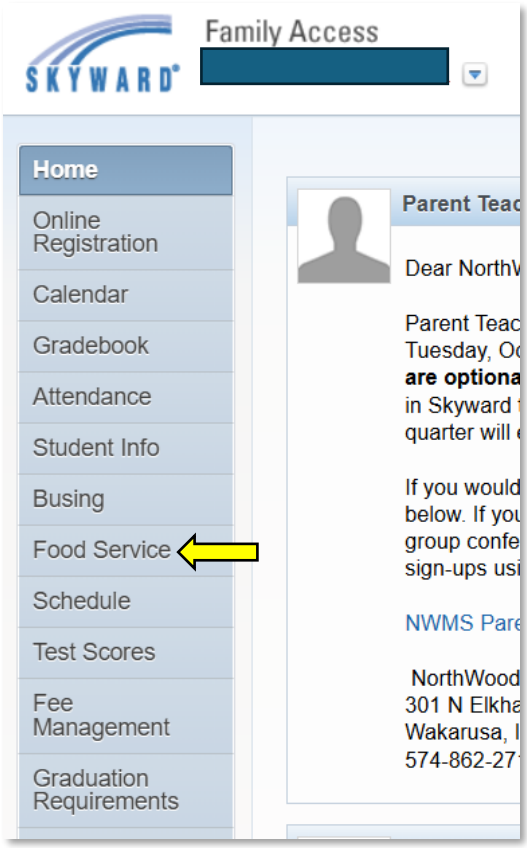
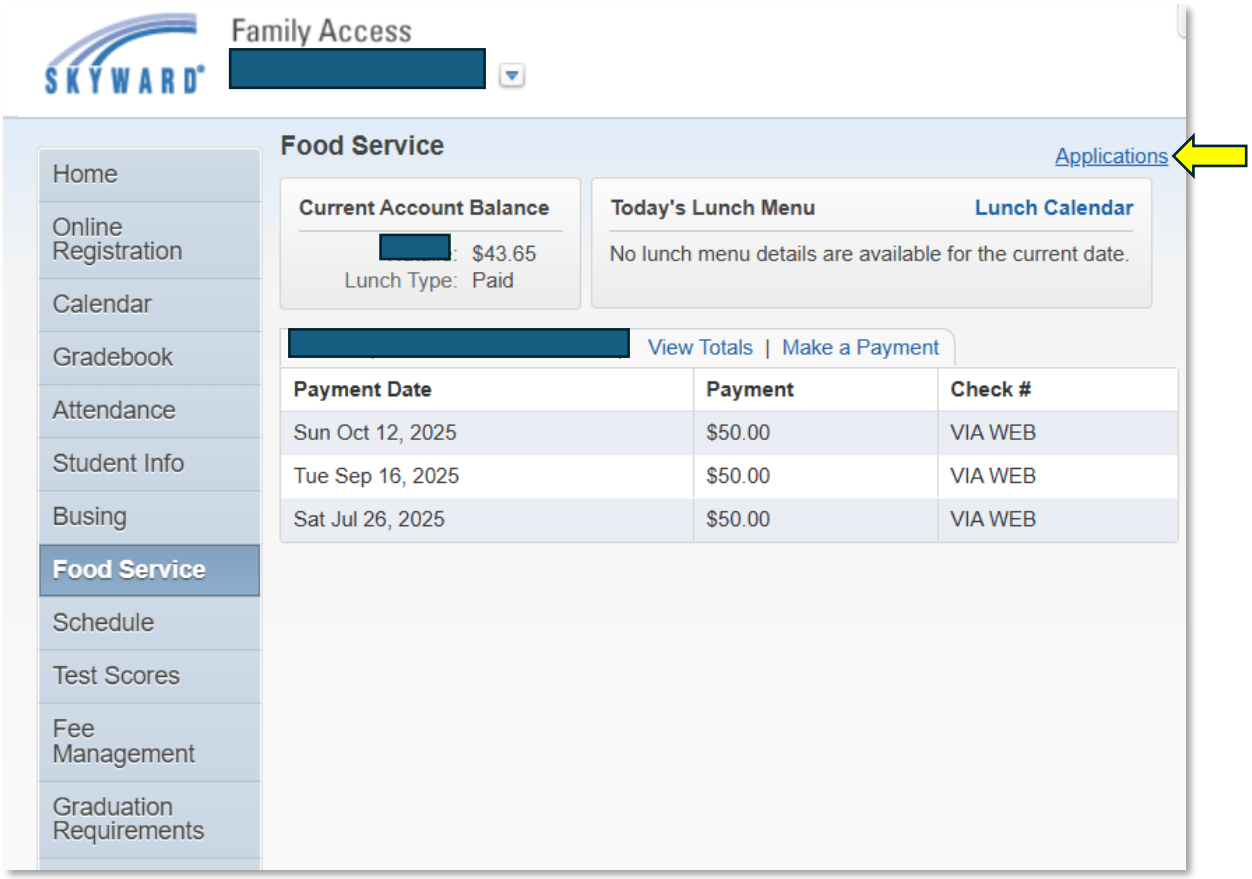
How To Add a Food Service Application

Step 1 – Sign into your Family Access account by going to our website and clicking on the Skyward tab at the top of the page.

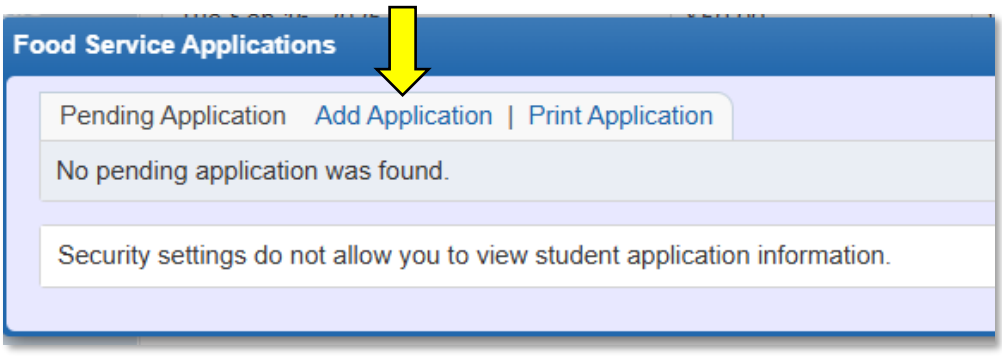


Step 2 – Choose the Food Service tab on the left side of the page. If you have more than one child in our district, choose one of your children from the drop-down menu at the top of the page. If you only have one child in our district, their name will appear.

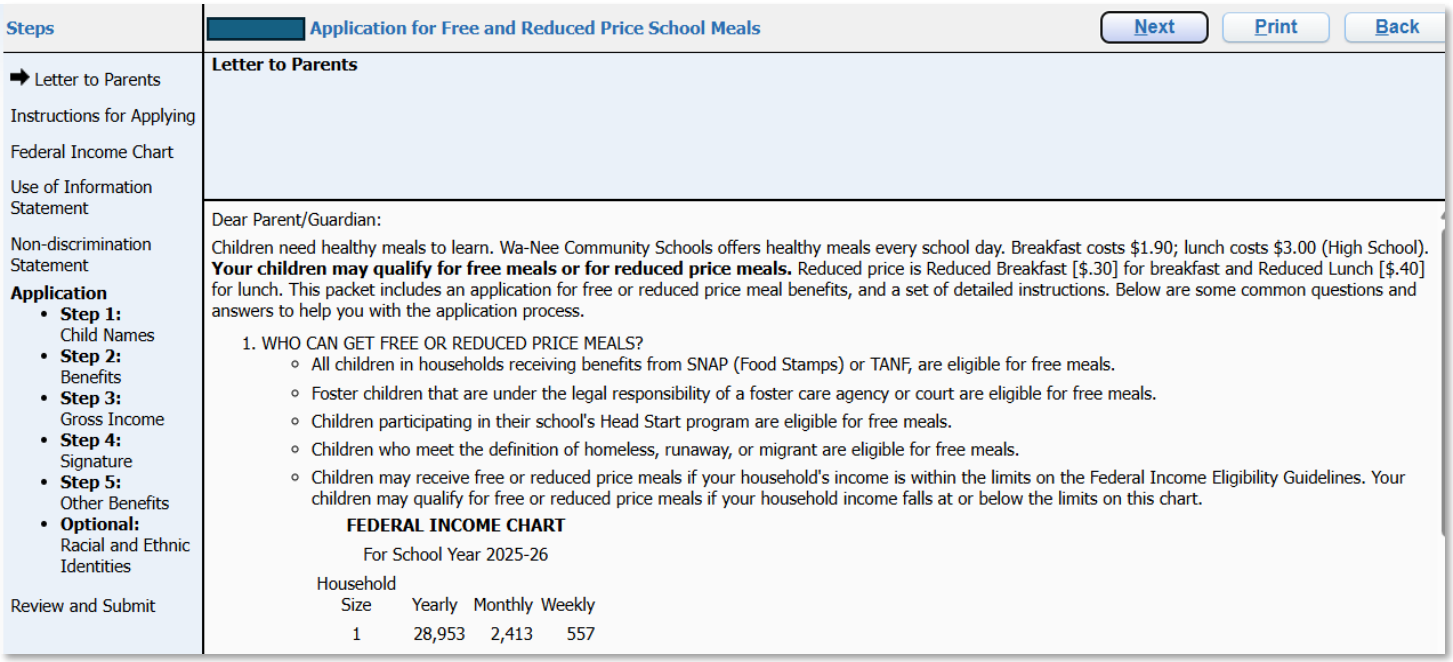
Step 3 – Click on the word "Application" on the upper right side.



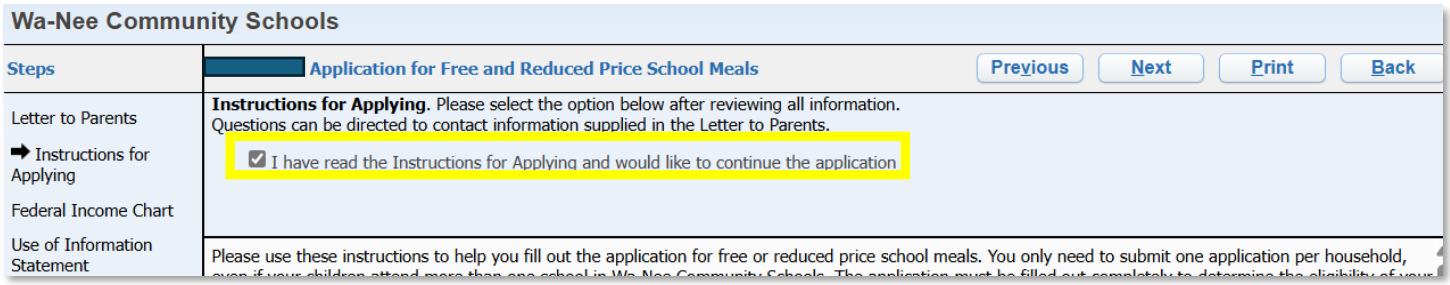
Step 4 – A pop up box will appear – click on Add Application.



Step 5 – You will now need to begin the process of completing the Food Service application. You must click on each of the "Steps" listed on the left side.

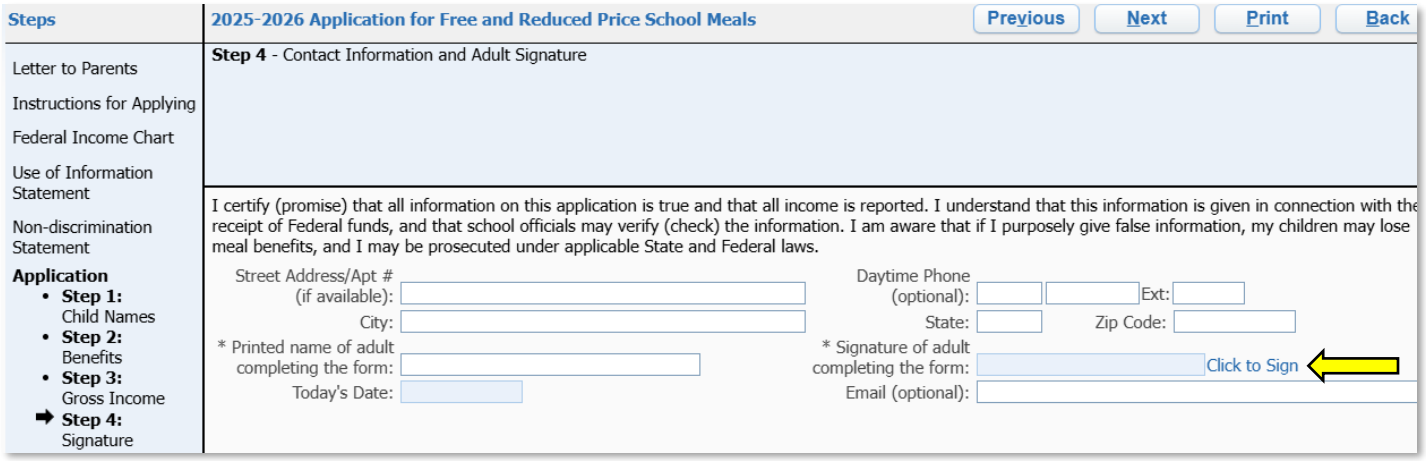


The check box in the Instructions for Applying must be checked to continue the application.

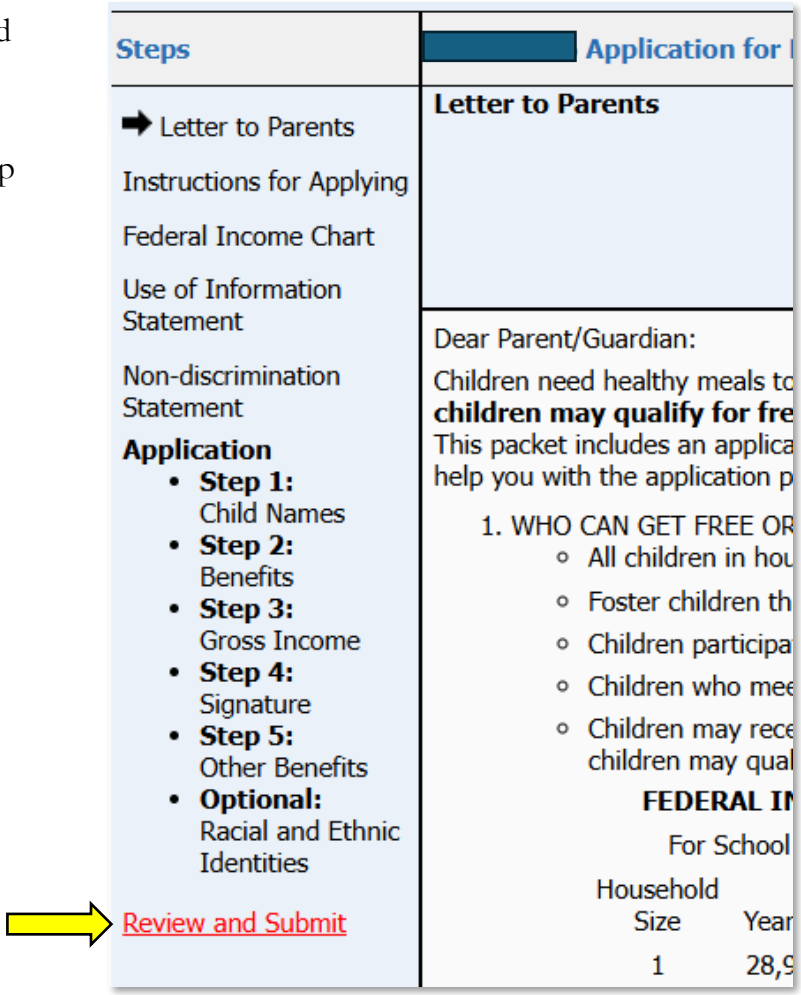


Please do not forget to include the Last Four Digits of your Social Security Number (SSN) in Step 3 of the application or check the box if there is no SSN. An application submitted without a social security number cannot be approved and will be denied pending receipt of this information.

After you have completed all the income application by listing child(ren), gross income for all household members including student income, you are ready to sign the application (Step 4) by including name, address, and electronic signing. To electronically sign, you click on the blue Click to Sign. A pop-up message will appear that you will need to read and then click on the appropriate choice.



Step 6 – After you have completed your application, you must click on Review and Submit and correct any errors or information that might pop up during this review.



Step 7 – Once you have completed the application and fixed any errors or missing information, you will be ready to submit your application.

Step 8 – You will get a message that your application has been successfully submitted, and it will be sent directly to Wa-Nee Community Schools for processing. You will be sent an email (if one is provided) or letter within 10 days of the submission of your application.

If you have any questions, please feel free to contact us at (574) 773-3131 or the school where your child attends.

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