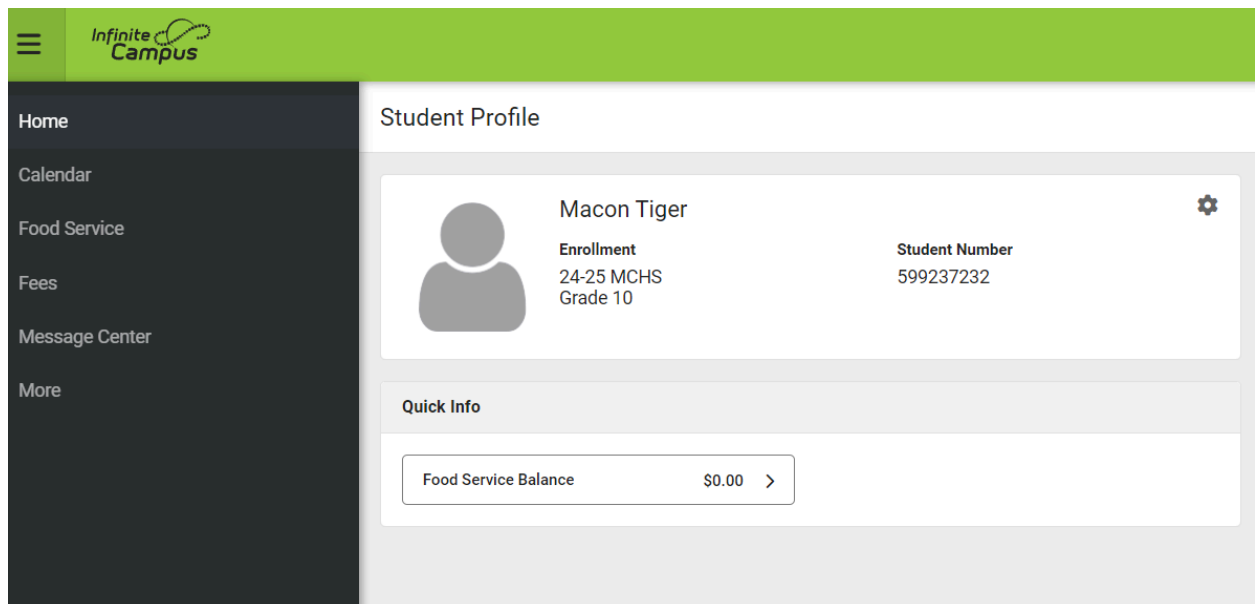


Macon R-1 Free and Reduced Lunch Application Instructions

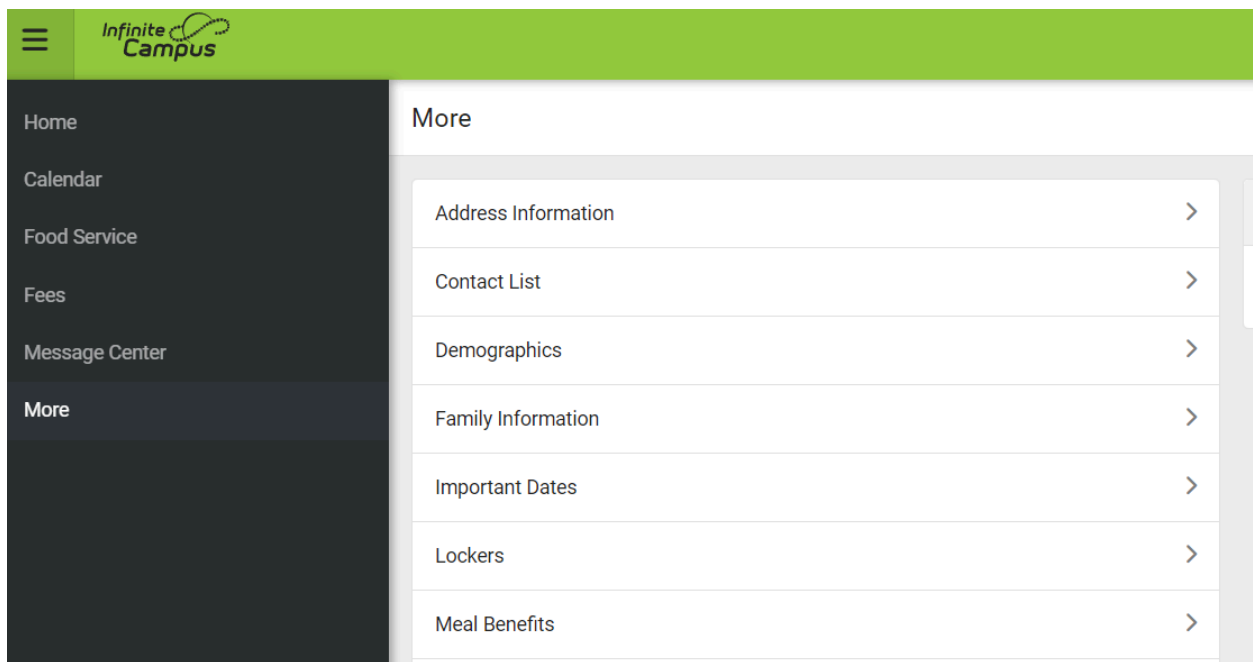
Parents and guardians can now submit an online application for Free and Reduced Lunches. Follow the instructions below to learn how to complete this process in the Parent Portal.

Begin by logging into the [Parent Portal](#).

Once you're logged in, click More on the left hand side of your screen in the black menu.



Click Meal Benefits



Click Meal Benefits Application

The screenshot shows the Infinite Campus web interface. On the left is a dark sidebar with a menu containing: Home, Calendar, Food Service, Fees, Message Center, and More. The main content area has a green header with the Infinite Campus logo and a navigation bar with a back arrow and the text "Meal Benefits". Below this is a section titled "Meal Benefits Application" with the instruction "Click here to start the application process." and a blue button labeled "Meal Benefits Application".

. Follow the prompts to complete the online application.

As you progress through the application, you'll have the opportunity to add additional household members if needed.

This screenshot shows the "Household Members (Step 4 of 12)" section. It includes a detailed instruction paragraph about confirming household members. Below the text is a table with two entries:

Tiger, Mac Invalid date Gender: M	SIGNER	☐ Household Member
Tiger, Macon Invalid date Gender: M	MACON HIGH SCHOOL (10)	☐ Household Member

At the bottom left of the table area is a button labeled "Add Household Member".

You will be asked about whether or not members of the household receive any benefits from the State.

The screenshot shows the "Meal Benefits Application" header and the "Meal Benefits (Step 5 of 12)" section. The question is "Do any household members receive benefits? (SNAP, TANF, or FDPIR)". Below the question is the instruction "Select One (Required)" and two radio button options: "No" and "Yes".

You will identify which individuals in your household are children and of those who are students in Macon R-1 Schools. If they are enrolled, make sure both boxes are checked and turn blue.

Meal Benefits Application

Children (Step 6 of 12)

Select the 'Child' button next to children in your household that meet the following criteria: all infants and children age 18 and under who are supported with the household's income; foster children in your care, children who qualify as homeless, migrant, or runaway; or students attending a school in this district, regardless of their age.

Select the 'Student' button to confirm a child attends school in the district.

After you identify each Child and Student, select 'Next'.

Tiger, Mac SIGNER Invalid date Gender: M			
Tiger, Macon Invalid date Gender: M	MACON HIGH SCHOOL (10)	☒ Child	☒ Student

You will be asked if the students are Foster children.

Meal Benefits Application

Foster (Step 7 of 12)

Are any of these students foster children?

Select One (Required)

- ☐ No
☐ Yes

Next, you'll select if the students are Migrant, Homeless, or Runaway. If you are not sure, you may contact our District's homeless liaison, Mandi Brown, at 660-385-2118 or by emailing mbrown@macon.k12.mo.us.

Meal Benefits Application

Student Indicators (Step 8 of 12)

Are any of these students Migrant, Homeless or Runaway?

Select One (Required)

- ☐ No
☐ Yes

The next screen asks about income. You can check the box that you do not receive income, or click Add Income. Check all that apply, enter the amount and select the frequency, and click Update.

Meal Benefits Application	Add Income
Gross Income (Step 9 of 12)	Income for Tiger, Mac
Report the total gross income for each source in whole dollars only.	Report the total gross income for each source in whole dollars only.
Adult Household Members	
Tiger, Mac SIGNER Invalid date Gender: M	☐ Income from Work
	☐ Welfare, Child Support, Alimony
	☐ Pension, Retirement, Social Security, SSI, VA Benefits
	☐ All Other Income
Child Income Include the TOTAL income received by ALL children in the household	
Amount: 0	
Frequency:	
Previous Cancel Next	Update Cancel Clear All

You will then be able to review your application and click Next.

Meal Benefits Application
Review (Step 10 of 12)
Review the household information below for accuracy. If any of the information is incorrect, select 'Previous' to go back and correct the data. After household information is reviewed select 'Next' to continue.
Benefits Case Number: None
Adult Household Members
Tiger, Mac SIGNER Invalid date Gender: M
Total Income: \$250.00 (Weekly)
Child Household Members
Tiger, Macon Invalid date Gender: M
MACON HIGH SCHOOL (10)
Total Household Income: \$250.00 (Weekly)
Total Household Size: 2

Please read the next screen carefully. This screen is asking if you would like the school to share information with Medicaid and SCHIP that your student is eligible for free or reduced meals. This does not sign your student up for health insurance benefits but may prompt officials to contact you to offer to enroll your students.

Meal Benefits Application

Authorization (Step 11 of 12)

You must respond to the following questions and read the authorization statement below.

Sharing Information with Medicaid/SCHIP

Because health insurance is so important to child(ren)'s well-being, the law allows us to tell Medicaid and SCHIP that your children are eligible for free or reduced meals, UNLESS YOU TELL US NOT TO. Medicaid and SCHIP only use the information to identify children who may be eligible for their programs. Program officials may contact you to offer to enroll your children. Filling out the Meal Benefits Application does not automatically enroll your children in health insurance.

If you do not want your school district to share your information with Medicaid or SCHIP, please select 'No' below.

Allow my district to share my Meal Benefits Application information with Medicaid?

Select One (Required)

- ☐ No
☐ Yes

You will then enter the last four digits of your social security number and you have the option to provide information on your students Ethnicity and Race.

Meal Benefits Application

Social Security Number

The income section of this application has been filled out. You are required to provide the last four digits of your SSN. Please enter the last four digits of your SSN or select the 'I do not have a SSN' button.

One option is required. (Required)

SSN ###-##-####

☐ I do not have a SSN

Children's Racial and Ethnic Identities

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced price meals.

Ethnicity (check one)

- ☐ Hispanic or Latino
☐ Not Hispanic or Latino
☒ No Response

Race (check one or more)

- ☐ American Indian or Alaska Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander
☐ White

Lastly, you'll certify that all the information you have completed on the application is true. You'll have the option to electronically sign the application and submit. If you do not e-sign, you will not be able to submit your application, and you'll need to get a paper copy from your student's school building, or by emailing Leslie Muncy at lmuncy@macon.k12.mo.us.

Authorization Statement

I certify (promise) that all information on this application is true and that all income (if required) is reported. I understand that the school will receive Federal funds based on the information I provide. I understand that school officials may verify (check) the information. I understand that if I purposely provide false information, my children may lose benefits, and I may be prosecuted.

I Agree (Required)

- ☐ No
☐ Yes

Previous

Cancel

Submit

Once you are submitted, you'll receive confirmation that your application has been submitted along with a reference number. Make sure to save this for your records. Your application will be processed by our school staff and you'll receive notification of your status once it's been processed.

If you have questions along the way, please contact Leslie Muncy at 660-385-2118 or by email at lmuncy@macon.k12.mo.us.