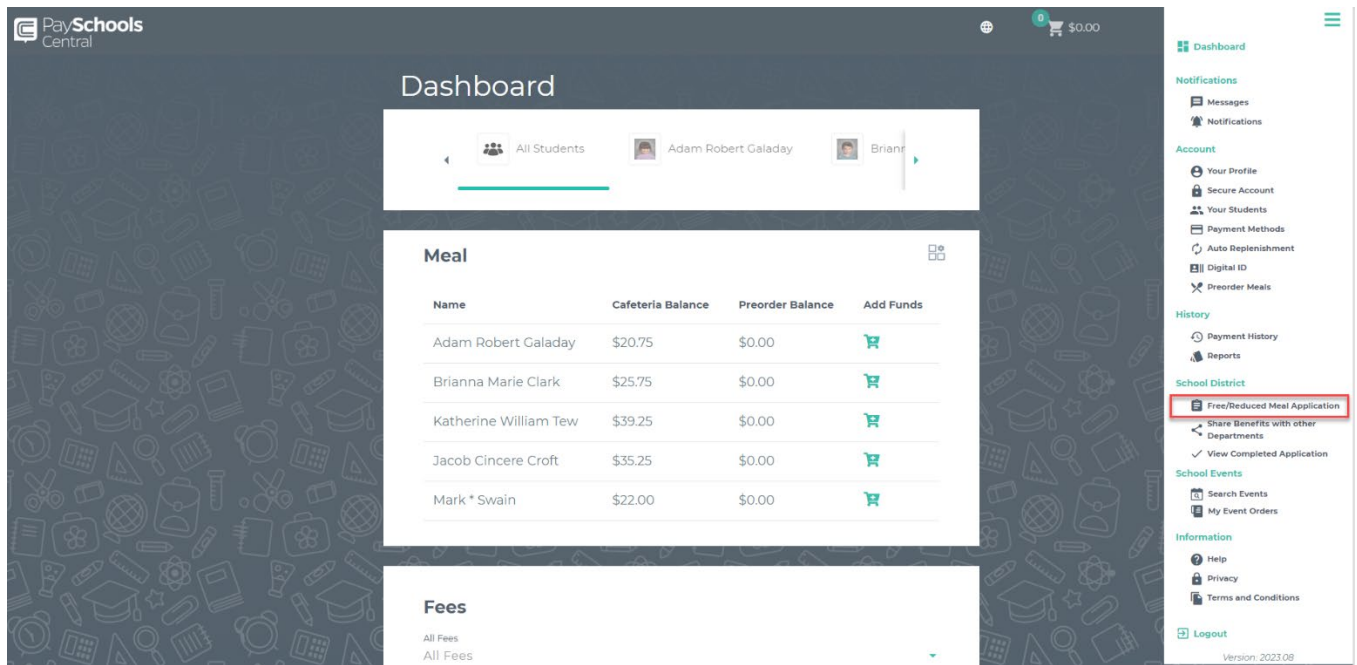


PaySchools Central Free & Reduced Application

Step 1-

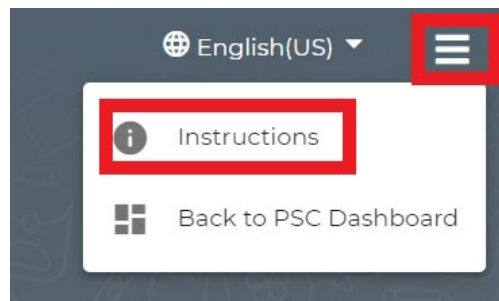
Once your account is set up in PaySchools Central, you can begin your Free/Reduced Application by Selecting **Free/Reduced Meal Application** from your dashboard.

- 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, which is used 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

Application

Contact Students Members Sign Disclosure

Please Choose one of the following options

RETURN TO APPLICATION

Complete a prior Unsigned/incomplete application

NEW APPLICATION

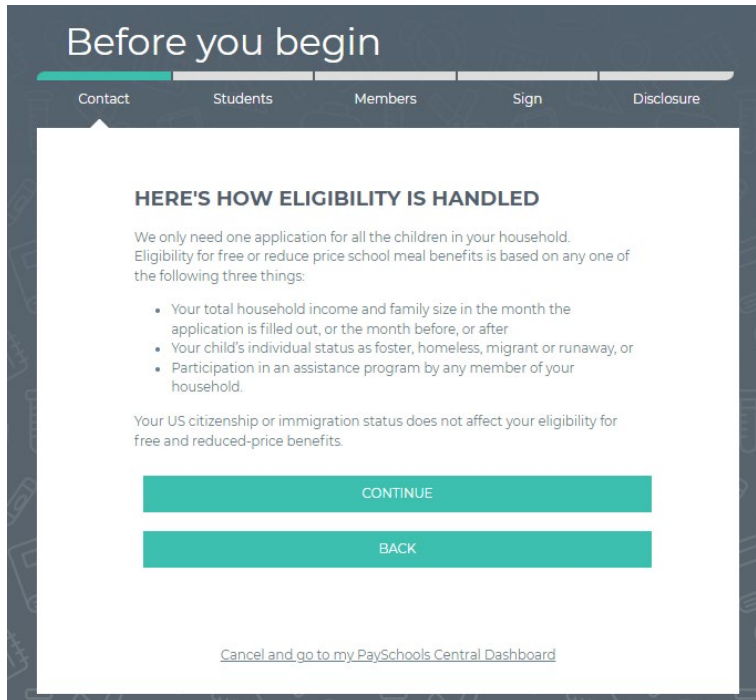
Begin a New Application for a Student/User

BACK

[Cancel and go to my PaySchools Central Dashboard](#)

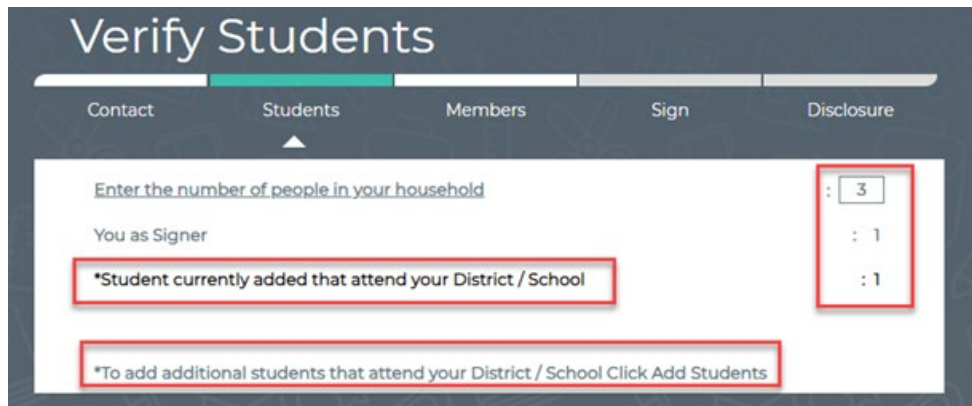
Step 5-

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"



Step 6-

Enter the **TOTAL** number of people in your household



Step 7-

Students that have been added to your account will be shown below

- You can remove students by clicking the "x"
- Click 'Add Student' at the bottom of the screen if additional students that attend the district are needed to be added
- When complete, Start Application

Gabriel Kitchen ✕

STUDENT ID	DISTRICT NAME
400191	Avon Local Schools
GRADE	SCHOOL NAME
10	Avon High School
DIRECT CERTIFICATION No	
Is this a Foster Child? <input type="checkbox"/> YES	

ADD STUDENTS

Remaining Non-Student Children and Non-Student Household Members: 1

START APPLICATION

BACK

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

Step 8-

If **Direct Certification** screen appears, 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, 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.

One of Your Students Is Directly Certified ✕

One of your student is directly certified by a state program and provided a meal benefit, which can be extended/shared with your other students. Please choose a patron to share their meal status with other students

SELECT PATRON ▼

Would you like to share this with other children on this application?

- Adam Galaday
- Katherine Tew
- Jacob Croft
- Mark Swain
- Extend to All

CONTINUE

Step 9 -

- Select Assistance Type, if applicable > Enter Case Number > Continue
- Select Special Situation, if applicable > Select Foster, Migrant, Homeless, or Runaway
 - **District will reach out for documentation on special situations**
- Select **Yes** or **No** for income > Enter income if applicable > Continue

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.

Adam Galaday Katherine Tew Jacob Croft Mark Swain

Adam Galaday

Select Assistance Type *
None of These

Select Special Situation *
None of These

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

1

2

3

NEXT

BACK

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

Step 10-

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

- ✓ You are automatically added to application as member
- ✓ If you have an application from the prior year, members are automatically added
- ✓ Remove/Add members if needed
- ✓ Students or young children that **DO NOT** attend the district will need to be entered as MEMBERS
- ✓ DO NOT duplicate students by adding them as members
- ✓ Students with same Family name **MUST** be different (ex. by adding Jr. or Sr.) or the system will FLAG as duplicate student/member in Household

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.

Update Member

You as the Signer of the application and Students previously entered in this application have already been added as household members, PLEASE DO NOT ADD YOURSELF OR STUDENTS AGAIN

CONTINUE

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

PREVIOUS CONTINUE

BACK

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

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.

Demo UserOne

ADD MEMBER

Add the remaining Non-Student Children and Non-Student Household Member : 1

CONTINUE

BACK

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

Step 11 -

- Enter Member Assistance (SNAP/TANF) OR Select None of These
- Select **Yes** or **No** for income > Enter income if applicable > Continue

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.

Demo UserOne Demo UserTWO

Demo UserOne

Select Assistance Type *
None of These

Does Demo 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 *

NEXT

BACK

Step 12 -
 Read Use of Information & USDA
 Non-Discrimination Statement > 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

Demo UserOne Income: 1000/Cada dos semanas	EDIT
Demo UserTWO	EDIT

STUDENTS

Adam Galaday Ninguno de estos	EDIT
Katherine Tew Ninguno de estos	EDIT
Jacob Croft Ninguno de estos	EDIT
Mark Swain Ninguno de estos	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 Payschools Central Dashboard](#)

Statements

Contact
Students
Members
Sign
Disclosure

USE OF INFORMATION

The Richard B. Russell National School Lunch Act requires that we use information from this application to see who qualifies for free or reduced price meals. We can only approve complete forms. We may share your eligibility information with education, health, and nutrition programs to help them deliver program benefits to your household. Inspectors and law enforcement may also use your information to make sure that program rules are met. Please be sure to provide the last four numbers of the Social Security number of the adult household member who signs the application. If the adult does not have one, 'Check if no Social Security Number.' Applications for a foster child do not need to list a Social Security number. Applications for children in households receiving Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF) or Food Distribution Program on Indian Reservations (FDPIR) do not need to list a Social Security number. Some children qualify for free meals without an application. Please contact your school to get free meals for a foster child, and children who are homeless, migrant, or runaway.

USDA NON DISCRIMINATION STATEMENT

This institution is an equal opportunity provider

CONTINUE

BACK

Step 13 -
 Review information entered > Edit if needed
 Read & Certify > Select Continue

Step 14 -

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

Sign your Application

Contact Students Members **Sign** Disclosure

SIGN YOUR APPLICATION

We are required to ask for information about race and ethnicity of the students that are applying for the program. 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.

If racial/ethnic background is not reported, a visual identification of the child's race and ethnicity will be made.

DEMOGRAPHICS

- Hispanic or Latino
- Not Hispanic or Latino
- American Indian or Alaskan Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

SIGNER: Demo UserOne

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...

No SSN/Not Applicable

Preferred Language *
English (US)

ELECTRONIC SIGNATURE

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

CONFIRM PASSWORD *

SIGN

Step 15-

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 determination.

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.

Brianna Clark

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

Sports Activities

Instructional Fee Waiver

DCI

APPLY TO ALL STUDENTS

ELECTRONIC SIGNATURE

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

CONFIRM PASSWORD *

CONTINUE

SKIP SHARING

Success

Contact Students Members Sign **Disclosure**

APPLICATION PENDING

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!

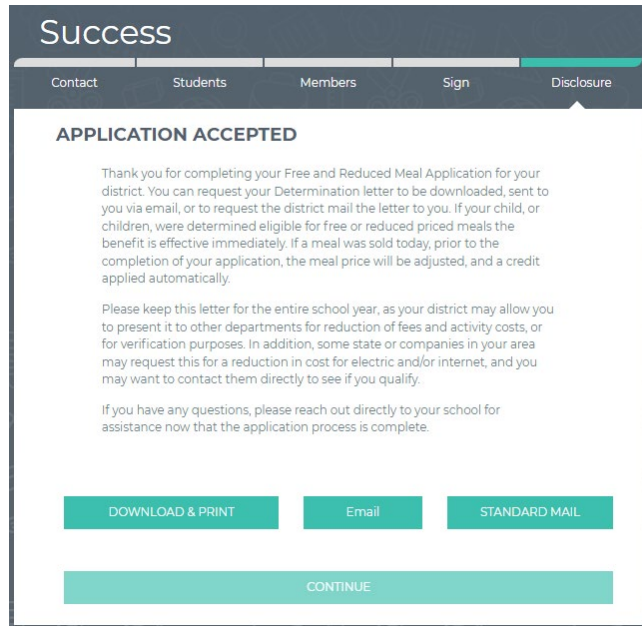
CONTINUE

Step 16-

If your district automatically approves applications, you will be directed to complete share meal benefit with another department if applicable to your district. Select Continue when complete.

Step 17 -

To view your determination, you can select from the options below to receive your determination letter (note: this only applies to district that automatically approve applications)



Step 18 -

You can return to your application at any time and return to **Share Benefits with Other Departments**, located on the Dashboard.

Please do not hesitate to contact our PaySchools Parent Support for assistance
1-877-393-6628, PSC_help@payschools.com