



Online School Meals and Summer EBT Application Website

**Screen by Screen
Magnolia Public
School District**

Creating a New Account



Online Free/Reduced Application Entry

Select Language:

English

An email address is required to use this website for submitting free/reduced applications. Please contact your child's school and ask for a paper application if an email address is not available to you.

Register

OR

Sign In

Online Free/Reduced Account Registration

Complete the following information to set up your account. Items with the red asterisk indicate required information fields.

Start > Register

Online Free/Reduced Account Registration

Complete the following information to set up your account.
* denotes required field

State Selection

Please select the State of the school district that will be receiving your application.

----- SELECT -----

Personal Information

First Name:*

Middle Name:

Last Name:*

Name Suffix:

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

No SSN: ☐

Address Information

Address:*

Address Line 2:

City:*

State:*

Zip Code:*

Contact Phone Numbers

Mobile Phone:

Home Phone:

Work Phone:

Household Information – A household member is anyone who is living in the household and shares income and expense, even if not related to the applicant.

Login Information – create an account by entering the email address that will be used to access the account. Passwords must be at least 6 characters in length.

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:*

Login Information

Password must be at least 6 characters.

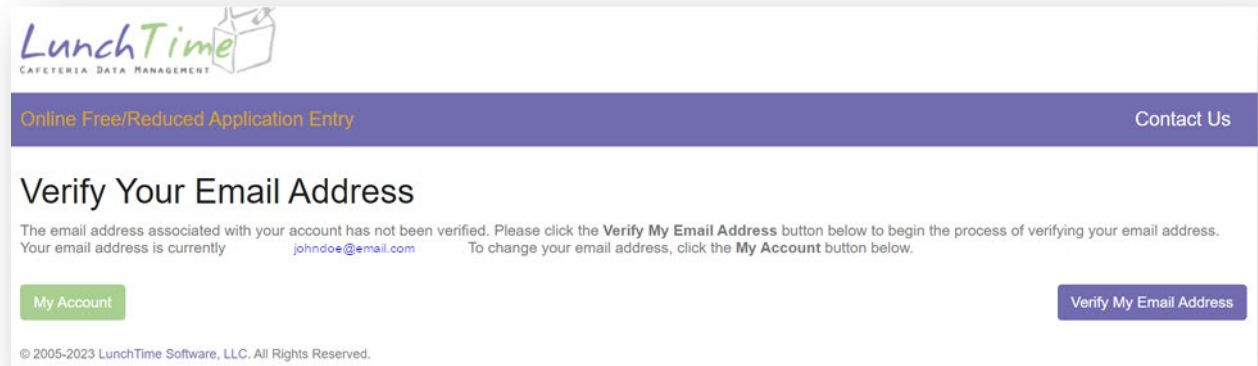
Email Address:*

Password:*

Confirm Password:*

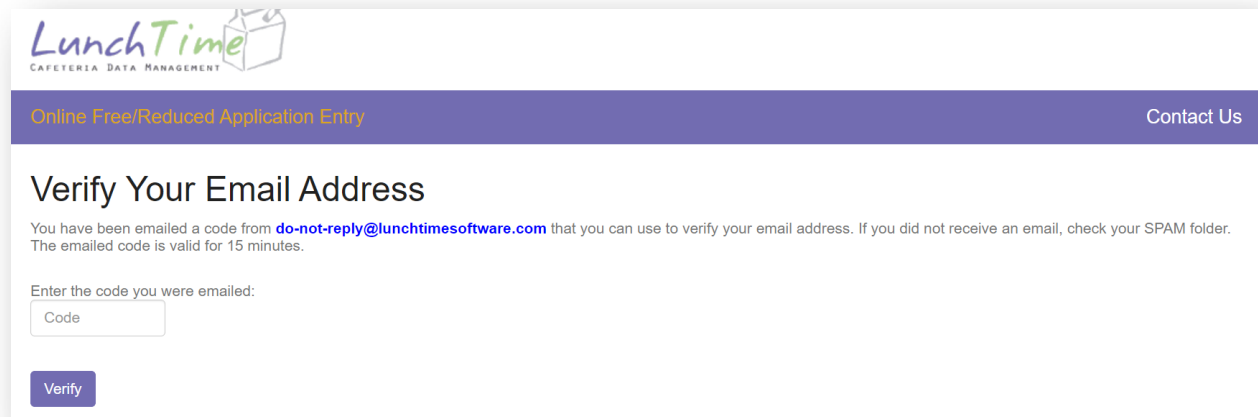
[Back](#) [Register](#)

Users will be returned to the login screen. Log in to begin the verification process. An email will be sent to the email account used.



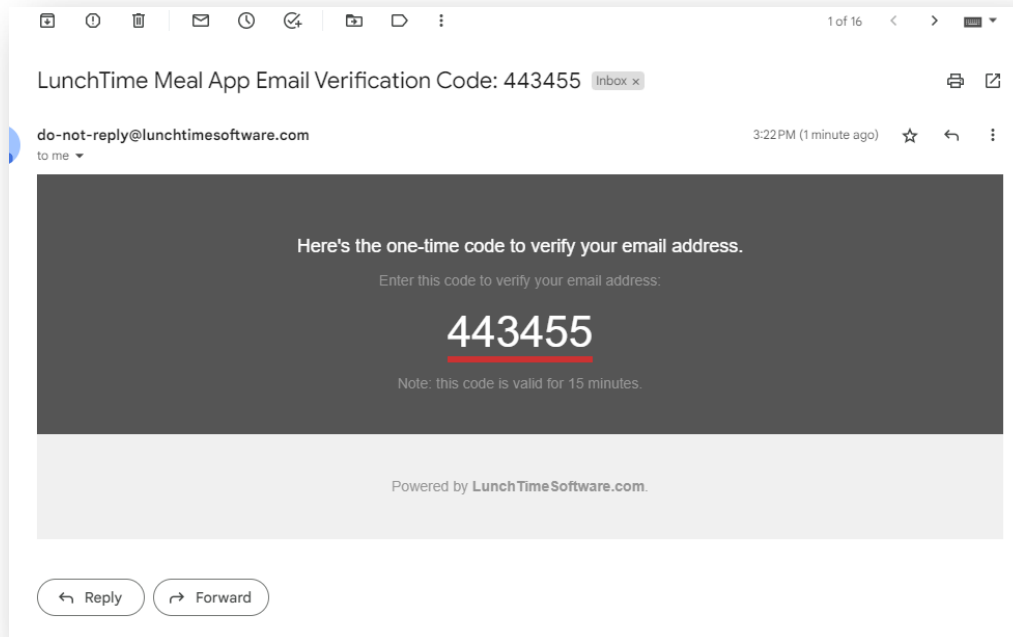
The screenshot shows the 'Verify Your Email Address' page of the LunchTime Cafeteria Data Management system. At the top left is the LunchTime logo with the tagline 'CAFETERIA DATA MANAGEMENT'. A purple navigation bar contains the links 'Online Free/Reduced Application Entry' and 'Contact Us'. The main heading is 'Verify Your Email Address'. Below it, a message states: 'The email address associated with your account has not been verified. Please click the **Verify My Email Address** button below to begin the process of verifying your email address. Your email address is currently john.doe@email.com. To change your email address, click the **My Account** button below.' There are two buttons: a green 'My Account' button on the left and a purple 'Verify My Email Address' button on the right. At the bottom left, a copyright notice reads: '© 2005-2023 LunchTime Software, LLC. All Rights Reserved.'

Check your email for the code that was emailed to you. Enter the code on the screen.



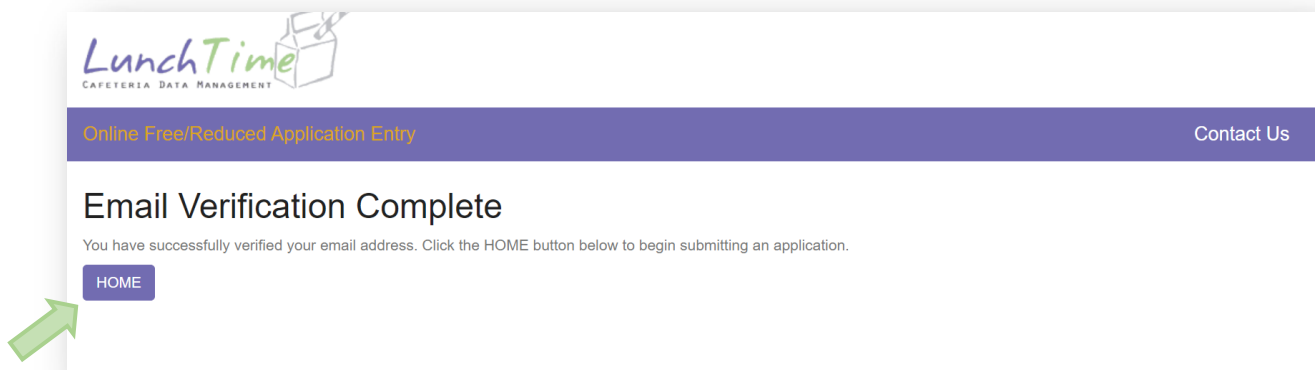
This screenshot shows the same 'Verify Your Email Address' page, but with additional instructions and a form field. The message now reads: 'You have been emailed a code from do-not-reply@lunchtimesoftware.com that you can use to verify your email address. If you did not receive an email, check your SPAM folder. The emailed code is valid for 15 minutes.' Below this, it says 'Enter the code you were emailed:' followed by a text input field with the placeholder text 'Code'. At the bottom left, there is a purple 'Verify' button.

Sample Email:



Once the correct code has been entered, the email address is verified. This process will only need to be completed once.

Click the HOME button to continue.



Main Screen

This screen is Home to all of the main menu options for the website.

The screenshot shows the 'Home' page of a website. At the top is a purple navigation bar with links: Home, Account, Applications, Students, and Contact Us, each with a dropdown arrow. Below the bar, the page title is 'Home'. There are six links arranged in two rows of three. Each link has a title in blue and a description in black. The links are: Account (View and make changes to your user account information.), Applications (Submit an application and review pending or submitted applications.), Students (Review or modify students associated with your account.), Contact Us (Contact the LunchTime support team.), Nondiscrimination Statement (View the Nondiscrimination Statement.), and Privacy Policy (View the Privacy Policy.). At the bottom left, there is a link for User Guide (View the help documentation for instructions on how to use this site.).

Link	Description
Account	View and make changes to your user account information.
Applications	Submit an application and review pending or submitted applications.
Students	Review or modify students associated with your account.
Contact Us	Contact the LunchTime support team.
Nondiscrimination Statement	View the Nondiscrimination Statement.
Privacy Policy	View the Privacy Policy.
User Guide	View the help documentation for instructions on how to use this site.

Account – View and make changes to account information.

Applications – Submit an application and review pending or submitted applications.

Students – Review and/or modify students associated with the account.

Contact Us -Contact the LunchTime support team. Please complete the form and our support team will reply. Additional help is available using the User Guide

The screenshot shows the 'Contact Us' form. At the top is a purple navigation bar with links: Home, Account, Students, and Contact Us, each with a dropdown arrow. Below the bar, the page title is 'Contact Us'. Below the title is a message: 'Please fill out the form below which will be provided to our customer service team.' The form has several fields: Name (with a label 'Parent Name' and a value 'parentemail@email.com'), Email Address, Contact Phone, School, School City, School State, and Comments. There are 'Close' and 'Send' buttons at the bottom.

Field	Value
Name	Parent Name parentemail@email.com
Email Address	
Contact Phone	
School	
School City	
School State	
Comments	

Nondiscrimination Statement:

Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

(1) mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

(2) fax: (833) 256-1665 or (202) 690-7442; or

(3) email: program.intake@usda.gov

This institution is an equal opportunity provider.

Close

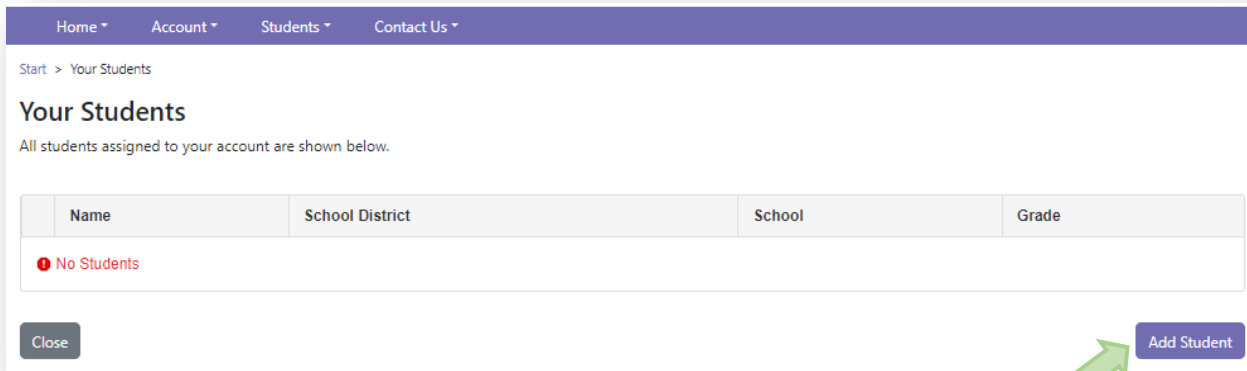
Privacy Statement:

Privacy Policy

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.

Close

Students



Home ▾ Account ▾ Students ▾ Contact Us ▾

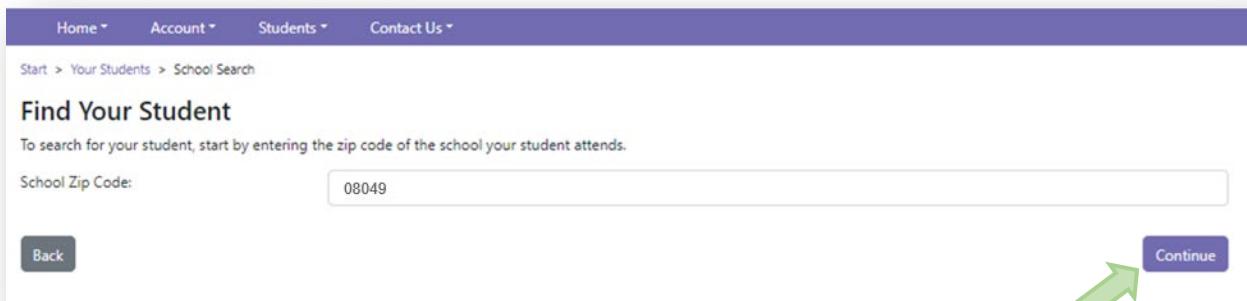
Start > Your Students

Your Students

All students assigned to your account are shown below.

Name	School District	School	Grade
No Students			

Close Add Student



Home ▾ Account ▾ Students ▾ Contact Us ▾

Start > Your Students > School Search

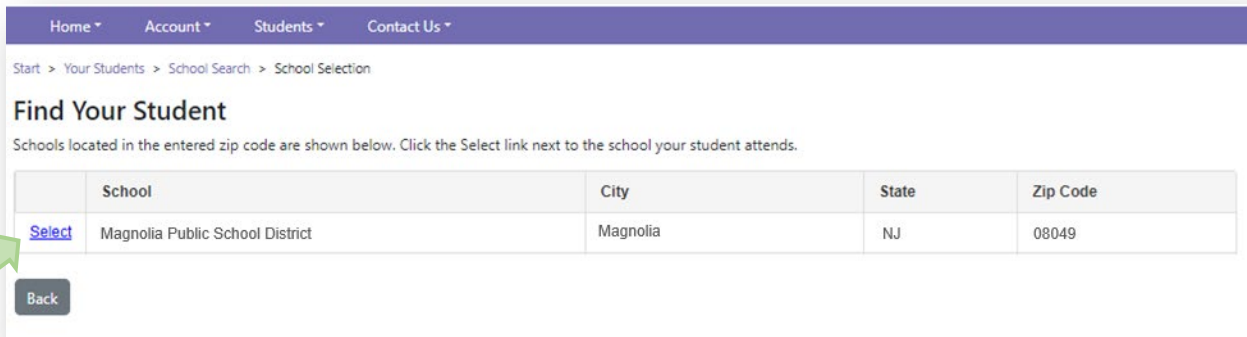
Find Your Student

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

School Zip Code: 08049

Back Continue

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



Home ▾ Account ▾ Students ▾ Contact Us ▾

Start > Your Students > School Search > School Selection

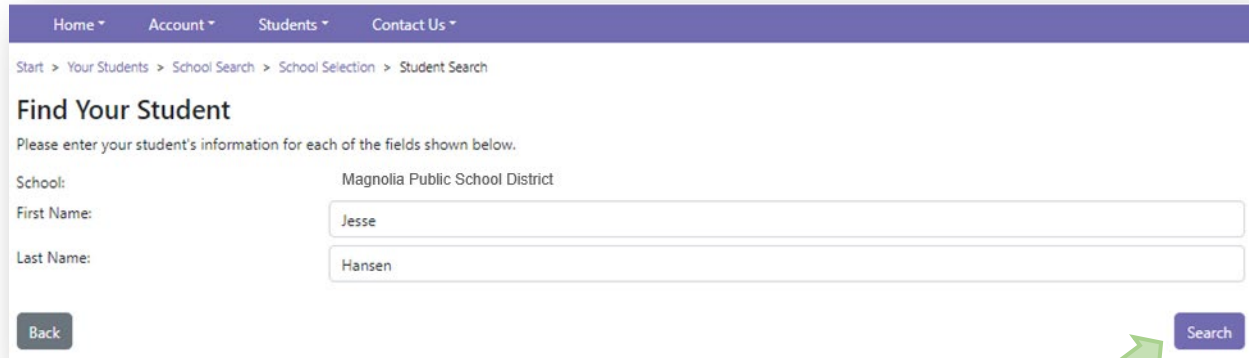
Find Your Student

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 Magnolia Public School District	Magnolia	NJ	08049

Back

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



The screenshot shows a web interface with a purple header containing links: Home, Account, Students, and Contact Us. Below the header is a breadcrumb trail: Start > Your Students > School Search > School Selection > Student Search. The main heading is "Find Your Student". Below it is a subtext: "Please enter your student's information for each of the fields shown below." The form has three input fields: "School:" with the value "Magnolia Public School District", "First Name:" with the value "Jesse", and "Last Name:" with the value "Hansen". At the bottom left is a "Back" button, and at the bottom right is a "Search" button. A green arrow points to the "Search" button.

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.

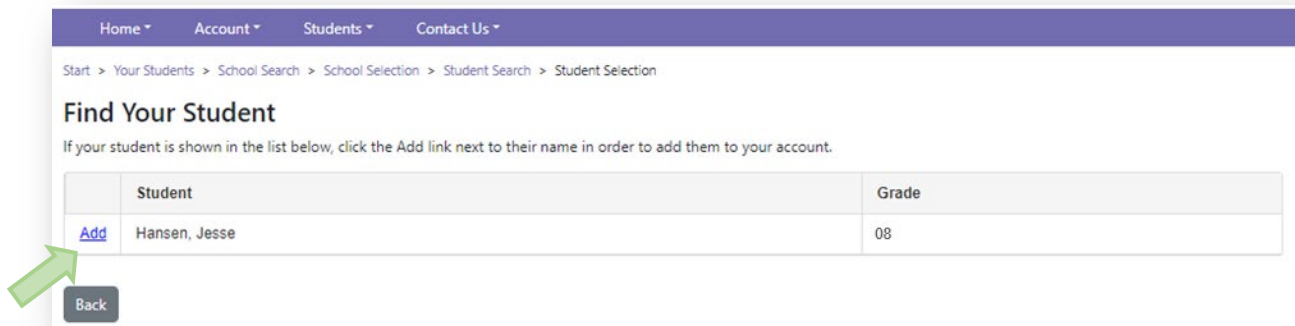
School: Magnolia Public School District

First Name: Jesse

Last Name: Hansen

Back Search

Verify the information and Click on the blue [Add](#) to the left of your students' name.



The screenshot shows the same web interface as the previous one, but with a table of search results. The breadcrumb trail is now: Start > Your Students > School Search > School Selection > Student Search > Student Selection. The subtext is: "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." The table has two columns: "Student" and "Grade". There is one row with the student name "Hansen, Jesse" and grade "08". A blue "Add" link is located to the left of the student name. A green arrow points to the "Add" link.

Home Account Students Contact Us

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

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	Hansen, Jesse	08

Back

You will be returned to the Your Students Page. Add additional students as needed. Click Close when done to return Home.

Applications

Click Start New Application

[Home](#) [Account](#) [Applications](#) [Income Surveys](#) [Pass on Application](#) [Students](#) [Contact Us](#)

[Start](#) > [Your Applications](#)

Your Students

Please add all students to your account before starting an application.

	Name	School District	School	Grade
Remove	Hansen, Jesse	Magnolia Public School District	Magnolia Public School	08
Remove	Hansen, Joey	Magnolia Public School District	Magnolia Public School	05

[Add Student](#)

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](#)

Review Demographics

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

[Home](#) [Account](#) [Applications](#) [Income Surveys](#) [Pass on Application](#) [Students](#) [Contact Us](#)

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:

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.

Back

Continue

This information was initially entered as part of creating an account. This page is intended for Review and Confirmation.

Assign Students

Click [Add](#) to add each student to the Application

[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	Hansen, Jesse	Magnolia Public School District	Magnolia Public School	08
Add	Hansen, Joey	Magnolia Public School District	Magnolia Public School	05

Students on this Application

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

Application ID: 73283

Name	School District	School	Grade
No Students			

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

[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
No Students			

Students on this Application

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

Application ID: 73283

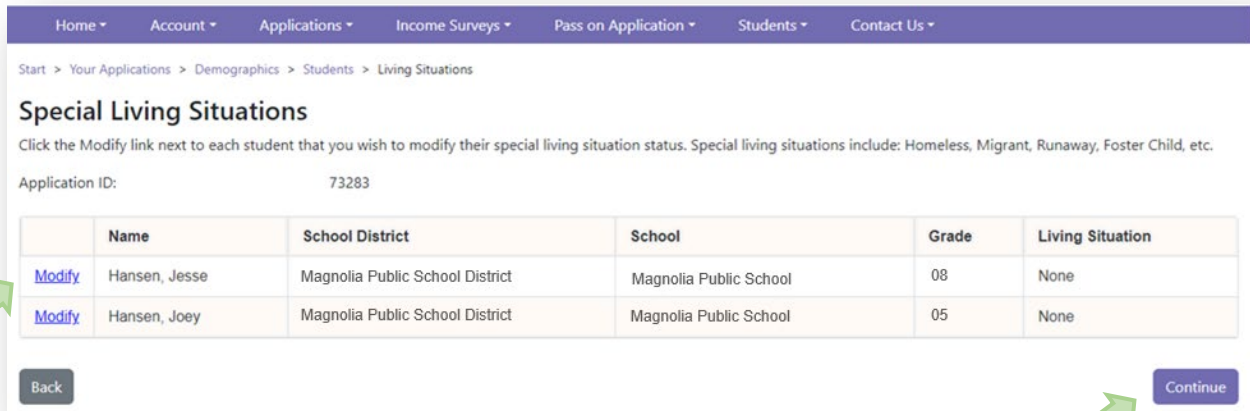
	Name	School District	School	Grade
Remove	Hansen, Jesse	Magnolia Public School District	Magnolia Public School	08
Remove	Hansen, Joey	Magnolia Public School District	Magnolia Public School	05

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

Click Continue when done.

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.



Home Account Applications Income Surveys Pass on Application Students Contact Us

Start > Your Applications > Demographics > Students > Living Situations

Special Living Situations

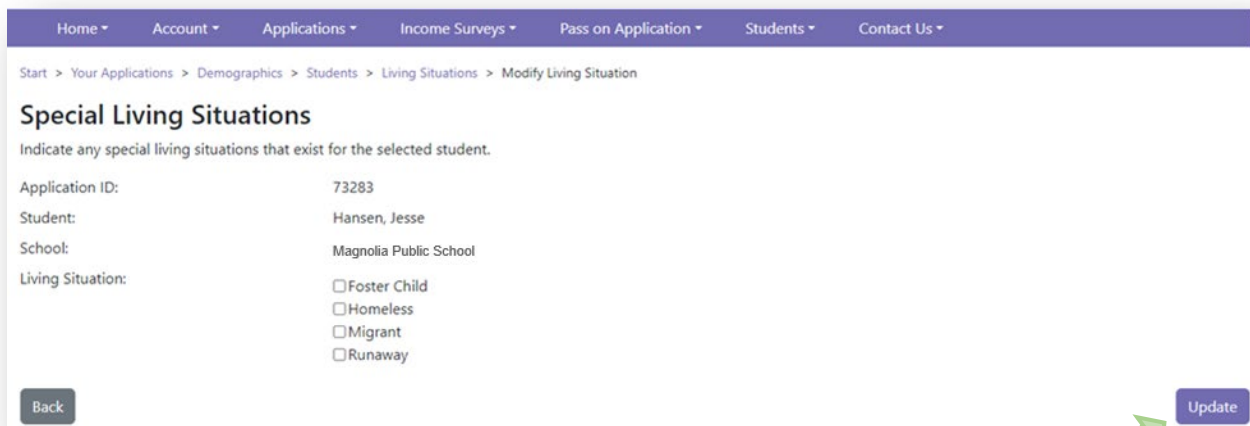
Click the Modify link next to each student that you wish to modify their special living situation status. Special living situations include: Homeless, Migrant, Runaway, Foster Child, etc.

Application ID: 73283

	Name	School District	School	Grade	Living Situation
Modify	Hansen, Jesse	Magnolia Public School District	Magnolia Public School	08	None
Modify	Hansen, Joey	Magnolia Public School District	Magnolia Public School	05	None

Back Continue

Click Continue or Update and then Continue



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: 73283

Student: Hansen, Jesse

School: Magnolia Public School

Living Situation:

- ☐ Foster Child
- ☐ Homeless
- ☐ Migrant
- ☐ Runaway

Back Update

Children's Racial and Ethnic Identities (OPTIONAL)

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: 73283

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

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

Assistance Programs

If a family participates in an assistance program, completion of the Household Income section is not required.

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: 73283

☒ Supplemental Nutrition Assistance Program (SNAP)

Case Number

☐ Temporary Assistance for Needy Families (TANF)

☐ Food Distribution Program on Indian Reservations (FDPIR)

Back Continue

If an Assistance Program was selected, 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 such as young children. Note: this section is not applicable if an assistance program was selected.

[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: 73283
Household Size: 3

	Name	Source
	Doe, Jane	Applicant
	Hansen, Jesse	Student
	Hansen, Joey O	Student

[Add Household Member](#)

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

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

Click Continue when all Household members are listed.

Household Income

Each Household Member is listed. For each member, click [Add Income](#) to report all income for that member.

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: 73284

Household Income Summary

	Name	Annual Income
Add Income	Doe, Jane	\$0.00
Add Income	Hansen, Jesse	\$0.00
Add Income	Hansen, Joey O	\$0.00
Total Annual Household Income:		\$0.00

Income Entries

Name	Frequency	Type	Amount
No Income			

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](#)

Add the first income source and click Update.

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: 73284

Household Member: Jane Doe

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

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

Additional Income Sources

Continue to use the Add Income link until all sources of income have been added. Click Continue when finished.

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: 73284

Household Income Summary

	Name	Annual Income
Add Income	Doe, Jane	\$27,300.00
Add Income	Hansen, Jesse	\$0.00
Add Income	Hansen, Joey O	\$0.00
Total Annual Household Income:		\$27,300.00

Income Entries

	Name	Frequency	Type	Amount
Remove	Doe, Jane	Every Two Weeks	Work Earnings Amount	\$800.00
Remove	Doe, Jane	Monthly	Welfare, Child Support, Alimony	\$500.00
Remove	Doe, Jane	Once a Year	Other Income	\$500.00

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](#)



Other Benefits

Schools may share Information with external programs. To Opt out of programs, applicants will check the box.

For all NJ schools, the option to Opt Out of Summer EBT benefits is available.

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

Other Benefits

The ability to share the information entered on this application exists with the programs listed below. Please check the box next to any programs you'd like to provide the information entered on this application.

Application ID: 73284

☐ Opt Out of Summer EBT benefits
If you choose to opt out of Summer EBT benefits, please check the this box. Doing so will mean you will not receive Summer EBT funds.

[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 the Demographics Screen. Continue to add Household Members until the total matches the Household size.





The number of household members must match the household size you specified on the demographics screen.

[Close](#)

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.

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

Confirm Application Information

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

Application ID:73284

Name:Doe, Jane

Last 4 SSN:1234

Address:420 N. Warwick Road

City:Magnolia

State:NJ

Zip Code:08049

Household Size:3

Mobile Phone:856-783-4763

Home Phone:

Work Phone:

Students on this Application

Name	School District	School	Grade	Living Situation
Hansen, Jesse	Magnolia Public School District	Magnolia Public School	05	None
Hansen, Joey	Magnolia Public School District	Magnolia Public School	06	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:

FCPR:

Household Members

Name	Annual Income
Doe, Jane	\$27,300.00
Hansen, Jesse	\$0.00
Hansen, Joey O	\$0.00
Total Annual Household Income:	\$27,300.00

Total Child Income:

\$0.00

Other Benefits

☐ Opt Out of Summer EBT benefits

If you choose to opt out of Summer EBT benefits, please check the this box. Doing so will mean you will not receive Summer EBT funds.

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 purposefully 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. A person found guilty of committing an Intentional Program Violation (IPV) will be ineligible to participate in the program as follows: First offense: One year; Second offense: Two years; Third offense: Permanent.

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

Submit Application

Review all information. Click the “I Accept” radio button 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.

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 purposefully 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. A person found guilty of committing an Intentional Program Violation (IPV) will be ineligible to participate in the program as follows: First offense: One year; Second offense: Two years; Third offense: Permanent.

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

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.

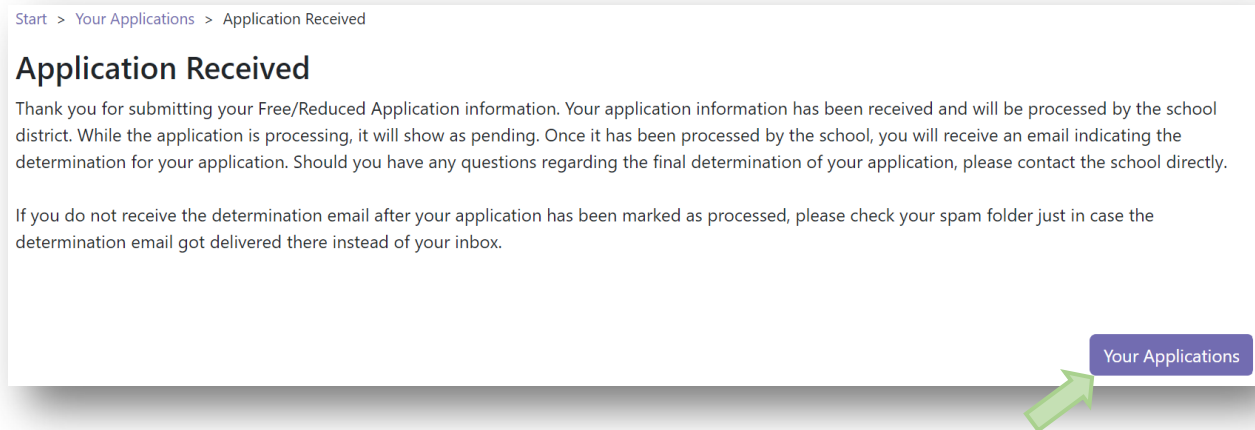


Submitting this application will transfer this information to the school district for processing. No further editing of the application will be permitted. Do you want to submit the application information now?

No Yes

Application Received

A Thank You 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. Schools will also follow up with a written letter sent by Email or US Postal Services.



Clicking the Your Application button will return you to the Applications section of the Home Page