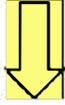
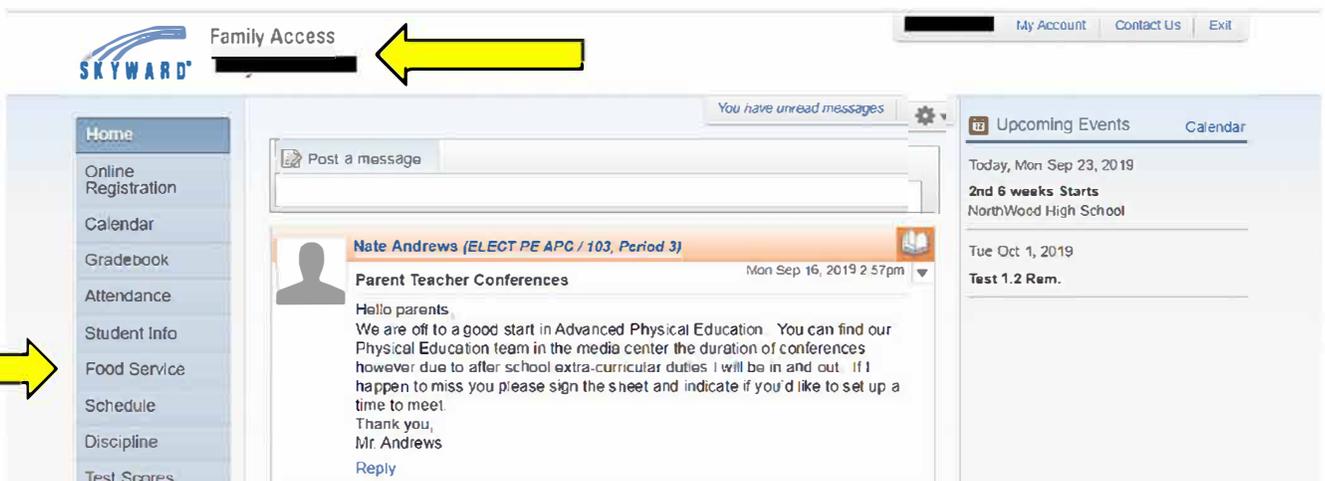


# HOW TO ADD AN APPLICATION

**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 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 'Food Service' section is active. In the top right corner, there is a navigation bar with 'My Account', 'Contact Us', and 'Exit' links. Below this, the 'Applications' link is highlighted with a yellow arrow. The main content area includes a 'Current Account Balance' section, a 'Today's Lunch Menu' section, and a table of recent payments. On the right side, there is a 'Weekly Purchases For:' section for 'Mon Sep 23, 2019'.

**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 Application' pop-up window open. A yellow arrow points to the 'Add Application' link in the pop-up window. The pop-up window contains a search bar, a table of pending applications, and a table of 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	Paid	No	Yes	

**STEP 5 – You will now need to begin the process of completing the Food Service application. You must go click on each of the “Steps” listed on the left hand side.**

**Wa-Nee Community Schools**

**Steps** Application for Free and Reduced Price School Meals

Letter to Parents

Instructions for Applying

Federal Income Chart

Use of Information Statement

Non-discrimination Statement

**Application**

- Step 1: Child Names
- Step 2: Benefits
- Step 3: Gross Income
- Step 4: Signature
- Step 5: Other Benefits
- Optional: Racial and Ethnic Identities

Review and Submit

Dear Parent/Guardian:

Children need healthy meals to learn. Wa-Nee Community Schools offers healthy meals every school day. Breakfast costs [redacted] lunch costs [redacted] (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 free 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 who meet the definition of homeless, runaway, or migrant 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 household income falls at or below the limits on this chart.

**FEDERAL INCOME CHART**  
For School Year 2019-20

Household Size	Yearly	Monthly	Weekly
1	23,107	1,926	445
2	31,394	2,607	603

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** Application for Free and Reduced Price School Meals

Letter to Parents

Instructions for Applying

Federal Income Chart

**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.

I have read the Instructions for Applying and would like 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 no SSN. An application submitted without a social security number can not 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.

Statement

Non-discrimination Statement

**Application**

- Step 1: Child Names
- Step 2: Benefits
- Step 3: Gross Income
- Step 4: Signature

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.

Street Address/Apt. # (if available): \_\_\_\_\_

City: \_\_\_\_\_

\* Printed name of adult completing the form: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Daytime Phone (optional): \_\_\_\_\_ Ext: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

\* Signature of adult completing the form: \_\_\_\_\_ **Click to Sign**

Email (optional): \_\_\_\_\_

**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.

Steps
Letter to Parents
Instructions for Applying
Federal Income Chart
Use of Information Statement
Non-discrimination Statement
<b>Application</b>
• <b>Step 1:</b> Child Names
• <b>Step 2:</b> Benefits
• <b>Step 3:</b> Gross Income
• <b>Step 4:</b> Signature
• <b>Step 5:</b> Other Benefits
➔ <b>Optional:</b> Racial and Ethnic Identities
Review and Submit

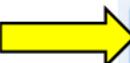


### STEP 7

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

**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.