

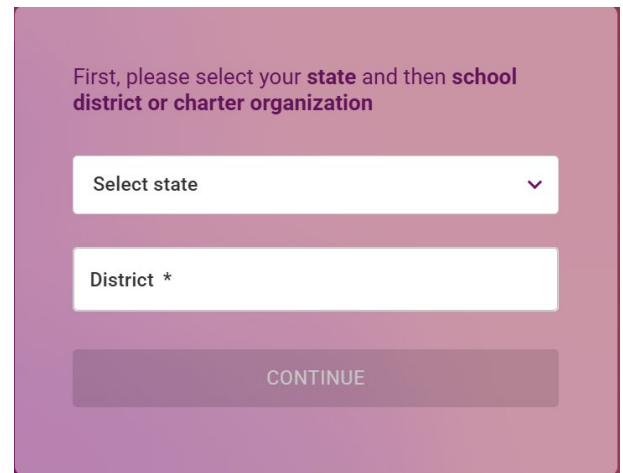
MealTime Apply Online 2.0 Parent User Guide

Easy, Secure Online Application

Website URL: <https://MealTimeApps.com>

Getting Started

- Go to the URL above.
- Select your **state** and enter your **school district name**.
- Click **Continue**.

A screenshot of a web form with a purple background. At the top, it says "First, please select your state and then school district or charter organization". Below this are two input fields: "Select state" with a dropdown arrow and "District *" with an asterisk. At the bottom is a large purple button labeled "CONTINUE".

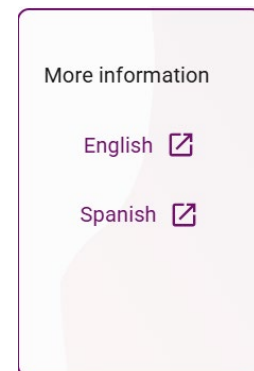
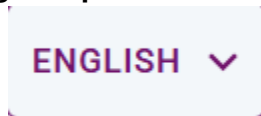
Welcome Page

- You'll see a Welcome message from your school district.
- Parent letters from the district are available here.
- In the **upper right-hand corner**, you'll find:

- A **light/dark mode toggle icon**.
- A **language dropdown** to change the display



language.



- Click **Get Started** after reviewing the page.



Identify Signer

- Enter your name and optionally your **email address**.
 - If you include an email, you'll receive a **confirmation email** once your application is submitted. This email is not an eligibility decision.

First name *	Last name *
This field is required.	
Address 1	Address 2
City	State ▼
Zip	
Your email address *	
Please enter a valid email address	

The school district will decide which fields are visible and which are required. Required fields are marked with an asterisk (*).

Student Information

- Enter information for **each student in your household** attending the district.
- Click **Add Student** to include additional students in the school district.

1 Ronny	 
First name *	Last name *
Ronny	Andrews
Lebert High School ▼	Student ID

SNAP/TANF/FDPIR Participants

- If you participate in SNAP, TANF, or FDPIR, check the appropriate boxes.
- Provide your case number.
- If you do not participate in any of these programs, simply click **Continue**.
- Some districts may also include a Consent to Share Information option.

☐	Supplemental Nutrition Assistance Program (SNAP)
☐	Temporary Assistance for Needy Families (TANF)
☐	Food Distribution Program on Indian Reservations(FDPIR)

Review Information

- Review previously entered details.
- Make any necessary edits.
- Be sure to **enter your email address** if you haven't already.

Enter Signer Contact Information

Please enter your contact information so that we can reach you in case there are any issues with your application. If you enter your email address, we will also send you a receipt of this application for your records once you submit it. This step is optional, but we strongly encourage you to complete it.

Address 1 123 Any Street		Address 2	
City	Select State ▼	Zip	
Your phone number 111-222-3333		Your email address bandrews123@gmail.com	

Race/Ethnicity (Optional)

- You may provide race and ethnicity information.
- Your response is **optional** and does **not affect eligibility**.

Click **Continue**

Certification and Agreement

- Review legal and USDA non-discrimination statements.
- Check the agreement box.
- Click **Continue**.

☐

I agree to the terms and conditions

☐ I certify that my household participates in SNAP. *

This certification is required to proceed.

**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. Deliberate misrepresentation of information may subject applicants to prosecution under applicable State and Federal law.*

FOR ALL OTHER HOUSEHOLDS

Choose Foster

Do any students in your household live with you under a formal (court-ordered) foster care arrangement?

Ronny Andrews: Is this student a foster child?

☐ Yes ☒ No

Sally Andrews: Is this student a foster child?

☐ Yes ☒ No

If not, click **Continue**.

Choose other programs

Ronny Andrews

Do any students in your household receive assistance under the McKinney-Vento Homeless Assistance Act?

If not, but your household lacks a permanent address, or stays together in a shelter, hotel, or other temporary housing arrangement, contact the school district for help.

☐ Yes ☒ No

Do any students in your household participate in the Migrant Education Program (MEP)?

If not, but you moved your household into a different school district within the last three years to gain or look for temporary/seasonal work in agriculture or fishing, contact the school district for help.

☐ Yes ☒ No

Do any students in your household participate in a program under the Runaway and Homeless Youth Act?

If not, but they chose to leave their prior family or household, contact the school district for help.

☐ Yes ☒ No

Note: You will see this information for all district students on the application.

Click any that apply and click Continue or click Continue if none apply.

Other children not attending the school district.

- Click **Add Another Child** or **No Other Children/Continue to Income Questions**.

Identify Other Children

Are there any other children in your household that are **not enrolled in Smith School District**? Don't forget to include students that are in grade 12 or below and attend school in different school district and children that attend day care or pre-school, or are not of school age, including infants. Also include anyone 18 years of age or younger living in your household that does not currently attend school.

Add another child +

No data added yet

NO OTHER CHILDREN/CONTINUE TO INCOME QUESTIONS

The children identified here do not attend the school district. If there is more than one child, click Add another child.

If there are no other children in the household, Click NO OTHER CHILDREN/CONTINUE TO INCOME QUESTIONS.

Identify Children Income

Some common sources of income for children are:

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

Do not include infrequent earnings, such as income from occasional baby-sitting or mowing lawns.

Does **Ronny** have income from any of these, or any other, sources?

☐ Yes* ☐ No*

Does **Sally** have income from any of these, or any other, sources?

☐ Yes* ☐ No*

Note: you must select Yes or No to continue.

Click **Continue**.

Identify Other Adults

Not including the applicant, what other adults live in the household?

Remember, for the purposes of applying for school meal benefits, a household is defined as a group of people, related or unrelated, that live together and share income and expenses. Don't forget about:

- 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.

Other Adult Household Members +

No data added yet

NO OTHER ADULTS/CONTINUE TO INCOME QUESTIONS

Identify Adult Income

- **Enter the gross income (before deductions) for each adult.**
- **Repeat for each adult household member.**

Gross income means all money earned or received before deductions, such as income taxes, social security taxes, and insurance premiums. You should not report net income, which is the amount of money received in a pay check. Net income is total (or gross) income, minus taxes and deductions, and is commonly referred to as 'take home pay.'

Is Betty in the military?

☐ Yes ☐ No

Does Betty have earnings from work (salary, wages, tips, commission, bonuses, net self-employment income)?

☐ Yes ☐ No

Does Betty have income from public assistance (SSI, cash assistance, housing subsidies)?

☐ Yes ☐ No

Does Betty have income from alimony or child support?

☐ Yes ☐ No

Does Betty have income from unemployment, Veteran's benefits, worker's comp, strike benefits, or SSDI?

☐ Yes ☐ No

Does Betty have retirement income from Social Security (survivor, Black Lung, Railroad Retirement) or pensions?

☐ Yes ☐ No

Does Betty have other sources of income (regular cash payments, rental, interest, investment, annuities, any other for meals)?

☐ Yes ☐ No

Does Betty have income from unemployment, Veteran's benefits, worker's comp, strike benefits, or SSDI?

☐ Yes ☐ No

Does Betty have retirement income from Social Security (survivor, Black Lung, Railroad Retirement) or pensions?

☐ Yes ☐ No

Does Betty have other sources of income (regular cash payments, rental, interest, investment, annuities, any other for meals)?

☐ Yes ☐ No

Enter Adult Income

NOTE: Remember to report current, *gross income*.

Work Income - Betty

Please provide details for each income source. You can add multiple entries if needed

Enter all sources of salary or wages.

ADD INCOME SOURCE

Enter all sources of tips.

ADD INCOME SOURCE

Enter all sources of commission.

ADD INCOME SOURCE

Enter all sources of cash bonuses from work.

ADD INCOME SOURCE

Enter all sources of net income from self-employment.

ADD INCOME SOURCE

Enter SSN

Please provide the last four digits of the Social Security number for the person that signed at the beginning of the application. If that person does not have a Social Security number, please check the box below labeled 'No SSN.'

Last 4 digits of Social Security Number

☐ No SSN

Race/Ethnicity (Optional)

- You may provide race and ethnicity information.
- Your response is **optional** and does **not affect eligibility**.

Click **Continue**

Certification and Agreement

- Review legal and USDA non-discrimination statements.
- Check the agreement box.
- Click **Continue**.

☐

I agree to the terms and conditions

Once the box is checked, click **Continue**.

Review and Submit

- Carefully review your completed application.
- To make changes, click Back, edit the necessary sections, then click Continue.
- Save or print this page for your records.
- Click **Submit** to finish the application.
- You'll receive a confirmation email if one was provided.