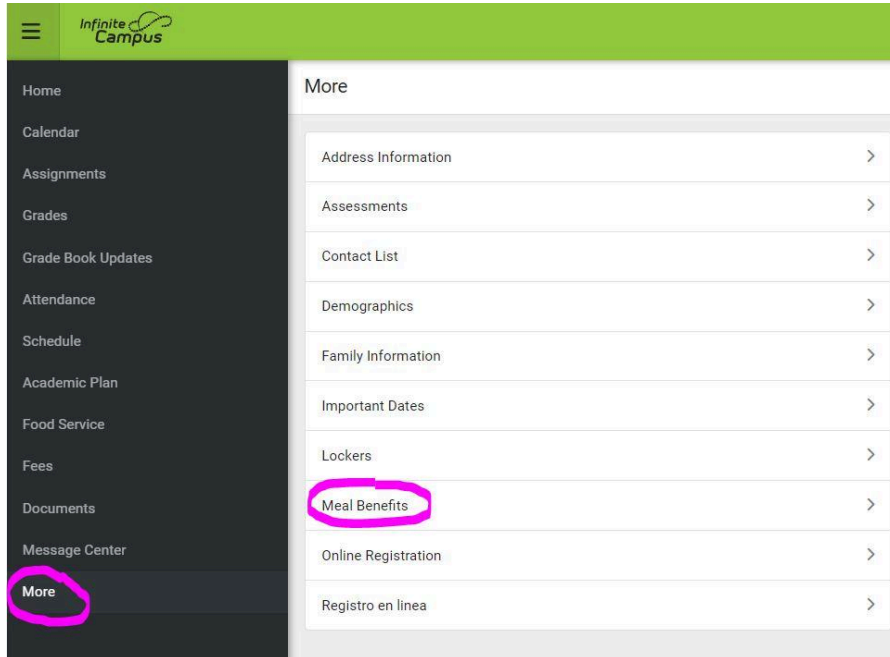


# Instructions For Free & Reduced Applications in Infinite Campus Parent Portal

1. **Log into your Infinite Campus Parent Portal:**  
<https://northscott.infinitecampus.org/campus/portal/parents/northscott.jsp>
2. **Select *More* from the Menu** (see picture below)
3. **Select *Meal Benefits*** (see picture below)



4. **Click the *Meal Benefits Application* Button**
5. **Review the Letter to Household and select next**
6. **Review the Instructions and select next**
7. **Assure that the Signer's information is valid and select next**
8. **Select and/or add household members:** Be sure to include everyone who lives in your household on your application and be sure that you have them selected as Household Members. You can add additional household members by selecting the *Add Household Member* button. If someone listed no longer lives in your household, DO NOT select the Household Member checkbox. For example in the image below both Daryl and Duke Dakota live in this household, they are both listed and the box is checked for both showing that they are household members.

Meal Benefits Application

Household Members (Step 4 of 12)

Household Members are listed below. You must confirm each person living in your household by selecting the 'Household Member' button. If a person listed below is no longer living in your household, do not select the 'Household Member' button. If there are persons missing from your household you will need to add them by selecting the 'Add Household Member' button. You are not allowed to edit existing household member information or uncheck the application signer. After you have identified and/or added household members select 'Next' to continue.

Dakota, Daryl Invalid date Gender: M	West Liberty Middle School (08)	<input checked="" type="checkbox"/> Household Member
Dakota, Duke 07/01/1981 Gender: M		<input checked="" type="checkbox"/> Household Member

# Instructions For Free & Reduced Applications in Infinite Campus Parent Portal

Daryl wants to add another household member as he is currently caring for his sister's child Kendall. Daryl is going to select *Add Household Member* and enter Kendall's information before clicking next.

Meal Benefits Application

Household Members (Step 4 of 12)

Household Members are listed below. You must confirm each person living in your household by selecting the 'Household Member' button. If a person listed below is no longer living in your household, do not select the 'Household Member' button. If there are persons missing from your household you will need to add them by selecting the 'Add Household Member' button. You are not allowed to edit existing household member information or uncheck the application signer. After you have identified and/or added household members select 'Next' to continue.

Dakota, Daryl	SIGNER	Invalid date	Gender: M	Household Member	
Dakota, Duke		07/01/1981	Gender: M	West Liberty Middle School (08)	Household Member
Stanley, Kendall	MANUAL ADD		Gender: F	Household Member	Delete

Add Household Member

**9. Answer the question in step 5 and select Next**

**10. In step 6 select which members of the household are children (under the age of 18) by checking the Child checkbox by their name, if the child is going to attend school in our district select the student checkbox as well. If the person listed is an adult there is no need to check either of the boxes next to their name. For example, in our Dakota family case, Duke is both a child and a student and Kendall who we added to the household is a child but not old enough to attend school.**

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'.

Dakota, Daryl	SIGNER	Invalid date	Gender: M		
Dakota, Duke		07/01/1981	Gender: M	West Liberty Middle School (08)	Child Student
Stanley, Kendall	MANUAL ADD		Gender: F		Child Student

Add Household Member

**11. Answer the question in steps 7 and 8**

**12. On Step 9 enter the income for each person in the household by selecting the *Add Income* box, and entering the proper information. Please note that you can enter more than one source of income and the amount received through that source for each person. Then select *Update*. If a person listed has no income select the *No Income* checkbox. Please be sure to report ALL income for each person in the household.**

**13. On Step 10 review the information entered to be sure it's correct.**

**14. Be sure to answer all of the questions in step 11 and then select *Submit* at the bottom.**