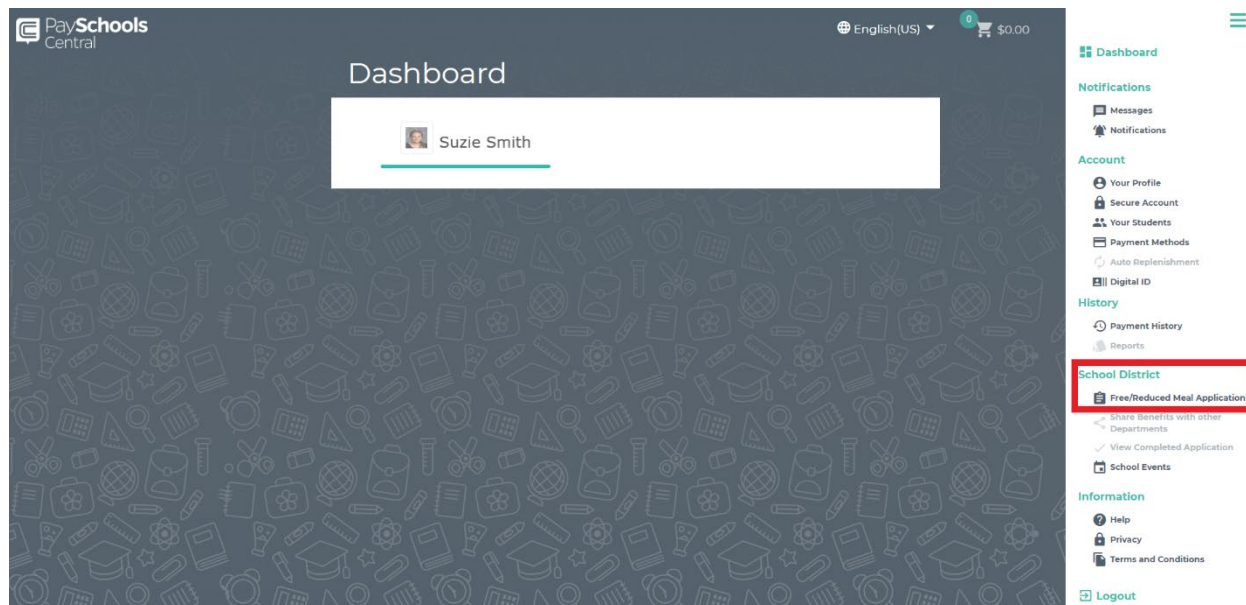


Free & Reduced Application

Step 1-

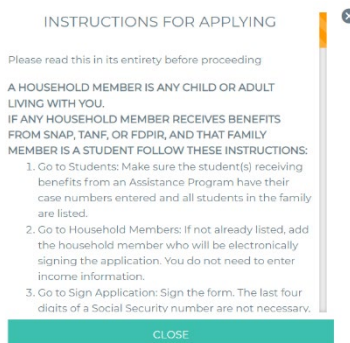
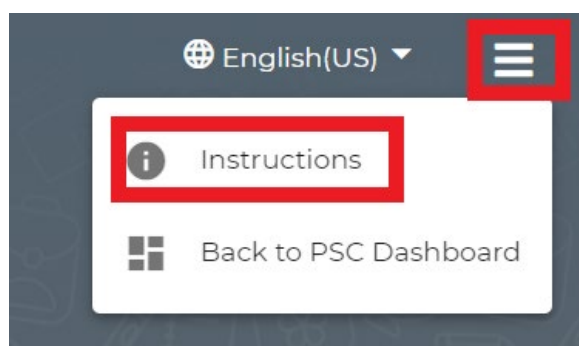
Once your account is set up in PaySchools Central, you can begin your Free/Reduced Application > Select Free/Reduced Meal Application from your dashboard.

- It is recommended to have your PaySchools Central Password & Income for all members of your household available for this process.



Step 2-

Instructions on how to complete an application is located to the right of the screen



Step 3-

Your contact information is pre-filled with your profile information > verify and/or alter changes needed > Select preferred contact method; districts use to send determination letter > Click continue

Contact Information

Contact Students Members Sign Disclosure

YOUR CONTACT INFORMATION

First Name *

Last Name *

Email ID ?

Address Line 1

Address Line 2

Zip Code

City

State ▼

Phone Number

Mobile Number

PREFERRED CONTACT METHOD

EMAIL FOR INSTANT CONTACT

Email ▼

If your school district reviews all applications, your preferred delivery method will be used to send your determination letter. Email delivery is preferred to get your response as quickly as possible.

CONTINUE

Step 4-

Return to Application allows you to complete an existing application. Select **NEW APPLICATION** to begin an application for current school year

The screenshot shows a web interface titled "Application" with a navigation bar containing "Contact", "Students", "Members", "Sign", and "Disclosure". The main content area is titled "Please Choose one of the following options" and features three teal buttons: "RETURN TO APPLICATION" (with subtext "Complete a prior Unsigned/Incomplete application"), "NEW APPLICATION" (with subtext "Begin a New Application for a Student/User"), and "BACK". At the bottom, there is a link: "Cancel and go to my PaySchools Central Dashboard".

Step 5-

Please read prompted message on how income should be entered. If no message appears- you will ONLY see the "Here's how eligibility is handled"

The screenshot shows a web interface titled "Before you begin" with a navigation bar containing "Contact", "Students", "Members", "Sign", and "Disclosure". The main content area is titled "HERE'S HOW ELIGIBILITY IS HANDLED" and contains the following text: "We only need one application for all the children in your household. Eligibility for free or reduce price school meal benefits is based on any one of the following three things:" followed by a bulleted list:

- Your total household income and family size in the month the application is filled out, or the month before, or after
- Your child's individual status as foster, homeless, migrant or runaway, or
- Participation in an assistance program by any member of your household.

Below the list, it states: "Your US citizenship or immigration status does not affect your eligibility for free and reduced-price benefits." At the bottom, there are two teal buttons: "CONTINUE" and "BACK", and a link: "Cancel and go to my PaySchools Central Dashboard".

Step 6-

Add/Verify Students > data from student(s) account will be shown > You can remove students by clicking the "x" > Click Add Student if additional students are in household > When complete, Start Application

- If **Direct Certification** says "YES", no application is needed from your district
 - If all your students in your household are DC, you will be directed to the disclosure options to allow or prohibit sharing of your meal status- information is typically used in waiving certain district fees.
 - If some, but not all students are DC, you can extend benefits to the other children by using the EXTEND TO ALL option and selecting those currently on your application > redirected for disclosure options
- Select **FOSTER CHILD** only for any students in your household- no income or additional information will be needed for student(s)

Verify Students

Contact Students Members Sign Disclosure

Suzie Smith

STUDENT ID	DISTRICT NAME
99999	ABC Local Schools
GRADE	SCHOOL NAME
8	ABC Middle School
DIRECT CERTIFICATION	No
Is this a Foster Child?	<input checked="" type="checkbox"/> YES

ADD STUDENTS

START APPLICATION

BACK

[Save and Go to my Payschools Central Dashboard](#)

ADD STUDENTS

OHIO

PLAIN LOCAL SCHOOLS

Select Grade

STUDENT ID

Your First Name

Your Last Name

ADD CANCEL

Step 7 -

Select Assistance Type if applicable > Enter Case Number > Continue

OR

Select None of These > Yes or No to income > Enter Income if applicable > Continue

To save and return later- click save and go to PaySchools Central Dashboard

Student Assistance

Contact
Students
Members
Sign
Disclosure

Lets determine if your student has state assistance or sources of income.

Some common sources of income for children are:

- A full-time or part-time job, or
- Supplemental Security Income (SSI), if the child is disabled, Social Security benefits for children of a disabled, retired, or deceased parent, or
- Money regularly received from extended family or friends outside of the household, or
- Money from a pension, annuity, or trust

Do not include infrequent earnings, such as income from occasional babysitting or mowing lawns.

Please answer for each of your students / patrons below.

Suzie Smith

Lola Drlik

Select Assistance Type *
None of These ▼

Select Special Situation *
None of These ▼

Does Lola have income? Please select the checkbox to enter
Income details. Yes No

CONTINUE

BACK

[Save and Go to my Payscale Central Dashboard](#)

Step 8 -

Please read the information on what is considered to be a member in your household

- ✓ You are automatically added to application as member
- ✓ If application is file from prior year, members are automatically added
- ✓ Remove/Add members if needed

Verify Members

Contact
Students
Members
Sign
Disclosure

Students already added to the application from your school district **MUST NOT** be added in the members section.

You have been added automatically as a member to this application, but there may be additional members in your household.

Please remove or add members to this application based on this following definition.

A member is defined as:

- Students that are in grade 12 or below and attend school in another school district
- Children that attend all day care or preschool, or are not of school age, including infants
- Anyone 18 years of age or younger living in your household that does not currently attend school
- Grandparents or other extended family members that are living with you
- Also include people that are not currently living with you, but are only away on a temporary basis, like:
 - Kids that are away at college
 - Members of your family that are in the military, and are deployed

Include people regardless of age or whether they earn or receive income.

Parent Name

ADD MEMBER

CONTINUE

BACK

[Save and Go to my Payscale Central Dashboard](#)

Step 9 -

Enter Member Assistance (SNAP/TANF) > OR None of These > Enter Income
Income must be complete for each field type selected > Continue

To save and return later- click save and go to PaySchools Central Dashboard

Member Assistance

Contact
Students
Members
Sign
Disclosure

Lets determine if your member has state assistance or sources of income

Do the members have income from the following sources?
Remember to report current, gross income.
There are 4 types of Income that can be reported here.

1. **Employment Income** - gross earning before deductions, include all jobs.
2. **Welfare/Child support** - Include welfare, child support and alimony payments.
3. **Government Income** - pension, social security, child SSI and permanent disability.
4. **Other** - Include withdrawals from savings account or any other income.

Member Name

Member Name

Select Assistance Type *

None of These ▼

Does Lisa have income? Please select the checkbox to enter
Income details. Yes No

Income from Work (gross income)

\$ Income * Select Frequency * ▼

Welfare/Child Support/Alimony(gross income)

\$ Income * Select Frequency * ▼

Pension, Retirement, SSI, VA, SS(gross income)

\$ Income * Select Frequency * ▼

Other Income (PFD) (gross income)

\$ Income * Select Frequency * ▼

CONTINUE

BACK

Step 10 -

- Read Use of Information & USDA Non-Discrimination Statement > Continue

Statements

Contact Students **Members** Sign Disclosure

USE OF INFORMATION

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

USDA NON DISCRIMINATION STATEMENT

This institution is an equal opportunity provider

CONTINUE

BACK

[Save and Go to my Pyschools Central Dashboard](#)

Step 11 -

Review information entered > Edit if needed > Read & Certify > Continue

Summary and Review

Contact Students Members **Sign** Disclosure

YOUR APPLICATION IS ALMOST COMPLETE!

Please confirm the details below. Use the Edit links below to make changes, once done you will return to this screen, or you can use the Continue button to move to the final steps.

MEMBERS

Member Name
Income: 10000/Annual [EDIT](#)

STUDENTS

Suzie Smith [EDIT](#)

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 purposefully give false information, that my children may lose meal benefits. Deliberate misrepresentation of information may subject applicants to prosecution under applicable State and Federal law.

I Agree

CONTINUE

BACK

[Save and Go to my Pyschools Central Dashboard](#)

Step 12 -

Provide last 4 of SSN or check if not applicable > Enter preferred language > Enter PaySchools Central Password > Click Sign

The screenshot shows the 'Sign your Application' page. At the top, there is a navigation bar with tabs for 'Contact', 'Students', 'Members', 'Sign', and 'Disclosure'. The 'Sign' tab is active. Below the navigation bar, the main heading is 'SIGN YOUR APPLICATION'. The form contains the following sections:

- SIGNER: Parent name**: A section with instructions: 'Please provide the last four digits of your/the signer Social Security number. If you do not have a Social Security number, please check the box below labeled 'No SSN/Not Applicable.''
- Last 4 of SSN: ***-**- Enter last 4 digit of SS...**: A text input field.
- No SSN/Not Applicable**: A checkbox option.
- Preferred Language ***: A dropdown menu currently set to 'English(US)'.
- ELECTRONIC SIGNATURE**: A section with the text: 'I Certify (promise) that all information on this application is true and that all income is reported'.
- CONFIRM PASSWORD ***: A text input field.

At the bottom of the form, there are two buttons: 'SIGN' and 'BACK'.

Step 13 -

If your district doesn't automatically approve applications, you will be notified of a pending status and the preferred contact method will be used to send notification AND once approved a pop-up message will notify your completed application

The screenshot shows a 'Success' message box. At the top, there is a navigation bar with tabs for 'Contact', 'Students', 'Members', 'Sign', and 'Disclosure'. The 'Sign' tab is active. The main heading is 'APPLICATION PENDING'. The text inside the box reads:

Application pending approval from the school.

The district will review your application and if everything is accepted, the application will be approved, and you will receive your determination letter from the district based on the communication method chosen on the contact screen. If there are any issues with your application, you will receive an email from the district letting you know what you need to correct or add.

Thank you for applying for school meal benefits!

At the bottom of the message box, there is a 'CONTINUE' button.

The screenshot shows an 'Information' pop-up message box. At the top right, there is a close button (X). The main heading is 'Information'. The text inside the box reads:

You can now view your completed meal application from PaySchools Central.

Click on the below button (or) navigate to User menu -> View Completed Application, to view your application

Do not show this popup again

At the bottom of the message box, there is a 'VIEW COMPLETED APPLICATION' button.

Step 14 -

To view your application, you can select from Download determination letter, download application, or decline benefits (If your income situation changes and no longer wish to receive)

View Application

Application ID: 10748 Status: Your Status will be here
Entered By: Parent Name Signed By: Parent Name
Last 4 SSN: 1234

STUDENTS
Suzie Smith

MEMBERS
Will list all member on Application

[DOWNLOAD APPLICATION](#)

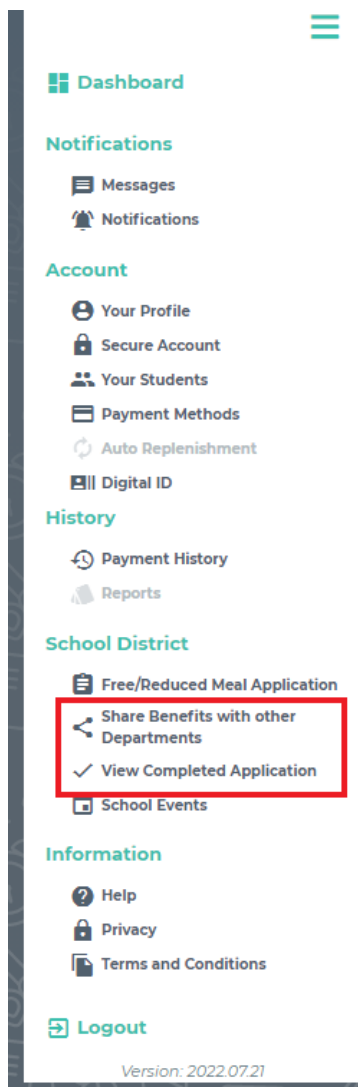
[DOWNLOAD DETERMINATION](#)

[DECLINE BENEFITS](#)

[Go to my Payschools Central Dashboard](#)

Step 15 -

Once approved it is important to return to the **Share Benefits with Other Departments**- This allows your district to extend benefits to other items, such as Fees.



Disclosure Categories

Contact Students Members Sign Disclosure

SHARE MEAL BENEFIT WITH OTHER DEPARTMENTS

The information you give on the Confidential Application for Free or Reduced Price Meal is only used to determine your student(s) eligibility for Free or Reduced Price meals. The information may also be used to determine your student(s) eligibility to receive benefits for other programs. We must have your permission to share your information. Please read the description for each category carefully. Completing this form will not change whether your student(s) get free or reduced meals. Completing this waiver is NOT A REQUIREMENT for participation in any school nutrition program. Please choose the program(s) by selecting the check box by each program for the ones you wish to OPT IN and share your information with.

Are you willing to share your student's meal benefits with other departments in the district for a possible reduction in your fee costs? If so, the school has listed the different departments or areas you can choose below. Please check the box for which to share your meal benefit.

Suzie Smith

Check this box if you would like to share with ALL departments below

Instructional Fee Waiver

SIGNER: Parent name

ELECTRONIC SIGNATURE

I Certify (promise) that all information on this application is true and that all income is reported

CONFIRM PASSWORD *