



# For Parents: Apply for Free and Reduced Meals

## Step 1—Create an account and add your students

- Instructions for creating our account and adding students can be found on the “For Parents: Create an Account and Add Students” document
- Ensure all students living in your household have been added to your account

## Step 2—Start your application

- From your dashboard, click **Apply for Free or Reduced Benefits**
- Select a language
- Review the 2018-19 Households Letter and click **Next**

## Step 3—Certify

- Certify that the information you are entering is true and click **Next**

## Step 4—Select Students

- Select students from your SchoolCafé account, or click **Add a Student**
  - **Note:** You may still submit an application without a Student ID number; however, your application will not be processed until your student is enrolled in the district and has been assigned a Student ID
- Answer questions regarding student information, such as Foster status or income information

## Step 5—Assistance Information

- If your household receives SNAP or TANF benefits, select **Yes** and enter your **Case Number**. Select **Next** and proceed to **Step 7—Review Information**
- If your household does NOT receive assistance, select **No** and click **Next**

## Step 6—Household Information

- Every person living in your household should be included in your application
- To add a household member, select **Add Household Member**
- Enter the person's name and income information and select **Add this Member**

**Add Household Member**

First Name  
BabyBoy

Last Name  
BabyBoy

Does this member receive income?  
 Yes  No

Cancel Add this Member

## Step 7—Review

- Review the information you entered
- If you wish to change information, click **Go Back** to that section
- When your information is accurate, click **Next**

**Review**

Glance over your information and make sure everything looks good. If something needs to be changed you can select the edit option for each section. Otherwise, you can proceed to the next step.

**Students** Go Back to Students

You have indicated that your household contains 1 K-12 student(s).

**Assistance** Go Back to Assistance

You have indicated that you did not receive any assistance from SNAP, TANF, or FDPIR.

**Household** Go Back to Household

Total Household Size (Including Children and Adults): 3

- Income: None (student)
- Income: \$1,500.00 (Monthly) (applicant)
- BabyBoy, BabyBoy  
Income: None

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## Step 8—Sign and submit your application

- If available, please enter the last 4 digits of your Social Security Number
- Select the name of the person signing the application and click **Sign**
- Click **Submit My Application**

Do you have an SSN?  
 Yes  No

Please select the applicant signing the application:  
   Sign

**Submit My Application** ✓