

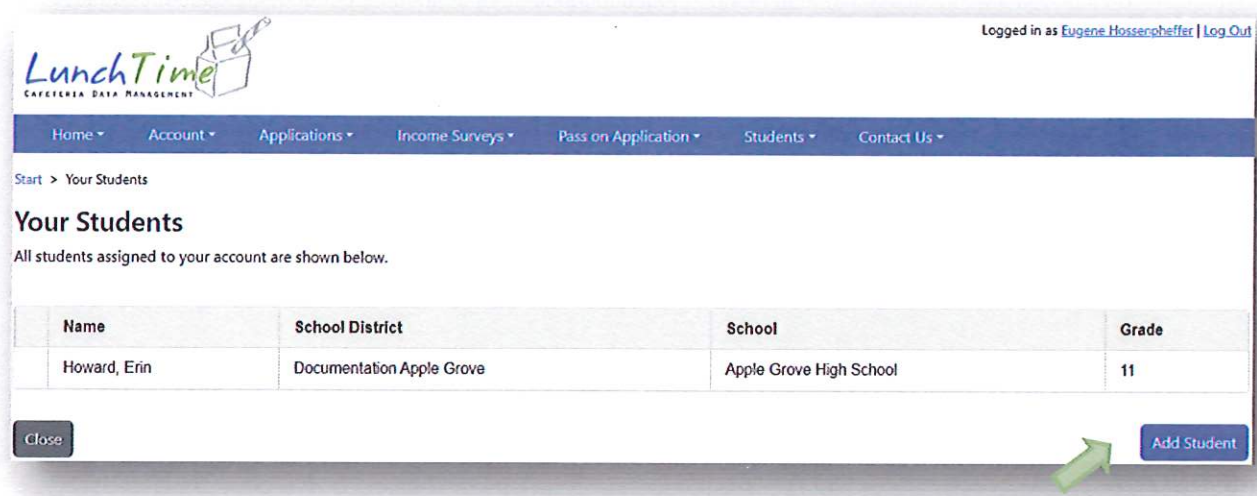


Online Free and Reduced Applications

Parents' Guide to Getting Started

Adding Students to Account

On the Home Page, Click the **Add Student** button.



Logged in as [Eugene Hossenpfeffer](#) | [Log Out](#)

Home ▾ Account ▾ Applications ▾ Income Surveys ▾ Pass on Application ▾ Students ▾ Contact Us ▾

Start > Your Students

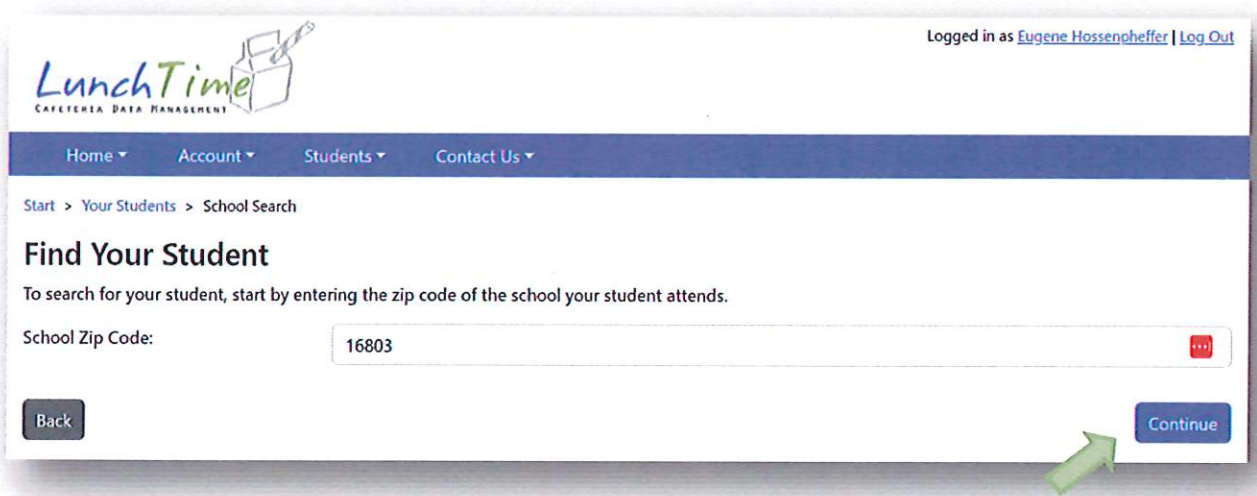
Your Students

All students assigned to your account are shown below.

Name	School District	School	Grade
Howard, Erin	Documentation Apple Grove	Apple Grove High School	11

Close [Add Student](#)

Enter the Zip Code of your first students' school.



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Home ▾ Account ▾ Students ▾ Contact Us ▾

Start > Your Students > School Search

Find Your Student

To search for your student, start by entering the zip code of the school your student attends.

School Zip Code:

Back [Continue](#)

Click the **Continue** button on the bottom.

Available schools will be displayed. Click on the blue **SELECT** to the left of your students' school.

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Start > Your Students > School Search > School Selection

Find Your Student

Schools located in the entered zip code are shown below. Click the Select link next to the school your student attends.

	School	City	State	Zip Code
Select	Apple Grove High School	State College	PA	16803
Select	Apple Grove Jr High School	State College	PA	16803
Select	Cherry Hill Middle School	State College	PA	16803
Select	Washington Elementary	State College	PA	16803

[Back](#)

Enter the Required information and Click on the **Continue** button in the lower right.

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Home ▾ Account ▾ Students ▾ Contact Us ▾

Start > Your Students > School Search > School Selection > Student Search

Find Your Student

Please enter your student's information for each of the fields shown below.

School:

First Name:

Last Name:

[Back](#) [Search](#)

Note: each school may establish their own criteria for Finding Your Student. Please contact the school if the search function is unable to Find Your Student.

Verify the information and Click on the blue **Add** to the left of your students' name.

Find Your Student

If your student is shown in the list below, click the Add link next to their name in order to add them to your account.

	Student	Grade
Add	Howard, Erin	11

[Back](#)

You will be returned to the Home page. You can continue to add additional students as needed.

Start a New Application

On the Home Screen, click the **Applications** link.

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Home Account Applications Income Surveys Pass on Application Students Contact Us

Start

Home

Account
View and make changes to your user account information.

Applications
Submit an application and review pending or submitted applications.

Income Surveys
Submit an income survey and review pending or submitted income surveys.

Pass on Application
Indicate that you are declining to submit application information.

Students
Review or modify students associated with your account.

Contact Us
Contact the LunchTime support team.

Next, click the Start New Application button

Your Applications

Students that attend different school districts cannot appear on the same application.

Application ID	Application Status	# Of Students	School District	Application State	Software Status
No Applications					

Close Start New Application

Enter Demographics

Complete all required fields (as indicated by *****) in the Demographics Page.

Start > Your Applications > Demographics

Application Demographics

Complete the information below to start the process of adding a new application or editing an existing application.
* denotes required field

Application ID: New Application

First Name:*

Middle Name:

Last Name:*

Name Suffix:

Last 4 SSN: *Required if Applying for School Meals Only

No SSN:

Address:*

Address Line 2:

City:*

State:*

Zip Code:*

Mobile Phone:

Home Phone:

Work Phone:

Household Information


A household member is anyone who is living with you and shares income and expenses, even if not related to you.

Household Size:*

Additional Applicant Information

Please check the box below if you are applying for benefits for yourself on this application. Only check this box if you are a student.

I will be listed as a student on this application.



Click the **Continue** button to move to the next section.

Assign Students

From the students listed in the top section, click **Add** link to include the student on the current application. If a student was previously added to an application, that student will not be available.

Logged in as Eugene Hernandez | Log Out

Home Account Applications Income Surveys Pass on Application Students Contact Us

Start > Your Applications > Demographics > Students

Assign Students

Please add each student individually by clicking the Add link next to their name or click the Add All Students button if you want to add all of your students to this application. Each student on the application must attend the same school district. Each student may only appear on one application in your account. If a student is not appearing in the list of available students, either the school district is not currently accepting applications or the student exists on another application in your account.

	Name	School District	School	Grade
Add	Howard, Erin	Documentation Apple Grove	Apple Grove High School	11

Students on this Application

Click the Remove link next to any student you wish to remove from this application.

Application ID: 72235

Name	School District	School	Grade
No Students			

[Back](#) [Continue](#)

Click Close on the confirmation screen

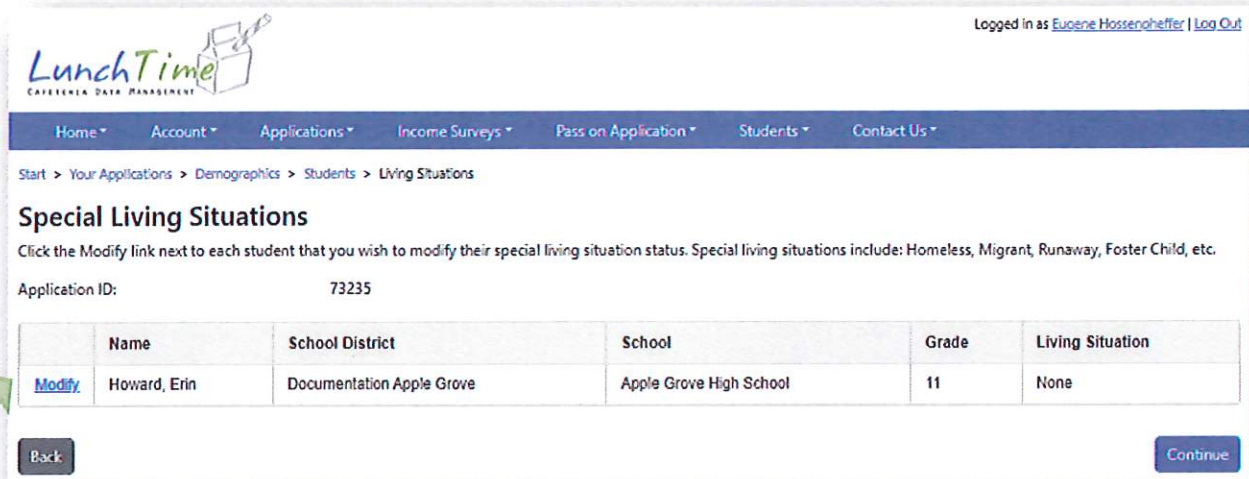
Student added to this application.

[Close](#)

Click the Continue button.

Special Living Situations

If the student is a Foster Child, is Homeless, is a Runaway, or is Migrant use the [Modify](#) link next to the student's name to indicate these special situations.



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Home Account Applications Income Surveys Pass on Application Students Contact Us

Start > Your Applications > Demographics > Students > Living Situations

Special Living Situations

Click the [Modify](#) link next to each student that you wish to modify their special living situation status. Special living situations include: Homeless, Migrant, Runaway, Foster Child, etc.

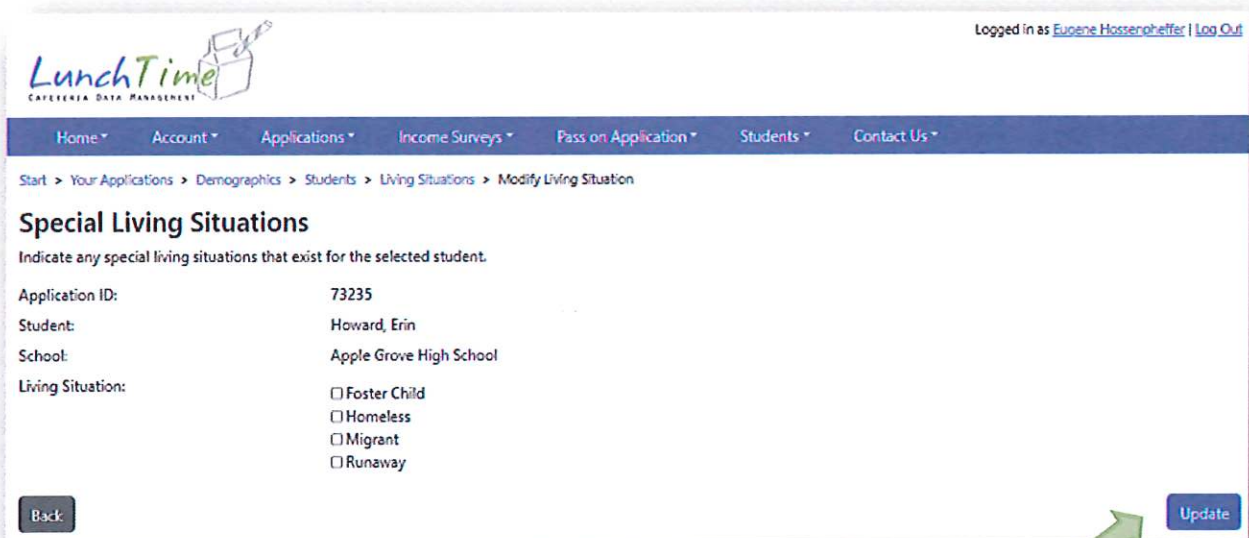
Application ID: 73235

	Name	School District	School	Grade	Living Situation
Modify	Howard, Erin	Documentation Apple Grove	Apple Grove High School	11	None

[Back](#) [Continue](#)

Living Situations

Check any Living Situations that apply for the given student. Click the **Update** button when complete.



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Home Account Applications Income Surveys Pass on Application Students Contact Us

Start > Your Applications > Demographics > Students > Living Situations > Modify Living Situation

Special Living Situations

Indicate any special living situations that exist for the selected student.

Application ID: 73235

Student: Howard, Erin

School: Apple Grove High School

Living Situation:

- Foster Child
- Homeless
- Migrant
- Runaway

[Back](#) [Update](#)

Once the Living Situations have been entered (if applicable) click the **Continue** button.

Children's Racial and Ethnic Identities (OPTIONAL)

Click on the appropriate boxes, or click Continue to skip these questions.

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Home * Account * Applications * Income Surveys * Pass on Application * Students * Contact Us *

Start > Your Applications > Demographics > Students > Living Situations > Racial and Ethnic

Children's Racial and Ethnic Identities (Optional)

It is a requirement to ask for information about your children's race and ethnicity. This information is important and helps to make sure the community is fully served. Responding to this section is optional and does not affect your children's eligibility for free or reduced price meals.

Application ID: 73235

Ethnicity (check one):

Hispanic or Latino Not Hispanic or Latino

Race (check one or more):

American Indian or Alaskan Native Asian Black or African American Native Hawaiian or Other Pacific Islander White

[Back](#) [Continue](#)

Assistance Programs

Enter details regarding assistance programs if applicable. This information is not required. If the family does not participate in these assistance programs or prefers not to include these details, click the **Continue** button.

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Home * Account * Applications * Income Surveys * Pass on Application * Students * Contact Us *

Start > Your Applications > Demographics > Students > Living Situations > Racial and Ethnic > Assistance

Assistance Programs

If anyone in your household participates in SNAP, TANF, or FDPIR, all students on your application are eligible to receive free meals.

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.

If anyone in your household (including you) currently participates in any of the following programs, please select one or more of the checkboxes below. If not, click Continue.

Application ID: 73235

Supplemental Nutrition Assistance Program (SNAP)

Temporary Assistance for Needy Families (TANF)

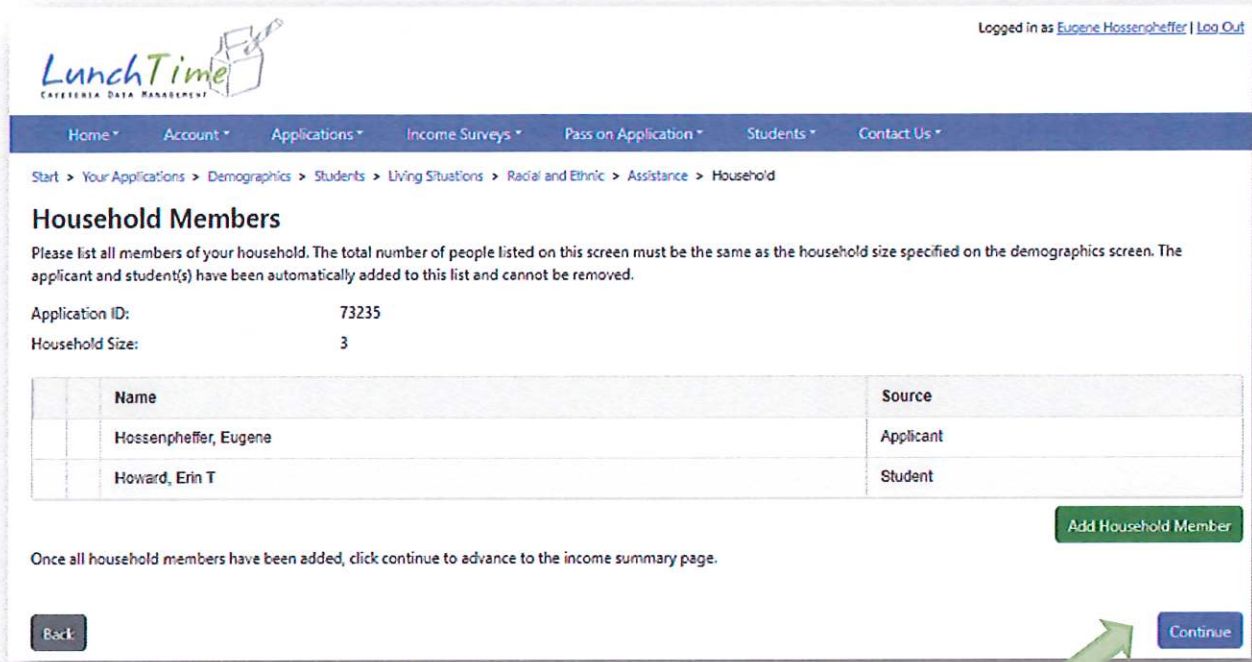
Food Distribution Program on Indian Reservations (FDPIR)

[Back](#) [Continue](#)

If an Assistance Program was selected in the previous screen, the Household Members and Income sections below will be skipped.

Household Members

Begin to enter the Household Members by clicking the **Add Household Member** button. Please include all members of the household including those with zero incomes and small children. **Note:** this section is not applicable if an assistance program was selected.



Logged in as [Eugene Hossenpfeffer](#) | [Log Out](#)

Home * Account * Applications * Income Surveys * Pass on Application * Students * Contact Us *

Start > Your Applications > Demographics > Students > Living Situations > Racial and Ethnic > Assistance > Household

Household Members

Please list all members of your household. The total number of people listed on this screen must be the same as the household size specified on the demographics screen. The applicant and student(s) have been automatically added to this list and cannot be removed.

Application ID: 73235
Household Size: 3

Name	Source
Hossenpfeffer, Eugene	Applicant
Howard, Erin T	Student

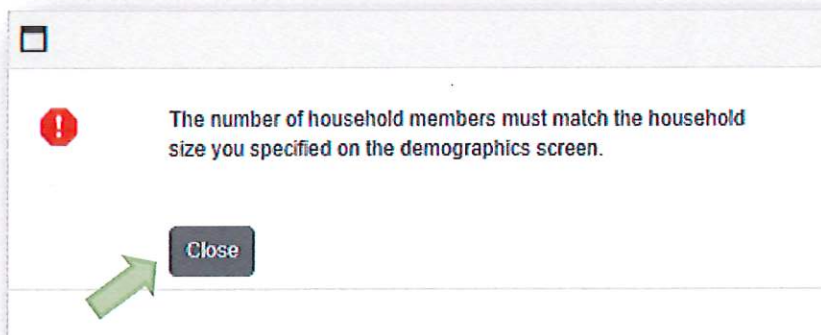
[Add Household Member](#)

Once all household members have been added, click continue to advance to the income summary page.

[Back](#) [Continue](#)

Error Message

You may receive an error message if the total number of Household Members is not equal to the Household size indicated in your [Demographics Screen](#). Continue to add Household Members until the total matches the Household size.



Household Member Information

All household members in the household must be reported. Click the **Add Household Member** button to add another household member. Click on the **Save Household Member** button to continue.

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Home * Account * Applications * Income Surveys * Pass on Application * Students * Contact Us *

Start > Your Applications > Demographics > Students > Living Situations > Racial and Ethnic > Assistance > Household

Household Members

Please list all members of your household. The total number of people listed on this screen must be the same as the household size specified on the demographics screen. The applicant and student(s) have been automatically added to this list and cannot be removed.

Application ID: 73235
Household Size: 3

Name	Source
Hossenpfeffer, Eugene	Applicant
Howard, Erin T	Student

Once all household members have been added, click continue to advance to the income summary page.

[Back](#) [Add Household Member](#) [Continue](#)

Complete the Household Member Information screen and click the **Update** button.

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Home * Account * Applications * Income Surveys * Pass on Application * Students * Contact Us *

Start > Your Applications > Demographics > Students > Living Situations > Racial and Ethnic > Assistance > Household > Member

Household Member Information

Enter the household member information below.
* denotes required field

Application ID: 73235

First Name:*

Middle Name:

Last Name:*

Name Suffix:

Last 4 SSN:

[Back](#) [Update](#)

Once all household members are listed, click the **Continue** button to move to the next section.

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Home * Account * Applications * Income Surveys * Pass on Application * Students * Contact Us *

Start > Your Applications > Demographics > Students > Living Situations > Racial and Ethnic > Assistance > Household

Household Members

Please list all members of your household. The total number of people listed on this screen must be the same as the household size specified on the demographics screen. The applicant and student(s) have been automatically added to this list and cannot be removed.

Application ID: 73235
Household Size: 3

		Name	Source
Modify	Remove	Hossenpfeffer, Baby	Entered
		Hossenpfeffer, Eugene	Applicant
		Howard, Erin T	Student

[Add Household Member](#)

Once all household members have been added, click continue to advance to the income summary page.

[Back](#) [Continue](#)

Income Amounts, Frequencies and Types

Click the Add Income link to enter the income for the selected Household Member. If any children in the household have income, please include it both here and in the Child Income box.

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Home * Account * Applications * Income Surveys * Pass on Application * Students * Contact Us *

Start > Your Applications > Demographics > Students > Living Situations > Racial and Ethnic > Assistance > Household > Income

Household Income

Please enter all income for each member of your household.

Application ID: 73235

Household Income Summary

	Name	Annual Income
Add Income	Hossenpfeffer, Baby	\$0.00
Add Income	Hossenpfeffer, Eugene	\$0.00
Add Income	Howard, Erin T	\$0.00
Total Annual Household Income:		\$0.00

Income Entries

Name	Frequency	Type	Amount
No Income			

[Back](#) [Continue](#)

Indicate the Income Amount, Frequency, and Type. If the Household Member has a zero income, enter 0.00. Click the **Update** button to continue.

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Home * Account * Applications * Income Surveys * Pass on Application * Students * Contact Us *

Start > Your Applications > Demographics > Students > Living Situations > Racial and Ethnic > Assistance > Household > Income > Detail

Income Detail Entry

Please complete the items below to add additional income for the selected household member.
Income is defined as Gross Income, meaning all the money you earn before taxes and other deductions are subtracted.

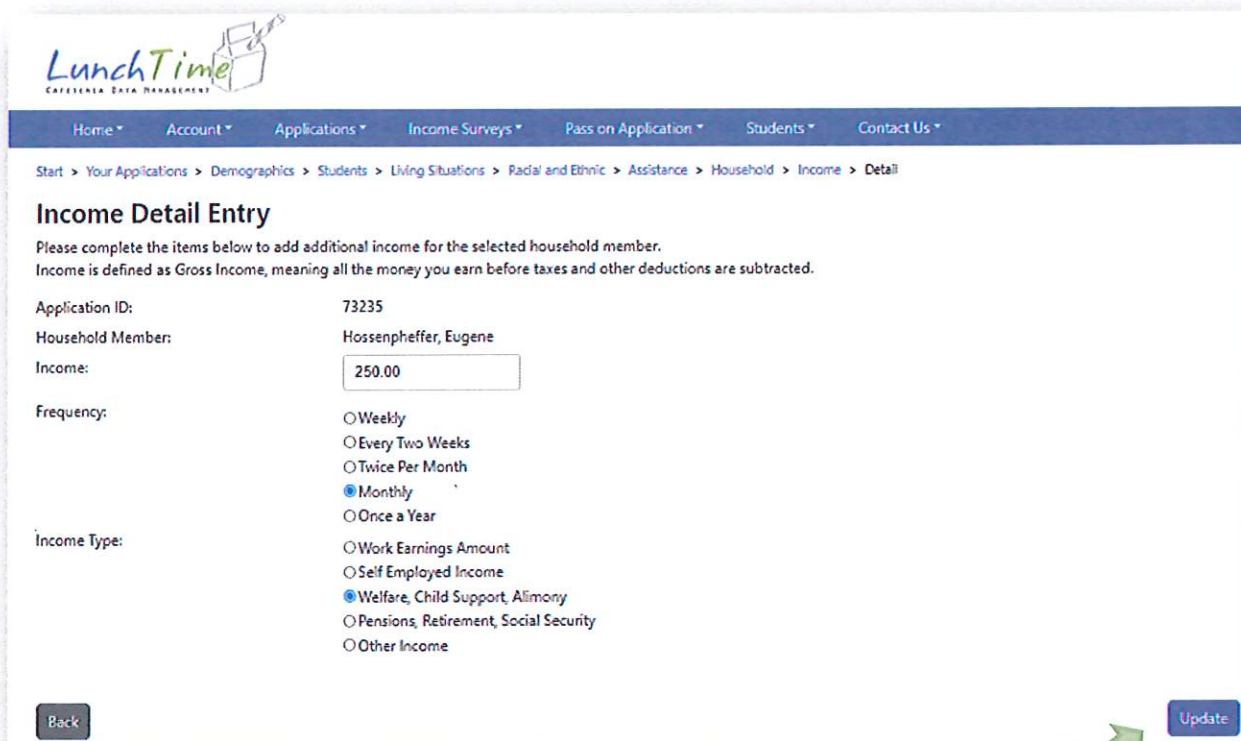
Application ID: 73235
Household Member: Hossenpfeffer, Eugene
Income:
Frequency:
 Weekly
 Every Two Weeks
 Twice Per Month
 Monthly
 Once a Year
Income Type:
 Work Earnings Amount
 Self Employed Income
 Welfare, Child Support, Alimony
 Pensions, Retirement, Social Security
 Other Income

Click Close on the Confirmation screen.

Income entry successfully added.

Additional Income Sources

If the household member has additional sources of income, click on the **Add Income** text to add each income stream.



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Home Account Applications Income Surveys Pass on Application Students Contact Us

Start > Your Applications > Demographics > Students > Living Situations > Racial and Ethnic > Assistance > Household > Income > Detail

Income Detail Entry

Please complete the items below to add additional income for the selected household member.
Income is defined as Gross Income, meaning all the money you earn before taxes and other deductions are subtracted.

Application ID: 73235

Household Member: Hossenpfeffer, Eugene

Income:

Frequency:

- Weekly
- Every Two Weeks
- Twice Per Month
- Monthly
- Once a Year

Income Type:

- Work Earnings Amount
- Self Employed Income
- Welfare, Child Support, Alimony
- Pensions, Retirement, Social Security
- Other Income

Click Update when complete.

Review the information in the Household Income Summary. Add Child Income, if any. "Child Income" refers to any income earned or received by children living in the household, including earnings from work, social security benefits, or other sources, that are not from foster payments. Please note: Income from each child should be reported above in the Household Income Summary. The "Child Income" value is a total amount of the income attributed to the children in the household

Household Income
Please enter all income for each member of your household.

Application ID: 95721

Household Income Summary

	Name	Annual Income
Add Income	Howard, Erin T	\$0.00
Add Income	Shields, Susan	\$15,600.00
Total Annual Household Income:		\$15,600.00

Income Entries

	Name	Frequency	Type	Amount
Remove	Shields, Susan	Weekly	Work Earnings Amount	\$300.00

Child Income
Sometimes children in the household earn or receive income. Include the TOTAL income (before taxes and deductions) received by ALL children listed above.

Child Income:

Frequency:

[Back](#) [Continue](#)

Once all sources of income are entered for each household member, click the **Continue** button under the Household Income Summary.

Confirm Application Information

Review all the information in the Application. Use the Back button to go back to a previous section to make any necessary changes.

Confirm Application Information

Please review and verify the information shown on this page. If everything is correct, click the Submit Application button.

Application ID:	71235	Household Size:	3
Name:	Hossenpfeffer, Eugene	Mobile Phone:	8009630780
Last 4 SSN:	1234	Home Phone:	
		Work Phone:	
Address:	301 Science Park Road		
Address Line 2:	Suite 123		
City:	State College		
State:	PA		
Zip Code:	16803		

Students on this Application

Name	School District	School	Grade	Living Situation
Howard, Erin	Documentation Apple Grove	Apple Grove High School	11	None

Children's Racial and Ethnic Identities (Optional)

Hispanic or Latino Not Hispanic or Latino

American Indian or Alaskan Native Asian Black or African American Native Hawaiian or Other Pacific Islander White

Assistance Programs

SNAP:

TANF:

FDPIR:

Household Members

Name	Annual Income
Hossenpfeffer, Baby	\$0.00
Hossenpfeffer, Eugene	\$47,200.00
Howard, Erin T	\$0.00
Total Annual Household Income:	\$47,200.00

Submit Application

Final Confirmation

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 (confirm) the information. I am aware that if I purposely give false information, my children may lose meal and/or Summer EBT benefits, and I may be prosecuted under applicable State and Federal laws. For Summer EBT Only: I certify that I am not already receiving Summer EBT benefits in another State.

And

By checking the 'I Accept' box below, you are signing this Agreement electronically. You agree that your electronic signature is the legal equivalent of your manual signature on this Agreement. By checking 'I Accept' you consent to be legally bound by this Agreement's terms and conditions.

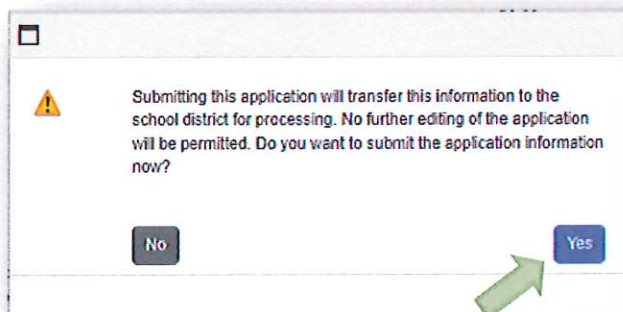
I Accept

Back

Submit Application

Review all information. Click the checkbox to confirm that the information provided is accurate and true to the best of your knowledge. Click the **Submit Application** button to finalize the application and submit it to the school district.

A final screen will be displayed. By clicking the **Yes** button, no further editing will be permitted. Confirm that you wish to submit the application by clicking the **Yes** button.



A warning dialog box with a yellow triangle icon. The text inside reads: "Submitting this application will transfer this information to the school district for processing. No further editing of the application will be permitted. Do you want to submit the application information now?" At the bottom, there are two buttons: "No" and "Yes". A green arrow points to the "Yes" button.

Application Submitted


A final screen will provide details regarding the next steps. An email indicating the determination for your application should arrive within 24-48 hours. Be sure to check Spam and Junk folders if you do not see this email.

Application Received

Thank you for submitting your Free/Reduced Application information. Your application information has been received and will be processed by the school district. While the application is processing, it will show as pending. Once it has been processed by the school, you will receive an email indicating the determination for your application. Should you have any questions regarding the final determination of your application, please contact the school directly.

If you do not receive the determination email after your application has been marked as processed, please check your spam folder just in case the determination email got delivered there instead of your inbox.

[Your Applications](#)



Additional Applications

If additional applications are required for other school districts, use the **Start New Application** button.

Return to this section to see any updates in Status.

Your Applications

Students that attend different school districts cannot appear on the same application.

Application ID	Application Status	# Of Students	School District	Application State	Software Status
73235		1	Documentation Apple Grove	SUBMITTED	PENDING

[Close](#)

[Start New Application](#)

