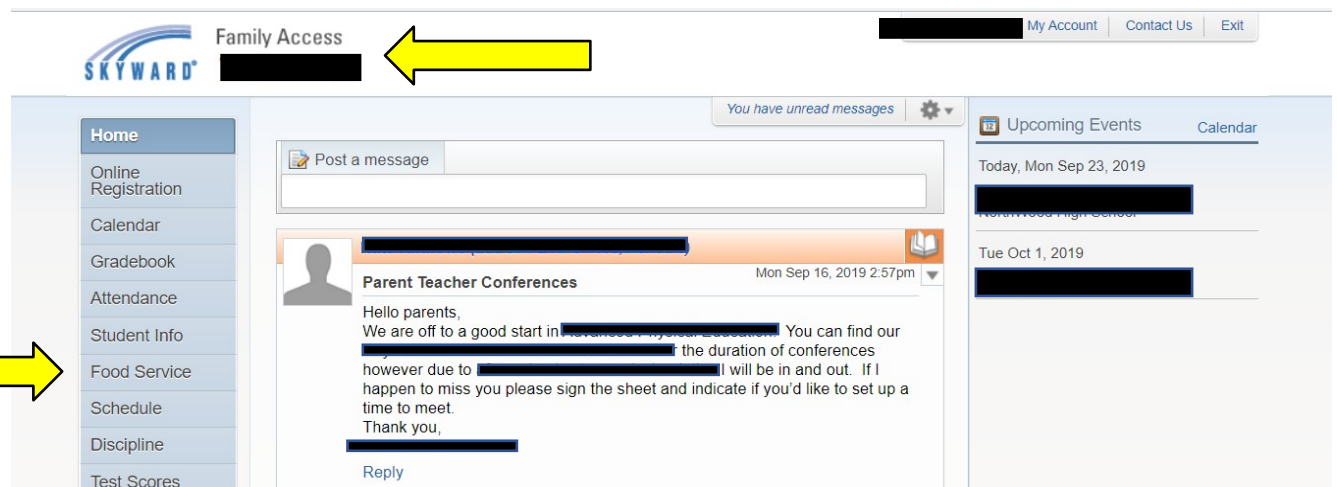


**STEP 1** - Sign into your Family Access account by going to our website and clicking on the Skyward tab at the of the page.



**STEP 2** – Enlarge your screen and then 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 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.



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

The screenshot shows the Skyward Family Access interface. At the top right, there are links for 'My Account', 'Contact Us', and 'Exit'. Below this, the 'Food Service' section is visible. On the right side of the 'Food Service' section, there is a link labeled 'Applications'. A yellow arrow points to this link. The page also displays 'Current Account Balance', 'Today's Lunch Menu', and a table for 'Payment Date', 'Payment', and 'Check #'. On the right, there is a 'Weekly Purchases For' section for 'Mon Sep 23, 2019' and a 'Set Purchase Limit' section.

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

The screenshot shows the 'Food Service Applications' pop-up window. At the top left of the pop-up, there are links for 'Pending Application', 'Add Application', and 'Print Application'. A yellow arrow points to the 'Add Application' link. The pop-up also contains a table with the following data:

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

**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 at 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												
<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> <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></p> <p>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>602</td> </tr> </tbody> </table>	Household Size	Yearly	Monthly	Weekly	1	23,107	1,926	445	2	31,284	2,607	602
Household Size	Yearly	Monthly	Weekly										
1	23,107	1,926	445										
2	31,284	2,607	602										

There is a 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.

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> </ul>	<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 **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.

Entity Schools

2019-2020 Application for Free and Reduced Price School Meals

Step 4 - Contact Information and Adult 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 school officials may verify (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 – If you would like assistance with your child(s) textbooks you must complete Step 5 OTHER BENEFITS 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 **however, if you want to be receive textbook assistance you will need to complete Step 5 OTHER BENEFITS and qualify for meal assistance (free or reduced lunch).**

Wa-Nee Community Schools

2019-2020 Application for Free and Reduced Price School Meals

Step 5. OTHER BENEFITS

This section does not need to be completed to receive free or reduced price meal benefits.

Do you want to receive Textbook Assistance?

If Yes, sign below.

I certify that I am the parent/guardian of the child(ren) for my right of confidentiality for this purpose only. This application information will be shared with the Indiana Department of Family and Social Services Administration pursuant to I.C. 20-33-2-2 and I.C. 12-14-28-2, solely for purposes of complying with 45 C.F.R. Parts 260 and 265.

Signature of adult completing the form:  [Click to Sign](#) Today's Date:

Printed Name:

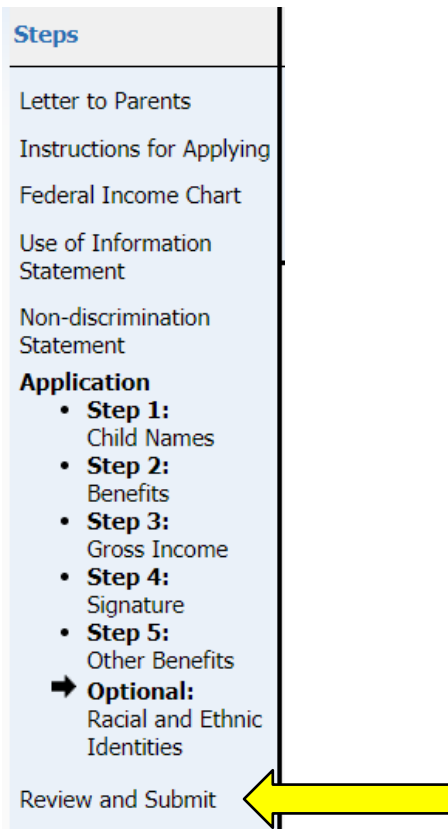
This application information may be shared with the Family and Social Services Administration for the purpose of identifying children who may qualify for free or low-cost health insurance under Medicaid or Hoosier Healthwise. If you want the application information shared for this purpose, please sign below. I certify I am the parent/guardian of the child(ren) for whom application is being made. I authorize the release of information for 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.



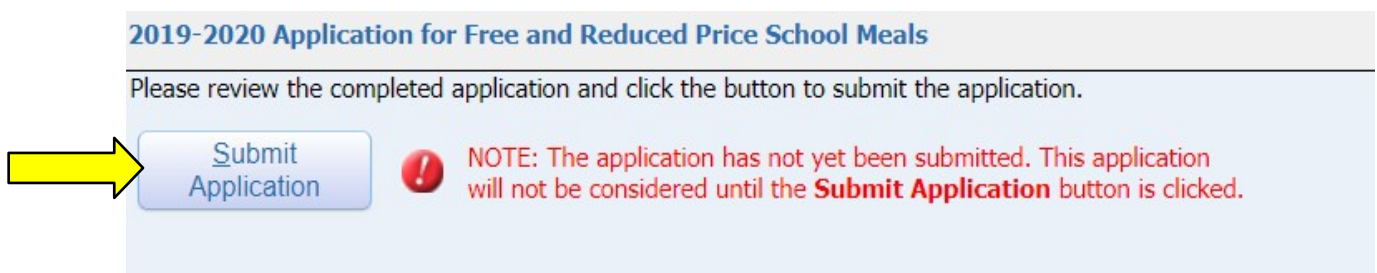
The screenshot shows a vertical list of application steps. At the bottom, a yellow arrow points to the 'Review and Submit' option.

**Steps**

- 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

### STEP 8

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



The screenshot shows a 'Submit Application' button with a yellow arrow pointing to it. To the right of the button is a red warning icon and a note.

**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 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 [freereduced@wanee.org](mailto:freereduced@wanee.org) or the school where your child attends.