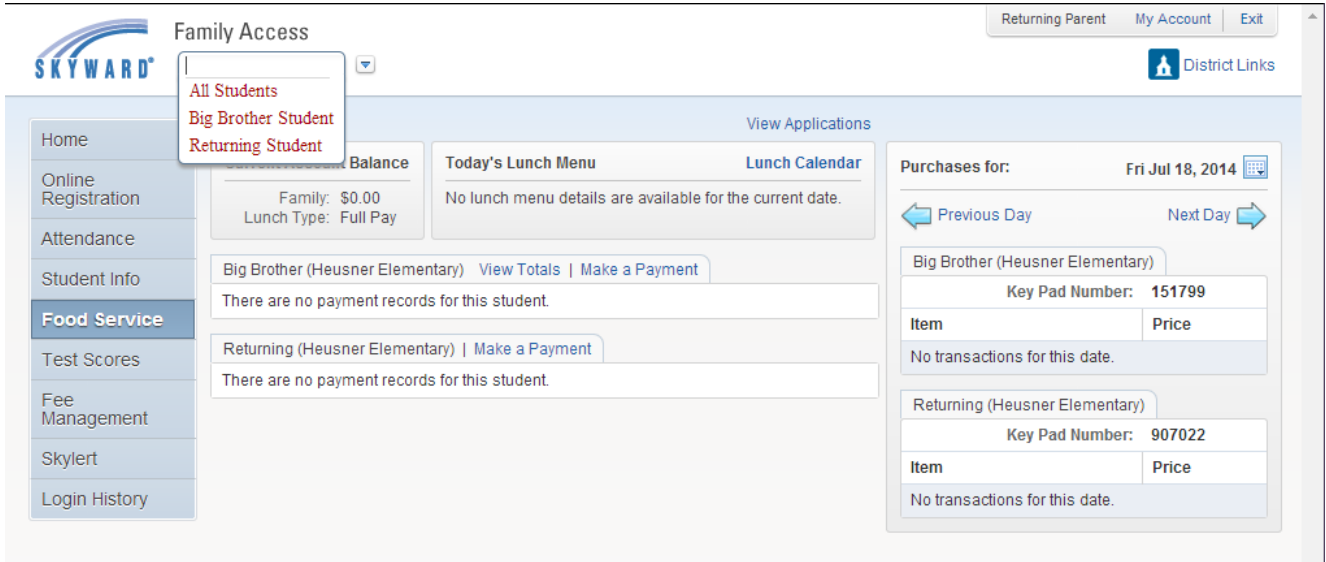


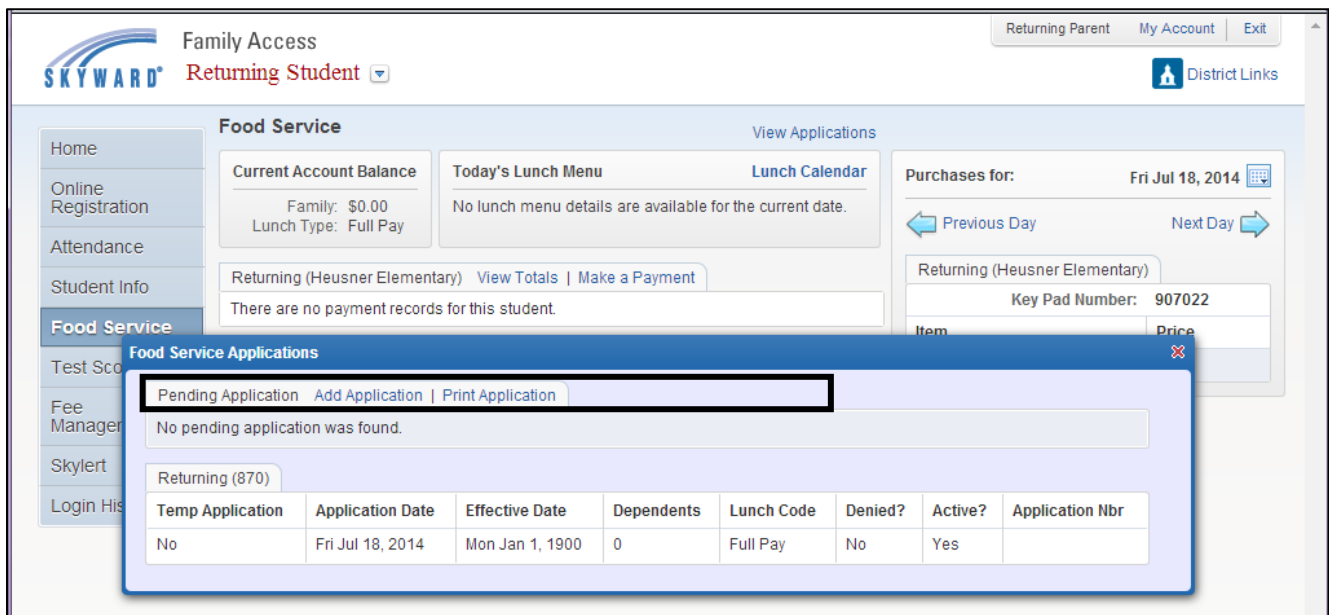
Application for Free or Reduced Price Meals

To add a food service application or make changes to a food service application already submitted, follow the steps below.

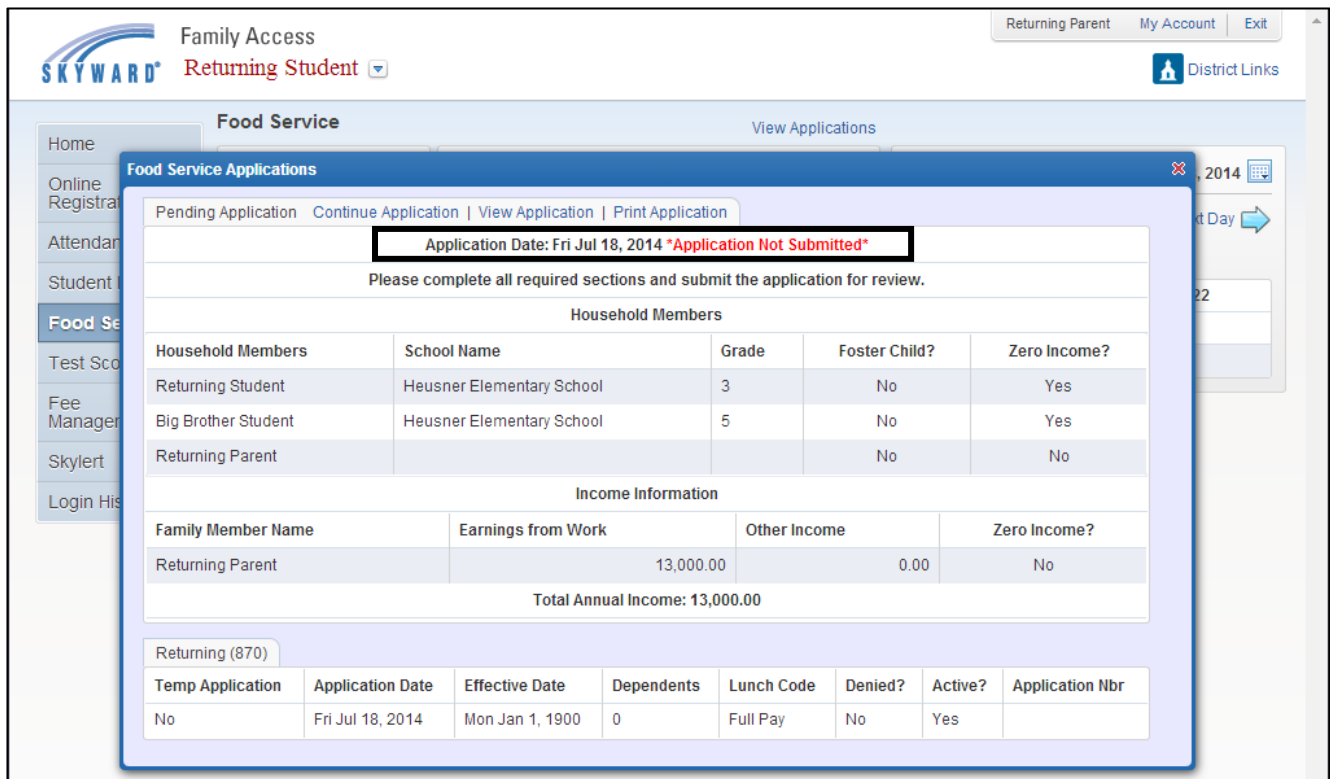
Select one student only.



Click on Food Service link on the left side of the page. Then click on “View Applications” link. Next, select the link that says “Add Application”, “Print Application”, or “View Application.”



The “View Application” link does not appear until the application has been started. If the application has been started, but is not yet completed or submitted, the message below will appear.



Click "Continue Application" link to complete the application and then submit it. Once the application is reviewed and processed, the information about the application will appear for viewing as indicated below.

The screenshot shows the Skyward Family Access portal for a 'Returning Student'. A 'Food Service Applications' pop-up window is displayed, showing a table of pending applications. The table has the following data:

Temp Application	Application Date	Effective Date	Dependents	Lunch Code	Denied?	Active?	Application Nbr
No	Fri Jul 18, 2014	Fri Jul 18, 2014	3	Free	No	Yes	

Get back into the application and the message below will appear at the top, along with any errors that may have been made in the application itself.

The screenshot shows the 'Application for Child Nutrition Program Benefits' form. At the top right, there are buttons for 'Previous', 'Print', and 'Back'. Below the title, a message reads: 'Please review the completed application and click the button to submit the application.' A 'Submit Application' button is visible on the left. A red error message with an exclamation mark icon states: 'NOTE: The application has not yet been submitted. This application will not be considered until the **Submit Application** button is clicked.'