tab at the of the pag		account by goin	g to our website an	id clicking on the Skyward
DISTRICT SCHO	OLS ENROLLMENT	SKYWARD	DEPARTMENTS E	
	A-NEE Imunity Schools		1300 North Main Street Nappanee, IN 46550 Phone: 574-773-3131 Fax: 574-773-5593	
	S K Y W Wa-Nee Commu			
	Login ID:		< <u> </u>	
	Forgot	Sign In your Login/Passwor	d?	

STEP 2 – Enlarge your screen and then choose Food Service (7th blue box on left-hand side of page). If you have more than on child in our district choose one of them in the drop down at the top of the page. If you only have one child in our district their name will appear.

	Home			You have unread messages	Upcoming Events Calen
	Online Registration	Pos	t a message		Today, Mon Sep 23, 2019
	Calendar				Hora Wood High Ochool
	Gradebook			Mon Sep 16, 2019 2:57pm 🚽	Tue Oct 1, 2019
	Attendance		Parent Teacher Conferences Hello parents,		
	Student Info		We are off to a good start in the area off to a good start in	You can find our	
	Food Service		however due to	uration of conferences	
7	Schedule		happen to miss you please sign the sheet and indic time to meet.	cate if you'd like to set up a	
			Thank you,		

Food Service		Applications	Weekly Purchases For: Mor	1 Sep 23, 2019
Current Account Balance	Today's Lunch Menu	Lunch Calendar	0	
Lunch Type:	No lunch menu details are available for the current date.		Previous Week	Next Week
Lunch Type.)	
	View Totals Make a Payment		Set Purchase Limit	
Payment Date	Payment	Check #	Week Tot	tal: \$0.00
Thu Aug 8, 2019			Key Pad Numb	er:
			Item	Price
			Sun Sep 22, 201	19
	Current Account Balance	Current Account Balance Today's Lunch Menu Lunch Type: No lunch menu details are availa View Totals Make a Payment Payment Date Payment	Current Account Balance Today's Lunch Menu Lunch Calendar Lunch Type: No lunch menu details are available for the current date. View Totals Make a Payment Payment Date Payment	Current Account Balance Today's Lunch Menu Lunch Calendar Lunch Type: No lunch menu details are available for the current date. Previous Week View Totals Make a Payment Set Purchase Limit Payment Date Payment Check # Thu Aug 8, 2019 Key Pad Numb

STEP 3 – Click on the word Application on the upper right-hand side.

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

Current Account Balance Lunch Type: Payment Date	Today's Lunch Mer No lunch menu deta View Totals Make	ils are available	Lunch Calend	lar ie.	Previous		Sep 23, 201 Next Week
			for the current dat		Previous	Week	Next Week
	View Totals Make	a Payment					
Payment Date	View Totals Make	a Payment			Set Purchas	se Limit	
Payment Date		STATISTICS STATISTICS	Check #		Jerr uronu.	Week Tota	I: \$0.00
Thu Aug 8, 2019	Payment		Check #			Key Pad Number	r:
1110 Aug 0, 2010					tem		Price
e Applications							*
Application Add Application	Print Application						
ng application was found.							
))							
plication Application Date	Effective Date	Dependents	Lunch Code	Denied?	Active?	Application Nbr	
) r	ng application was found.	Application Add Application Print Application ng application was found.	Application Add Application Print Application ng application was found.	Application Add Application Print Application ng application was found.	e Applications Application Add Application Print Application ng application was found.	Application Add Application Print Application ng application was found.	e Applications Application Print Application ng application was found. D)

STEP 5 – You will now be able to begin the process of completing the Food Service application for the 2019-2020 school year. You must complete each of the "Steps" listed on the left-hand side. After completing and 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 <u>at</u> the top of the screen. Helpful Hint: Do not use a cell phone to complete the online application we have found that parents who have tried to do this have not been successful.
Enlarge each of 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 their screen hasn't been enlarged.

Wa-Nee Community Schools

Steps	2019-2020 Application for Free and Reduced Price School Meals
Letter to Parents	Letter to Parents
Instructions for Applying	
Federal Income Chart	
Use of Information Statement	Dear Parent/Guardian:
Non-discrimination Statement	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 reduced price meals. Reduced price is Reduced Breakfast [\$.30] for breakfast and Reduced Lunch [\$.40] for lunch. This packet includes an application for fre
Application • Step 1: Child Names • Step 2: Benefits • Step 3: Gross Income • Step 4: Signature • Step 5: Other Benefits • Optional: Racial and Ethnic Identities	 instructions. Below are some common questions and answers to help you with the application process. 1. WHO CAN GET FREE OR REDUCED PRICE MEALS? All children in households receiving benefits from SNAP (Food Stamps) or TANF are eligible for free meals. Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals. Children participating in their school's Head Start program are eligible for free meals. Children may receive free or reduced price meals if your household's income is within the limits on the Federal Income Eligibility Guidelines. Your or household income falls at or below the limits on this chart. FEDERAL INCOME CHART For School Year 2019-20 Household Size Yearly Monthly Weekly
Review and Submit	1 23,107 1,926 445

There is a <u>check box in the **Instructions for Applying** that must checked to continue completing 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.</u>

Steps	2019-2020 Application for Free and Reduced Price School Meals
Letter to Parents	Instructions for Applying. Please select the option below after reviewing all information. Questions can be directed to contact information supplied in the Letter to Parents.
 Instructions for Applying 	I have read the Instructions for Applying and would like to continue the application
Federal Income Chart	
11 CT C 12	· · · · ·

Wa-Nee Community Schools

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 **STEP 3 GROSS INCOME** listing any Child Income, and all Adult Household Members and their **gross income and how often it is received (income from unemployment is considered household 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 to read and click on the appropriate choice.

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nity Schools			
2019-2020 Application for Free and Reduced Price School Meals		Pre <u>v</u> ious <u>N</u> ext <u>Print</u> <u>B</u> ac	k
Step 4 - Contact Information and Adult Signature			
		this information is given in connection with the receipt of Federal funds, and that sch lose meal benefits, and I may be prosecuted under applicable State and Federal laws	
Street Address/Apt #	Daytime Phone		
(if available):	(optional):	Ext:	
City:	State:	Zip Code:	
* Printed name of adult completing the form:	* Signature of adult completing the form:	Click to Sign	
Today's Date:	Email (optional):		

STEP 6 – <u>If you would like assistance with your child(s) textbooks you must complete</u> <u>Step 5 OTHER BENEFITS</u> on the online application to be considered for this benefit.

This section is optional and does not need to be completed to receive free or reduced-price meal benefits <u>however</u>, if you want to be receive textbook assistance you will need to complete Step <u>5 OTHER BENEFITS and qualify for meal assistance (free or reduced lunch).</u>

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skyward.iscorp.com,	/scripts/wsisa.dll/WService=wseduwaneein/sfamaedit020.w		Ð
Wa-Nee Commu	nity Schools		
Steps	2019-2020 Application for Free and Reduced Price School Meals Previous Next Print	Ba	ck
Letter to Parents	Step 5. <u>OTHER BENEFITS</u> This section does not need to be completed to receive free or reduced price meal benefits.		
Instructions for Applying			
Federal Income Chart			
Use of Information Statement Non-discrimination Statement Application • Step 1: Child Names • Step 2: Benefits • Step 3:	Do you want to receive Textbook Assistance ? No This box says NO , and you will have to opt in by saying " YES " and electronically signing . I certify that I am the parent/guardian of the child(ren) for my right of confidentiality for this purpose of complying with 45 C.F.R. Parts 260 and 265. Signature of adult completing the form: Printed Name: Printed Name:		
Gross Income Step 4: Signature Step 5: Other Benefits Optional: Racial and Ethnic Identities Review and Submit	This application information may be shared with the Family and Social Services Administration for the purpose of identifying children who may qualify for free or low-cost health insurance un or Hoosier Healthwise. If you want the application information shared for this purpose, please sign below. I certify I am the parent/guardian of the child(ren) for whom application is being authorize the release of information of this purpose. Signature of adult completing the form: Click to Sign Today's Date: Printed Name: For information about Hoosier Healthwise health insurance, call 1-800-889-9949.		

STEP 7 – 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 8

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



STEP 9

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 <u>freereduced@wanee.org</u> or the school where your child attends.