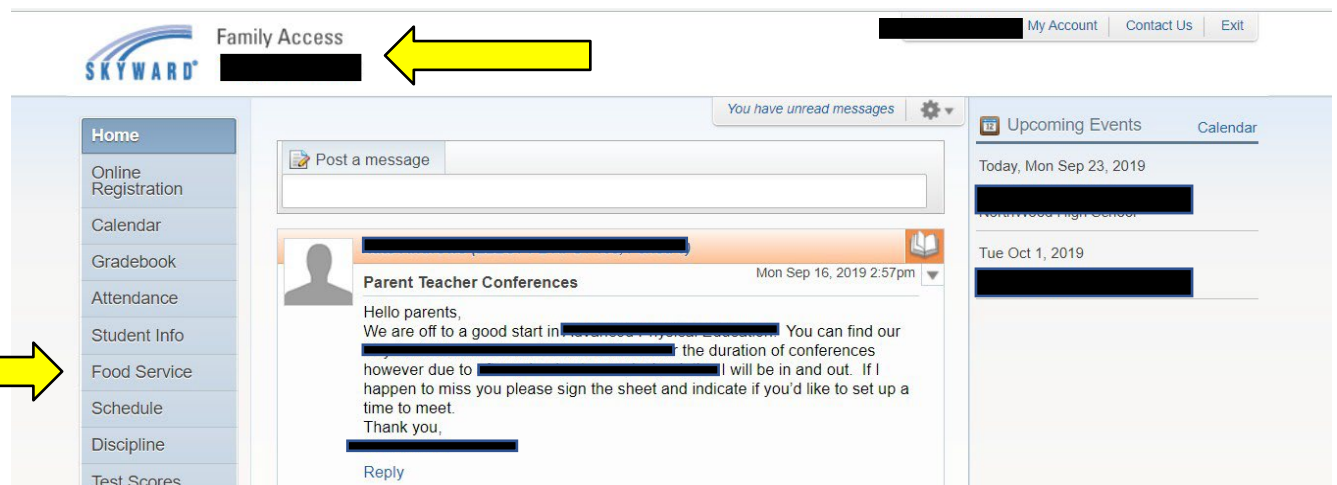


**STEP 1** - Sign into your Family Access account by going to our website and clicking on the Skyward tab at the of the page.



**STEP 2** – 1<sup>st</sup> choose Food Service (7<sup>th</sup> blue box on left-hand side of page). If you have more than on child in our district, choose one in the drop down 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-hand side.

The screenshot shows the Skyward Family Access interface. The page title is "Food Service" and the user is logged in as "██████████". In the top right corner, there are links for "My Account", "Contact Us", and "Exit". Below the header, there are several sections: "Current Account Balance" (with a redacted balance), "Today's Lunch Menu" (stating "No lunch menu details are available for the current date."), and "Lunch Calendar". A "Payment" section shows a "Payment Date" of "Thu Aug 8, 2019" and a "Payment" amount of "██████████". A "Weekly Purchases For:" section is set to "Mon Sep 23, 2019" with "Previous Week" and "Next Week" navigation arrows. A "Set Purchase Limit" section shows a "Week Total" of "\$0.00" and a "Key Pad Number" of "██████████". A table lists items for "Sun Sep 22, 2019". A yellow arrow points to the "Applications" link in the top right corner of the page header.

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

The screenshot shows the same Skyward Family Access interface as in Step 3, but with a "Food Service Applications" pop-up window open. The pop-up window has a title bar "Food Se Food Service Applications" and a close button. It contains a "Pending Application" section with "Add Application" and "Print Application" buttons. Below this, it states "No pending application was found." There is a search filter for "Tory (100)". A table lists application details:

Temp Application	Application Date	Effective Date	Dependents	Lunch Code	Denied?	Active?	Application Nbr
No	Wed Jun 26, 2019	Wed Jun 26, 2019	0	██████████	No	Yes	

A yellow arrow points to the "Add Application" button in the pop-up window.

**STEP 5** – You will now need to begin the process of completing the Food Service application for the current school year. You must complete each of the “Steps” listed on the left-hand side. After completing and/or reviewing each of the steps on this screen (Online Application Step 1 thru Step 5 and Optional) you will be able to continue to next screen by clicking the “Next” button at the top of the screen. **Helpful Hint: Do not use a cell phone to complete this process,** we have found that parents who have tried to do this have not been successful. **Enlarge the pop-up screens in Skyward** for easier

navigation. We have been told by parents that they have had trouble seeing the “Next” or “Review & Submit” buttons if screen hasn’t been enlarged.

**Wa-Nee Community Schools**

Steps	2019-2020 Application for Free and Reduced Price School Meals												
<ul style="list-style-type: none"> <li>➔ Letter to Parents</li> <li>Instructions for Applying</li> <li>Federal Income Chart</li> <li>Use of Information Statement</li> <li>Non-discrimination Statement</li> <li><b>Application</b> <ul style="list-style-type: none"> <li>• <b>Step 1:</b> Child Names</li> <li>• <b>Step 2:</b> Benefits</li> <li>• <b>Step 3:</b> Gross Income</li> <li>• <b>Step 4:</b> Signature</li> <li>• <b>Step 5:</b> Other Benefits</li> <li>• <b>Optional:</b> Racial and Ethnic Identities</li> </ul> </li> <li>Review and Submit</li> </ul>	<p><b>Letter to Parents</b></p> <hr/> <p>Dear Parent/Guardian:</p> <p>Children need healthy meals to learn. Wa-Nee Community Schools offers healthy meals every school day. Breakfast costs \$1.50; lunch costs \$2.55 (High School) <b>reduced price meals</b>. Reduced price is Reduced Breakfast [\$.30] for breakfast and Reduced Lunch [\$.40] for lunch. This packet includes an application for free instructions. Below are some common questions and answers to help you with the application process.</p> <p>1. WHO CAN GET FREE OR REDUCED PRICE MEALS?</p> <ul style="list-style-type: none"> <li>◦ All children in households receiving benefits from SNAP (Food Stamps) or TANF are eligible for free meals.</li> <li>◦ Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.</li> <li>◦ Children participating in their school's Head Start program are eligible for free meals.</li> <li>◦ Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.</li> <li>◦ Children may receive free or reduced price meals if your household's income is within the limits on the Federal Income Eligibility Guidelines. Your household income falls at or below the limits on this chart.</li> </ul> <p><b>FEDERAL INCOME CHART</b> For School Year 2019-20</p> <table border="1"> <thead> <tr> <th>Household Size</th> <th>Yearly</th> <th>Monthly</th> <th>Weekly</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>23,107</td> <td>1,926</td> <td>445</td> </tr> <tr> <td>2</td> <td>31,284</td> <td>2,607</td> <td>603</td> </tr> </tbody> </table>	Household Size	Yearly	Monthly	Weekly	1	23,107	1,926	445	2	31,284	2,607	603
Household Size	Yearly	Monthly	Weekly										
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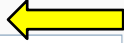
There is a check boxes in the Instructions for Applying that must checked to continue the application. You will find that the Free and Reduced-Price Lunch Application looks very similar to the old “paper pencil” application the only difference is it is now electronic.

**Wa-Nee Community Schools**


Steps	2022-2023 Application for Free and Reduced Price School Meals
<ul style="list-style-type: none"> <li>Letter to Parents</li> <li>➔ <b>Instructions for Applying</b></li> <li>Federal Income Chart</li> </ul>	<div style="text-align: right;"> <a href="#">Previous</a>   <a href="#">Next</a>   <a href="#">Print</a>   <a href="#">Back</a> </div> <p><b>Instructions for Applying.</b> Please select the option below after reviewing all information. Questions can be directed to contact information supplied in the Letter to Parents.</p> <p><input type="checkbox"/> I have read the Instructions for Applying and would like to continue the application</p>

**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 no SSN. An application submitted without a social security number cannot be approved and will be denied pending the 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 electronically signing. To electronically sign you simply click on the blue Click to Sign. A pop-up message will appear that you will need read and click on the appropriated choice.

<p>Statement</p> <p>Non-discrimination Statement</p> <p><b>Application</b></p> <ul style="list-style-type: none"> <li>• Step 1: Child Names</li> <li>• Step 2: Benefits</li> <li>• Step 3: Gross Income</li> <li>➔ <b>Step 4: Signature</b></li> </ul>	<p>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 (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws.</p> <p>Street Address/Apt # (if available): <input type="text"/></p> <p>City: <input type="text"/></p> <p>* Printed name of adult completing the form: <input type="text"/></p> <p>Today's Date: <input type="text"/></p> <p>Daytime Phone (optional): <input type="text"/> <input type="text"/> Ext: <input type="text"/></p> <p>State: <input type="text"/> Zip Code: <input type="text"/></p> <p>* Signature of adult completing the form: <input type="text"/> <a href="#">Click to Sign</a> </p> <p>Email (optional): <input type="text"/></p>
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**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.

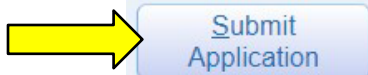
<p><b>Steps</b></p> <p>Letter to Parents</p> <p>Instructions for Applying</p> <p>Federal Income Chart</p> <p>Use of Information Statement</p> <p>Non-discrimination Statement</p> <p><b>Application</b></p> <ul style="list-style-type: none"> <li>• Step 1: Child Names</li> <li>• Step 2: Benefits</li> <li>• Step 3: Gross Income</li> <li>• Step 4: Signature</li> <li>• Step 5: Other Benefits</li> <li>➔ <b>Optional: Racial and Ethnic Identities</b></li> </ul> <p><b>Review and Submit</b> </p>
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**STEP 7**

Once you have completed application and fixed any errors or missing information you will be ready to submit your application.

**2019-2020 Application for Free and Reduced Price School Meals**

Please review the completed application and click the button to submit the application.



[Submit Application](#)



**NOTE:** The application has not yet been submitted. This application will not be considered until the **Submit Application** button is clicked.

**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.