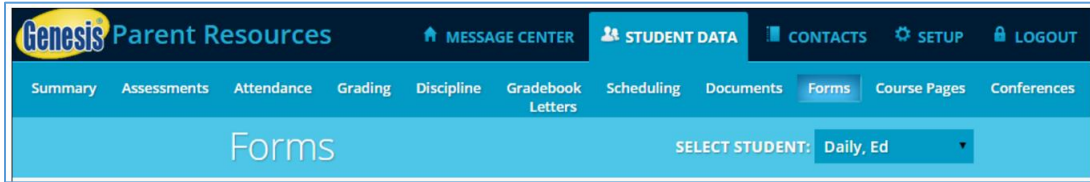
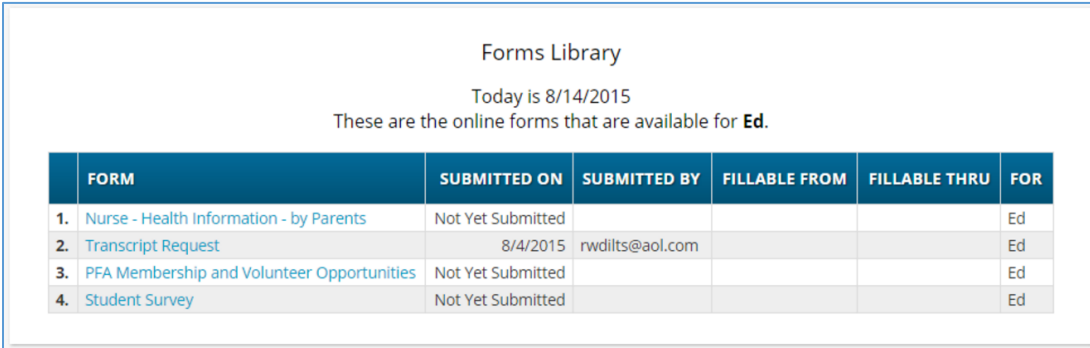


# Lunch Application within Forms

To begin, log into your Genesis Parent Portal Account.



**Forms:** The top area of the forms section list all forms that need to be completed for the selected student.



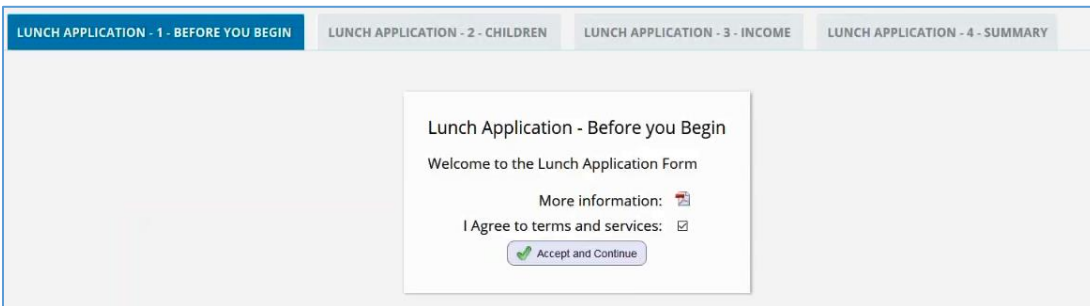
**Lunch Application:** The lower area of the forms section provides access to apply for Lunch Assistance.



There are four steps to the lunch application. Completion of each step will take you to the next.



**Step 1: Lunch Application – 1 – Before You Begin:** This screen will provide information regarding the Lunch Program. "I Agree to terms and services" must be checked off and "Accept and Continue" click in order to proceed to the next step.



**Step 2: Lunch Application – 2 – Children:** This screen will display all students link to the parent portal account. If any student does not belong or a student is missing, it is recommended that the parent stop and contact [genesis@manvillesd.org](mailto:genesis@manvillesd.org) with the information on the incorrect/missing student so the account can be corrected before continuing.

The screenshot shows a web interface with a navigation bar at the top containing: FORMS LIBRARY, LUNCH APPLICATION - 1 - BEFORE YOU BEGIN, LUNCH APPLICATION - 2 - CHILDREN (highlighted), LUNCH APPLICATION - 3 - INCOME, and LUNCH APPLICATION - 4 - SUMMARY. The main content area is titled 'Lunch Application Children in Household' and contains a table with the following data:

STUDENT	GRADE	SCHOOL	FOSTER	HOMELESS	MIGRANT	RUNAWAY	IS IN HOUSEHOLD
Fuentes Contreras, Georgina Renee	07	Chatham Middle School	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fuentes Contreras, Jorge Louis	10	Chatham High School	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Dependant children living in the household that are not of school age should be added by selecting “Add a Child” under “Other Children in Household.”

The screenshot shows a form titled 'Other Children in Household' with a table for adding children. The table has columns for NAME, FOSTER, HOMELESS, MIGRANT, and RUNAWAY. There are three rows, with the first two containing the names 'Suzy Smith' and 'Jennifer Jones'. A text input field is present below the table, and an 'Add a Child' button is located at the bottom right.

NAME	FOSTER	HOMELESS	MIGRANT	RUNAWAY
<input type="text" value="Suzy Smith"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Jennifer Jones"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Student information should be completed to match students situation and, if a SNAP or TANF number is available, it should be added. Once the information is accurate, clicking on “Save and Continue” will move the application to the next step.

The screenshot shows a form titled 'Assistance Program Participation'. It contains the following text and fields:

Do any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP, TANF, FDPIR?

If Yes, enter Case Number here:

Additional information for your school district:

**Step 3: Lunch Application – 3 – Income:** For each member of the household that earns or receives income should be entered on this screen. The **i** will provide information on each area. Students attached to the parent account will automatically appear at the top. Adults residing within the household can be added by clicking the “Add Adult” button. For adults, full names should be used. After verifying the “Total Household Members (Adults and Children)”, clicking on “Save and Continue” will move the application to the next step.

FORMS LIBRARY LUNCH APPLICATION - 1 - BEFORE YOU BEGIN LUNCH APPLICATION - 2 - CHILDREN **LUNCH APPLICATION - 3 - INCOME** LUNCH APPLICATION - 4 - SUMMARY

### Lunch Application Income

For each household member that earns or receives income, enter the amount along with how often it is received.

#### Students in Household

Sometimes children in the household earn or receive income. Please include the income received by each student in the household. **i**

STUDENTS INCLUDED IN APPLICATION		INCOME	FREQUENCY
Fuentes Contreras, Georgina Renee	Chatham Middle School	\$ 0.00	
Fuentes Contreras, Jorge Louis	Chatham High School	\$ 0.00	

#### Adults in Household

NAME	WORK <b>i</b>		WORK 2		ASSISTANCE <b>i</b>		OTHER <b>i</b>	
	INCOME	FREQUENCY	INCOME	FREQUENCY	INCOME	FREQUENCY	INCOME	FREQUENCY
Martha Smith	\$ 200	Weekly	\$ 0.00		\$ 0.00		\$ 0.00	
Phillip Smith	\$ 0.00		\$ 0.00		\$ 150	Bi-Weekly	\$ 0.00	

[Add an Adult](#)

#### Household Size

Total Household Members (Adults and Children):

A household is defined as a group of people, related or unrelated, that usually live together and share income and expenses. This includes grandparents or other extended family members that are living with you. It also includes people that are not currently living with you, but are only away on a temporary basis, like kids that are away at college. It includes people regardless of age or whether they earn or receive income.

[Back](#) [Save and Continue](#)

**Step 4: Lunch Application – 4 – Summary:** The final step allows for review of all information presented within the application.

LUNCH APPLICATION - 1 - BEFORE YOU BEGIN LUNCH APPLICATION - 2 - CHILDREN LUNCH APPLICATION - 3 - INCOME **LUNCH APPLICATION - 4 - SUMMARY**

### Lunch Application Summary

#### Students

STUDENTS INCLUDED IN APPLICATION		FOSTER	HOMELESS	MIGRANT	RUNAWAY
Fuentes Contreras, Georgina Renee	Chatham Middle School	No	No	No	No
Fuentes Contreras, Jorge Louis	Chatham High School	No	No	No	No

#### Assistance Program Participation

Do any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP, TANF?

Case Number:

#### Household Income

NAME	WORK		WORK 2		ASSISTANCE		OTHER		COMBINED	
	INCOME	FREQUENCY	INCOME	FREQUENCY	INCOME	FREQUENCY	INCOME	FREQUENCY	INCOME	FREQUENCY
Adults										
Martha Smith	\$200.00	Weekly	\$0.00		\$0.00		\$0.00		\$10,400.00	Annually
Phillip Smith	\$0.00		\$0.00		\$150.00	Bi-Weekly	\$0.00		\$3,900.00	Annually
Students										
Fuentes Contreras, Georgina Renee	\$0.00								\$0.00	Annually
Fuentes Contreras, Jorge Louis	\$0.00								\$0.00	Annually
<b>Total:</b>									<b>\$14,300.00</b>	<b>Annually</b>

#### Household Size

Total Household Members (Adults and Children):

The last thing that needs to be done to process the application is to “Certify and Submit” by checking the box to certify and hitting the “Submit” button. It is required that the individual completing the form use the last four-digits of their Social Security Number as their signature. Or, check to indicate they have no Social Security Number.

**Certify and Submit:**

Sign by entering the last four digits of your Social Security Number:

Or, check here to indicate you do not have a Social Security Number:

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.

Check this box to certify:

Upon returning to the Forms Library, the lunch application will now note the current status of the Lunch Application. Initially, “Pending” will be displayed followed by the Lunch Assistance determination once the application has been processed.

**Forms Library**

Today is 8/10/2017

These are the online forms that are available for **Ed**.

FORM	SUBMITTED ON	SUBMITTED BY	FILLABLE FROM	FILLABLE THRU	FOR
1. Test Template for June 29 2017	Not Yet Submitted				Ed
2. Athletics Participation, Sign-up, & Permission Form	7/17/2017	demo@aol.com			Ed
3. Back to School Forms - For Demo	Not Yet Submitted				Ed
4. Sports-Related Injury Form	Not Yet Submitted				Ed

**Online Lunch Application**

**LUNCH APPLICATION STATUS**

Your application is pending test

Individuals will receive a letter through Genesis verifying their status. In addition, the following statements will appear beneath “Lunch Application Status”:

- Your application has been approved for free lunch
- Your application has been approved for reduced lunch
- Your application has been denied