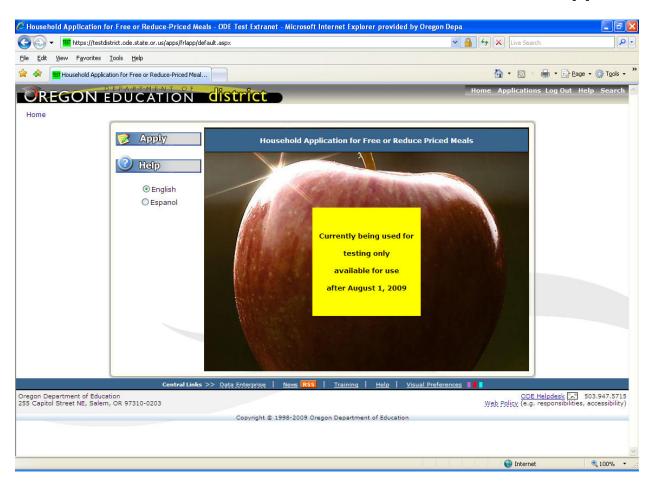
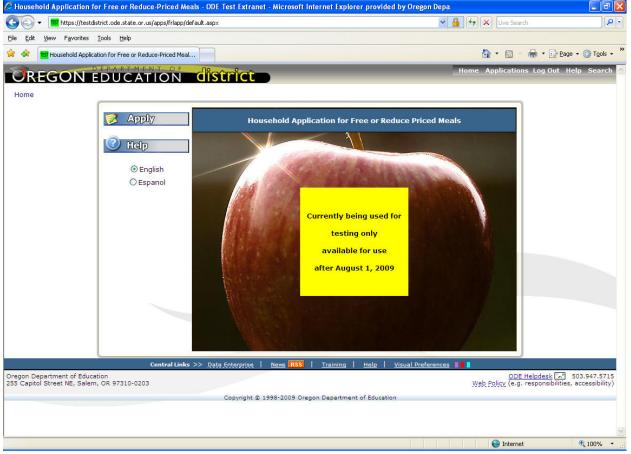
Instructions for the Online Free and Reduce Priced Meal Application



Introduction & Overview



Welcome to the new online application for Free and Reduce Priced Meal Application Program.

This is the first screen you will see when you enter our website.

Click on the **Apply** button to start an application.

Click on the **Help** button to open the application help documents.

You can use the English or Spanish option to select the language you would like to use to complete the application.

Instructions for Applying

- Step 1: Answer the Household information questions
- Step 2: Answer the Eligibility Status Sharing questions
- **Step 3:** Enter the child(ren)'s name, district, school, grade, birth date and a SNAP case number (F11111111), a Social Security # used to apply for benefits (111111111) or TANF (AA1111 or AAA111) case number.
- Step 4: Answer the Ethnic/Racial Identity questions if you choose to.
- Step 5: Review the information
- **Step 6:** Submit the form. A Social Security Number is **not** required.

Please Note – The Household member count is not used for Households applying using SNAP, TANF or FDPIR application type.

For Households receiving Supplemental Nutrition Assistance Program (SNAP) benefits (formerly the Food Stamp Program) OR TANF benefits:

- **Step 1:** Answer the Household information questions
- Step 2: Answer the Eligibility Status sharing questions
- **Step 3:** List the child's name, district, school, grade, birth date and child's pocket money, if any, (not state subsidy)
- **Step 4:** Answer the Ethnic/Racial Identity questions if you choose to.
- Step 5: Review the information
- **Step 6:** Submit the form. A Social Security Number is not necessary

For a FOSTER CHILD application, follow these instructions:

Use a separate application for each foster child

- **Step 1:** Answer the Household information questions
- Step 2: Answer the Eligibility Status sharing questions
- **Step 3:** List the child(ren)'s name, district, school, grade, birth date you may enter in a SNAP or TANF case number for those children that have them.
- **Step 4:** Enter the first and last name of **each** person living in your household, related or not (such as grandparents, other relatives, or friends). You must include yourself, those children living with you but not attending school and children in school receiving regular income. Do not repeat children listed in step 3 unless they receive regular income. If more than six people earn income in your household you will need to submit a paper application.

For each person enter the type of income received last month. If this person did not earn any income, check the No Income checkbox.

Monthly Gross Income: List the gross income each person earned from work. This is not the same as take-home pay. Gross income is the amount earned before taxes and other deductions. The amount should be listed on your pay stub, or your boss can tell you. If your income is paid weekly, every 2 weeks or twice a month, follow the instructions for determining monthly income listed to the right ----→.

Child Support Income - Enter the amount each person got last month from welfare, child support, alimony

Pension Income – Enter the amount each person got last month from pensions, retirement, Social Security

Any Other Monthly Income – Enter the amount each person got last month from Worker's Compensation, unemployment, strike benefits, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), disability benefits, regular contributions from people who do not live in your household, and ANY OTHER INCOME, this may include:

Net rental income, annuities, net royalties;

Interest: dividend income:

Cash withdrawn from savings; income from estates, trusts and/or investments;

Regular contributions from persons not living in the household.

- **Step 5:** Answer the Ethnic/Racial Identity questions if you choose to.
- Step 6: Review the information
- **Step 7:** Submit the application. An adult household member must list his or her Social Security Number, or mark the box if he or she doesn't have one.

ALL OTHER HOUSEHOLDS, including WIC households, follow these instructions:

Instructions for Determining Monthly Income for Earnings & Wages

Household members who are <u>not</u> paid monthly should change earnings into monthly income by doing the following:

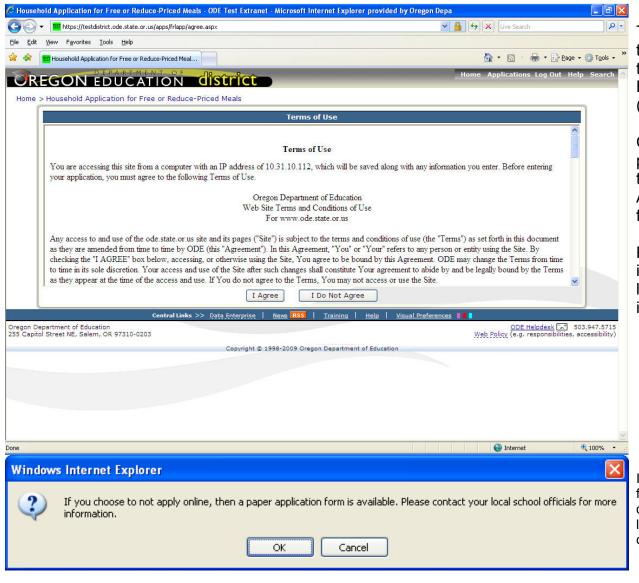
Household members who are <u>paid every</u> <u>week</u>: Multiply total earnings and wages for one pay period, before deductions, by 52. Then divide by 12. The resulting amount is the total monthly income.

Household members who are <u>paid every</u> 2 weeks: Multiply total earnings and wages for one pay period, before deductions, by 26. Then divide by 12. The resulting amount is the total monthly income.

Household members who are <u>paid twice</u> <u>a month</u>: Multiply total earnings and wages for one pay period, before deductions, by 24 then divide by 12. The resulting amount is the total monthly income.

Note: Money received from a business or farm owned by you should be reported as "net income." Net Income is defined as the total income left after business and farm operating expenses are subtracted from gross receipts. If Net Income is negative report it as zero –'0'.

Step by Step Instructions to complete a SNAP / TANF / FDPIR application

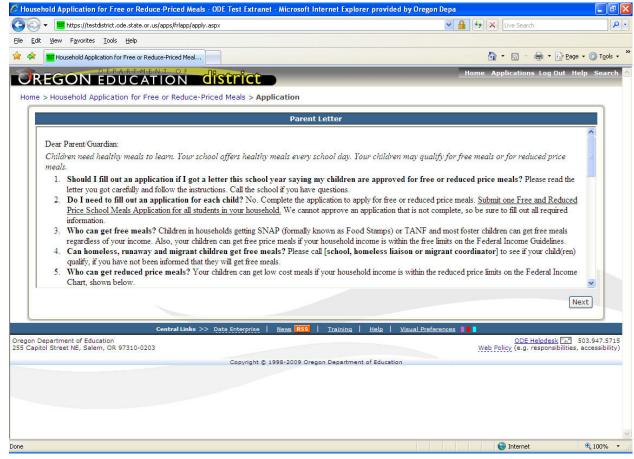


The Terms of Use page displays the legal agreement between the Oregon Department of Education and the applicant (you).

Click on the "I Agree" button to proceed and continue entering the application or the "I Do Not Agree" button to go back to the first page.

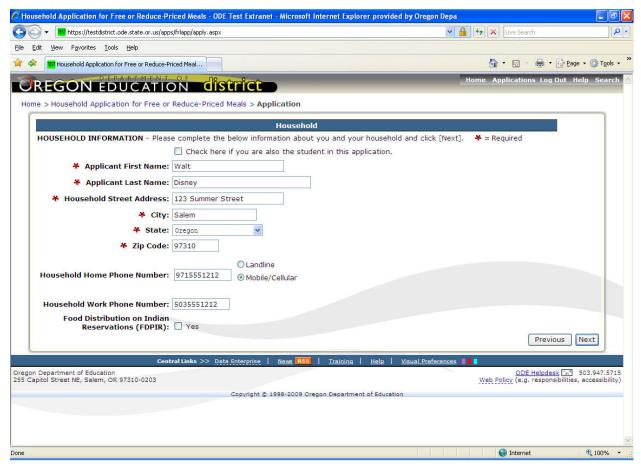
Paper applications are available if needed, please contact your local school office for information.

If you clicked on 'I Do Not Agree' the following pop-up menu will be displayed directing you to contact your local school officials on how to complete a paper application.



This is the standard Parent Letter distributed with the paper applications. It answers many of the questions that parents have concerning the Free and Reduce Priced Meal application.

Included in the Parent Letter are the Federal Income Guidelines to qualify for Reduced Price meals.

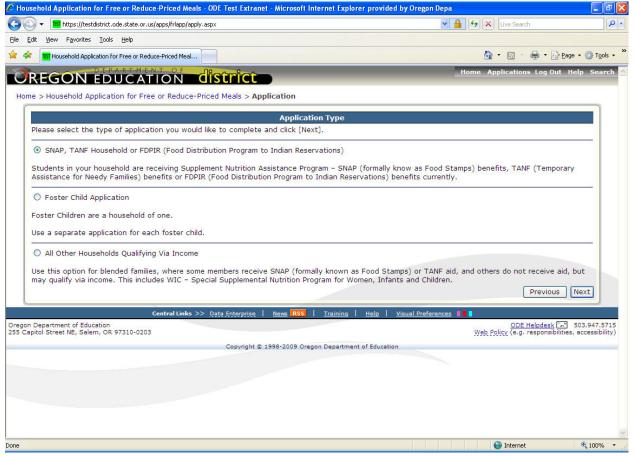


This is the screen where you enter your name, household address and contact phone numbers.

The fields with a **Red** "*" before them are required and must be entered before the application can be continued.

Entering in a contact phone number is not required, but can assist school officials in case they need to contact you concerning the application.

Click on the "Next" button to proceed with the application or the "Previous" button to go back.



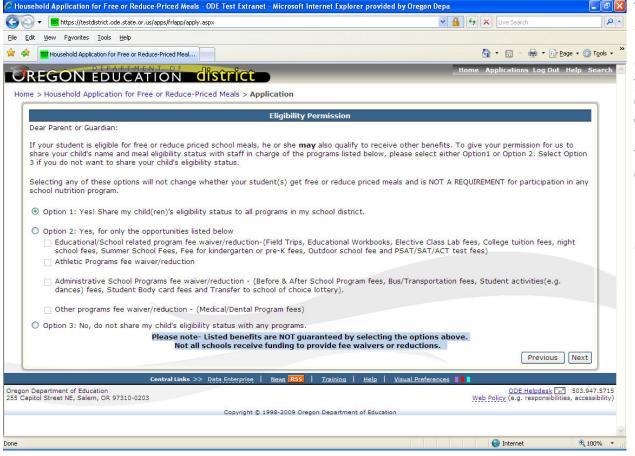
On this screen you select the type of application you need to complete.

If your household is receiving SNAP / TANF / FDPIR benefits, then select the first option.

If this is an application for a Foster Child then select the second option.

All other household need to select the third option.

Click on the "Next" button to proceed or the "Previous" button to go back.

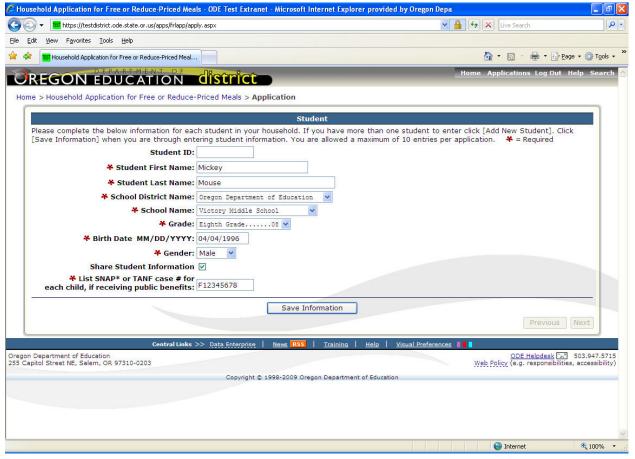


This is the Eligibility Status Sharing page.

On this page you can select if you would like your child(ren)'s eligibility status shared with other programs at your school.

You can choose to share the eligibility status with all programs, selected areas and programs or none at all.

Click on the 'Next' button to proceed.

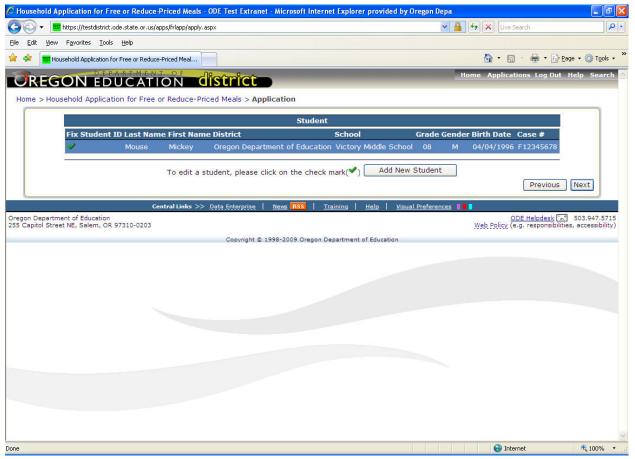


On this screen you will enter your student's information.

Enter the child's name, district, school, grade, birth date, gender and a Supplemental Nutrition Assistance Program (SNAP) benefits (formerly the Food Stamp Program) (F11111111), TANF (AA1111 or AAA111) case number or the Social Security # (111111111).

The fields with a **Red** "*" before them are required and must be entered before the application can be completed.

Click on the "Save Information" button to proceed.



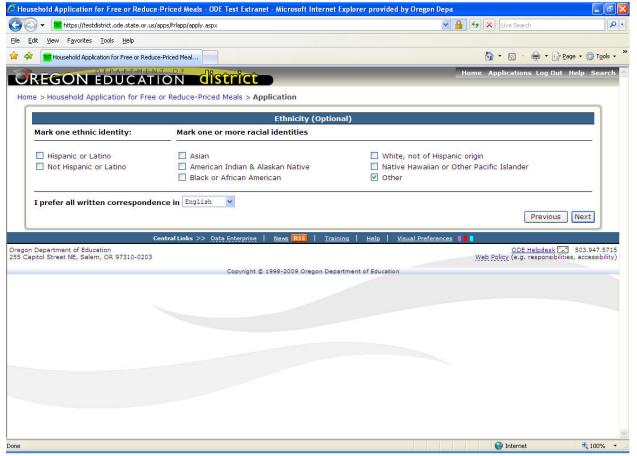
This is the review student information screen. After each student is entered, this screen will be displayed.

To add another student click on the "Add New Student" button.

To change information for a student already entered, click on

the green checkmark () to the left of the student.

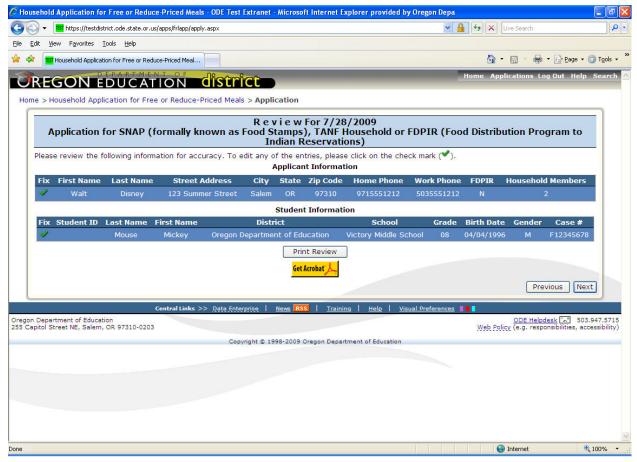
Click on the "Next" button to proceed with the application or click on the "Previous" button to go back to the application type.



The Household Ethnicity information and district written communication options can be entered on this screen.

This information is optional.

Click on the "Next" button to proceed with the application or the "Previous" button to go back to the prior screen.



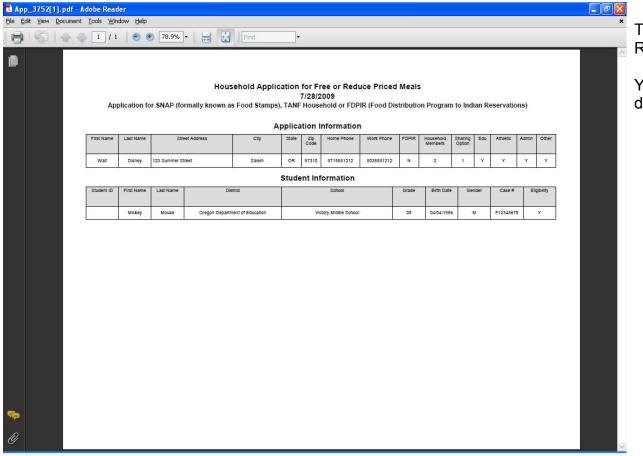
This is the application review screen. The Household applicant and student information for this application is displayed here.

Clicking on the "Print Review" button will create a PDF version of the application, which can be saved or printed by the applicant.

Click on the "Next" button to proceed with the application or the "Previous" button to go back to the prior screen.

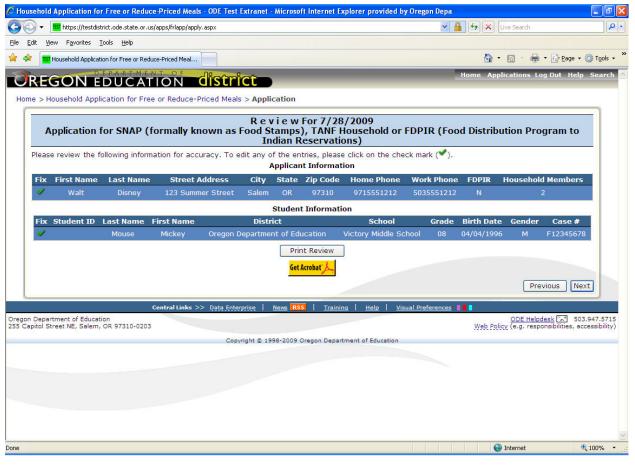


If the Print Review is selected, then this window will open to either Open or Save the Print Review report for you records.



This is a sample of the Print Review report.

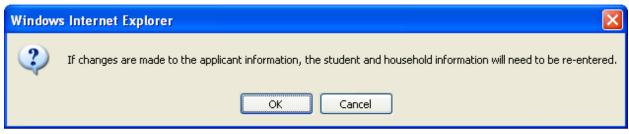
You can save or print this document for your records.



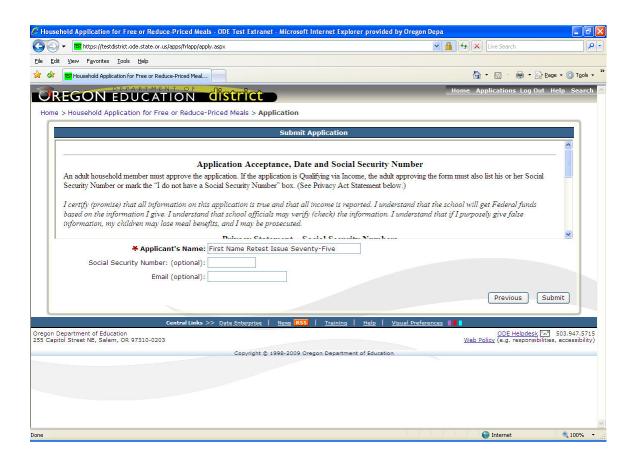
This is the application review screen. The Household applicant and student information for this application is displayed here.

To change information for the applicant or a student already entered, click on the green checkmark () to the left of the entry you wish to change.

Click on the "Next" button to proceed with the application or the "Previous" button to go back to the prior screen.



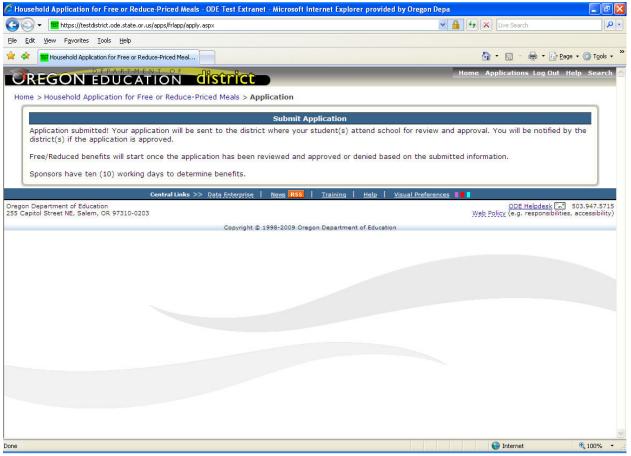
This warning message is displayed to warn you that if you need to make changes to the applicant information you will have to enter the student information again.



This is the Privacy Statement and application submission screen. The Privacy Statement is displayed (the user can scroll down to view the rest of the statement by using the scroll tool on the right side).

Click on the "Submit" button to submit the application or click on the "Previous" button to go back to the prior screen.

The social security number is optional for a SNAP / TANF / FDPIR application type.

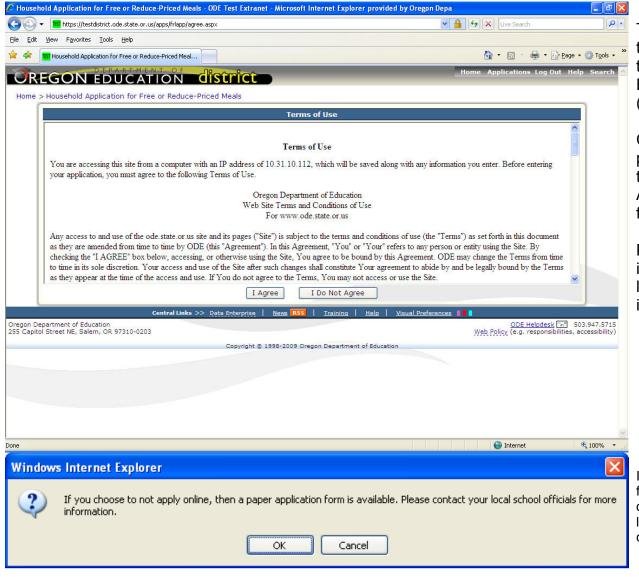


This is the Application Received screen. The application has been accepted by ODE and is available for download to the districts where the students attend.

All applications are reviewed and approved by the school district where your students attend school.

To start a new application click on the menu option, Family Application for Free or Reduce-Priced Meals next to "Home".

Step by Step Instructions how to complete a Foster Child application

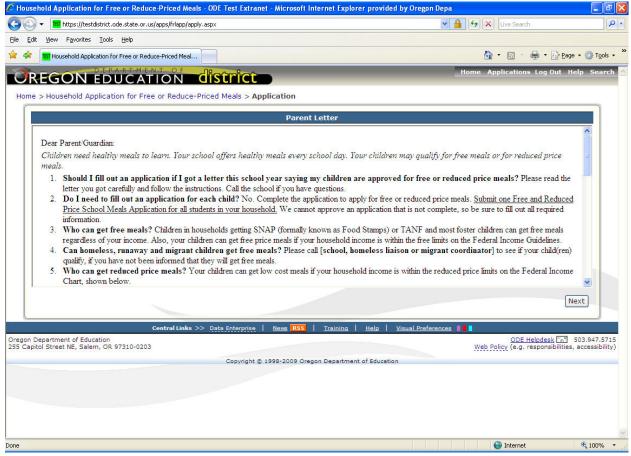


The Terms of Use page displays the legal agreement between the Oregon Department of Education and the applicant (you).

Click on the "I Agree" button to proceed and continue entering the application or the "I Do Not Agree" button to go back to the first page.

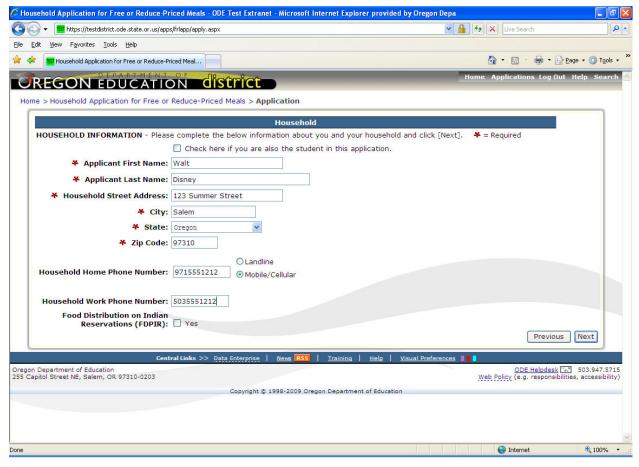
Paper applications are available if needed, please contact your local school office for information.

If you clicked on 'I Do Not Agree' the following pop-up menu will be displayed directing you to contact your local school officials on how to complete a paper application.



This is the standard Parent Letter distributed with the paper applications. It answers many of the questions that parents have concerning the Free and Reduce Priced Meal application.

Included in the Parent Letter are the Federal Income Guidelines to qualify for Reduced Price meals.

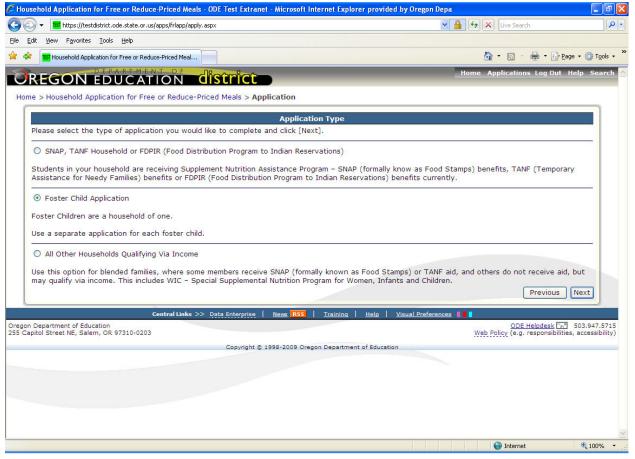


This is the screen where you enter your name, household address and contact phone numbers.

The fields with a **Red** "*" before them are required and must be entered before the application can be continued.

Entering in a contact phone number is not required, but can assist school officials in case they need to contact you concerning the application.

Click on the "Next" button to proceed with the application or the "Previous" button to go back.

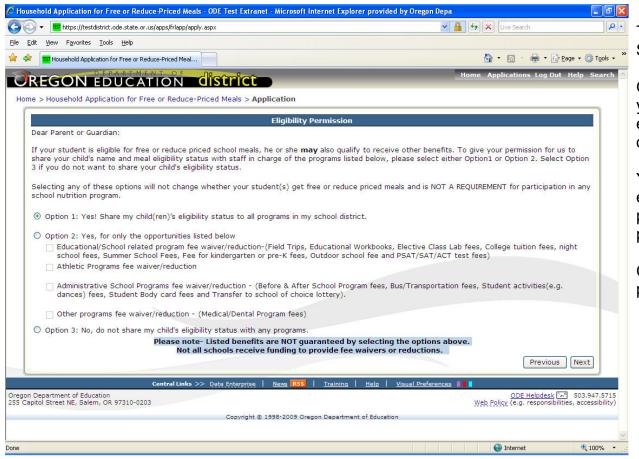


This is a Foster Child application type.

Make sure you select the Foster Child Application type.

Remember – Per Federal regulations, you must submit a separate application for each foster child in your household.

Click on the "Next" button to proceed or "Previous" button to go back.

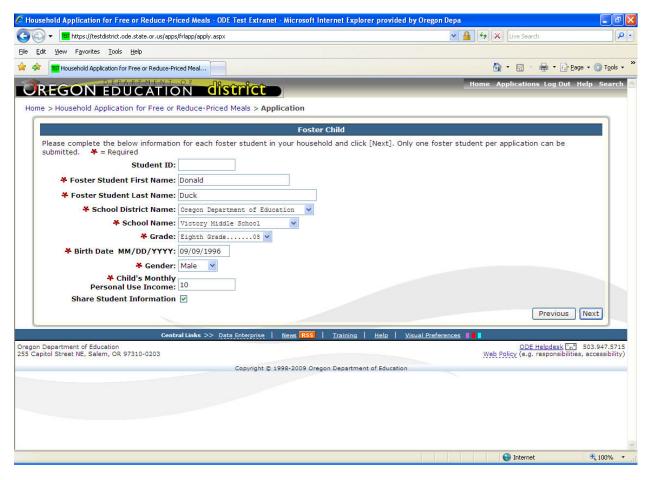


This is the Eligibility Status Sharing page.

On this page you can select if you would like your child(ren)'s eligibility status shared with other programs at your school.

You can choose to share the eligibility status with all programs, selected areas and programs or none at all.

Click on the 'Next' button to proceed.



Enter the foster child student information on this screen.

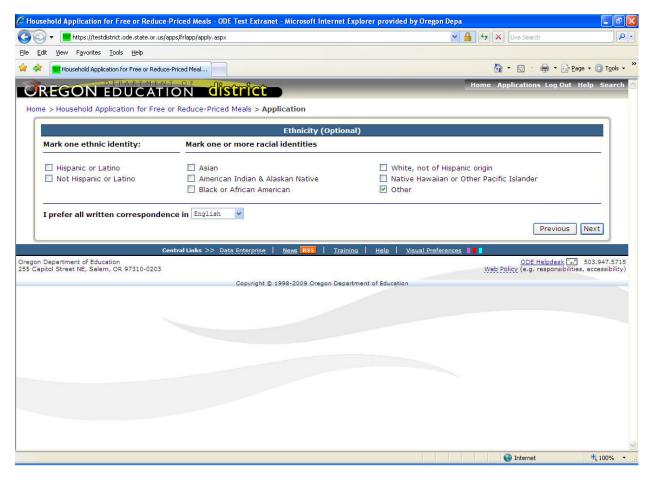
Enter the child's name, district, school, grade, birth date, gender and the child's personal use income, if any.

Foster children's personal use income must be reported on the application. This income is not the monthly subsidy provided by the state. It is any regular earnings the child receives, like social security survivor benefits, income from a part-time job, allowance, etc.

If the child does not receive income enter zero.

The fields with a **Red** "*" before them are required and must be entered before the application can be completed.

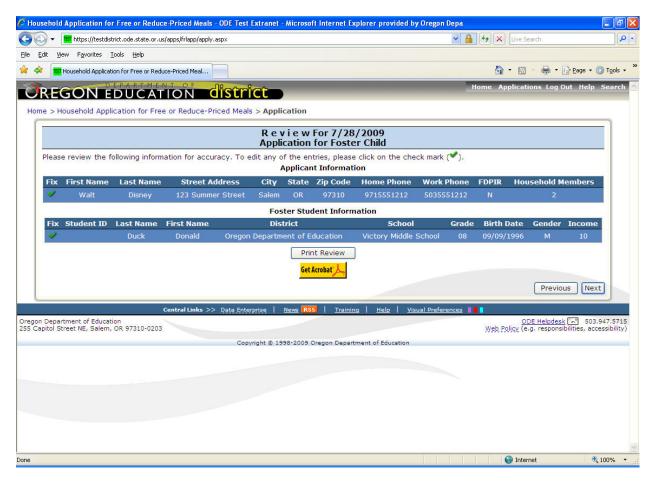
Click on the "Next" button to proceed.



The Household Ethnicity information and district written communication options can be entered on this screen.

This information is optional.

Click on the "Next" button to proceed with the application or the "Previous" button to go back to the prior screen.



This is the application review screen. The Household applicant and student information for this application is displayed here.

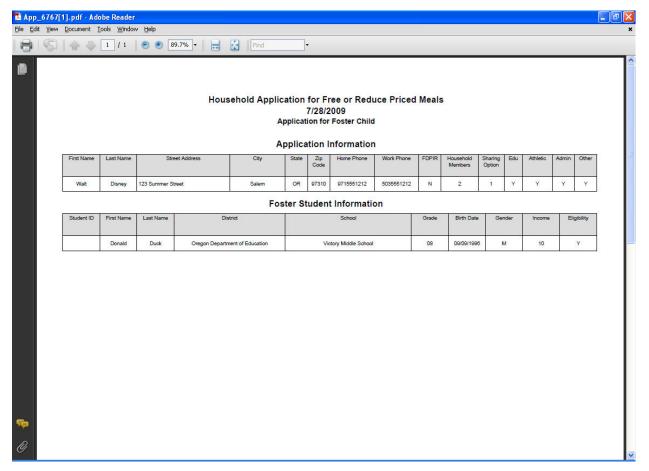
Clicking on the "Print Review" button will create a PDF version of the application, which can be saved or printed by the applicant.

Click on the "Next" button to proceed with the application or the "Previous" button to go back to the prior screen.

To change information for the applicant or a student already entered, click on the green checkmark () to the left.

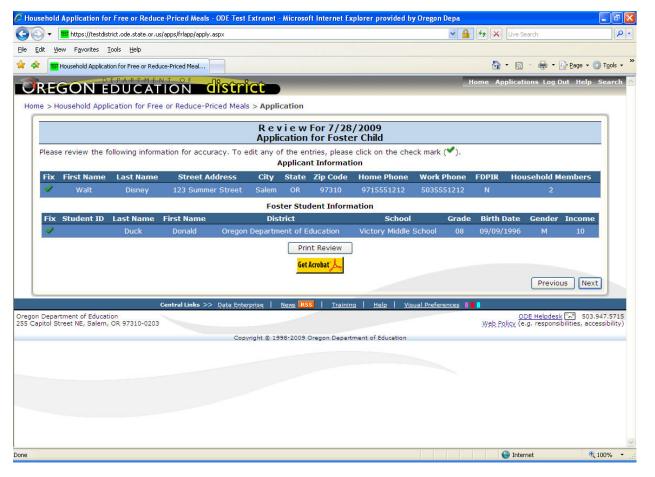


If the Print Review is selected, then this window will open to either Open or Save the Print Review report for your records.



This is a sample of the Print Review report.

You can save or print this document for your records.

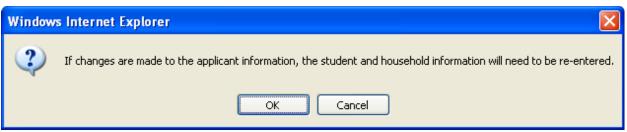


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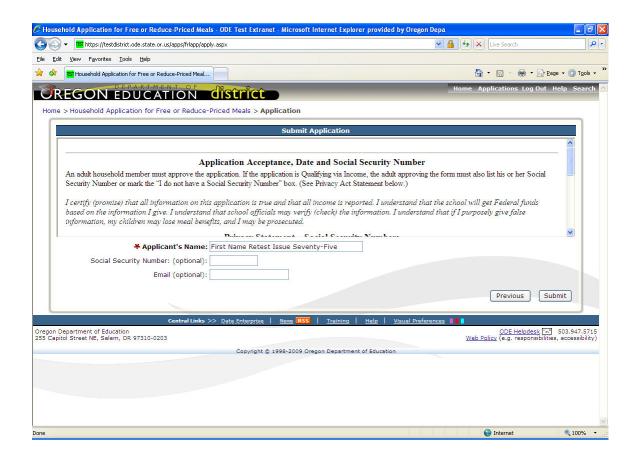
Click on the "Next" button to proceed with the application or the "Previous" button to go back to the prior screen.

To change information for the applicant or a student already entered, click on the green checkmark () to the left.



This warning message is displayed to warn you that if you need to make changes to the applicant information.

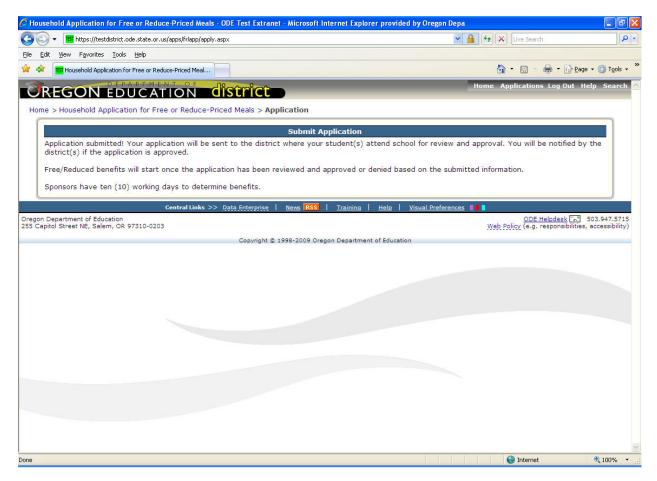
You will have to enter the student information again.



This is the Privacy Statement and application submission screen. The Privacy Statement is displayed (the user can scroll down to view the rest of the statement by using the scroll tool on the right side).

Click on the "Submit" button to submit the application or click on the "Previous" button to go back to the prior screen.

The social security number is optional for a Foster Child application type.

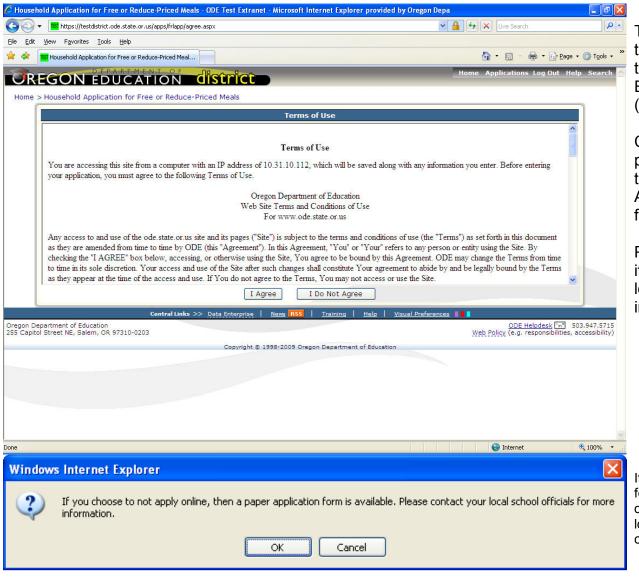


This is the Application Received screen. The application has been accepted by ODE and is available for download to the districts where the students attend.

All applications are reviewed and approved by the school district where your students attend school.

To start a new application click on the menu option, Family Application for Free or Reduce-Priced Meals next to "Home".

Step by Step Instructions - how to complete a Qualifying via Income application

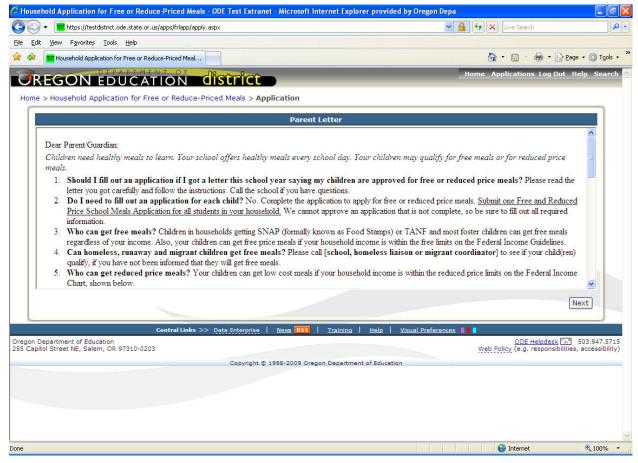


The Terms of Use page displays the legal agreement between the Oregon Department of Education and the applicant (you).

Click on the "I Agree" button to proceed and continue entering the application or the "I Do Not Agree" button to go back to the first page.

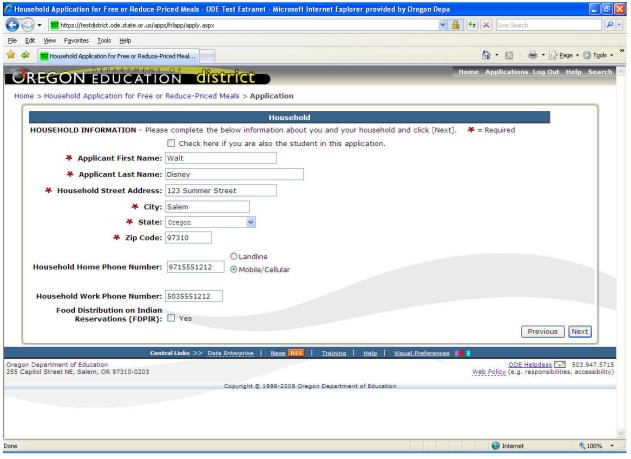
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If you clicked on 'I Do Not Agree' the following pop-up menu will be displayed directing you to contact your local school officials on how to complete a paper application.



This is the standard Parent Letter distributed with the paper applications. It answers many of the questions that parents have concerning the Free and Reduce Priced Meal application.

Included in the Parent Letter are the Federal Income Guidelines to qualify for Reduced Price meals.

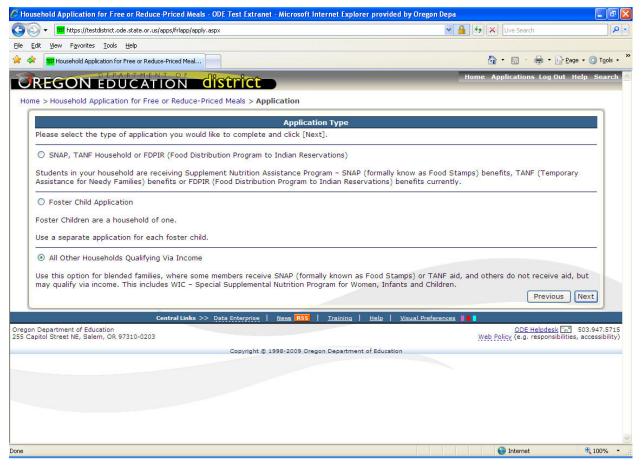


This is the screen where you enter your name, household address and contact phone numbers.

The fields with a **Red** "*" before them are required and must be entered before the application can be continued.

Entering in a contact phone number is not required, but can assist school officials in case they need to contact you concerning the application.

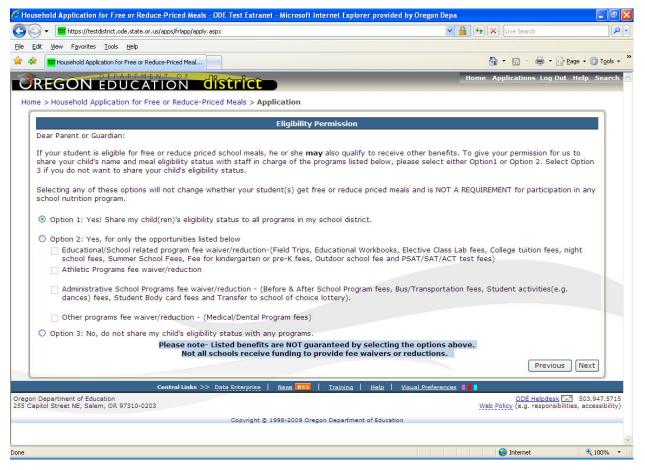
Click on the "Next" button to proceed with the application or the "Previous" button to go back.



All other Households should use this application type.

Click on the All Other Households Qualifying Via Income choice.

Click on the "Next" button to proceed or "Previous" button to go back.

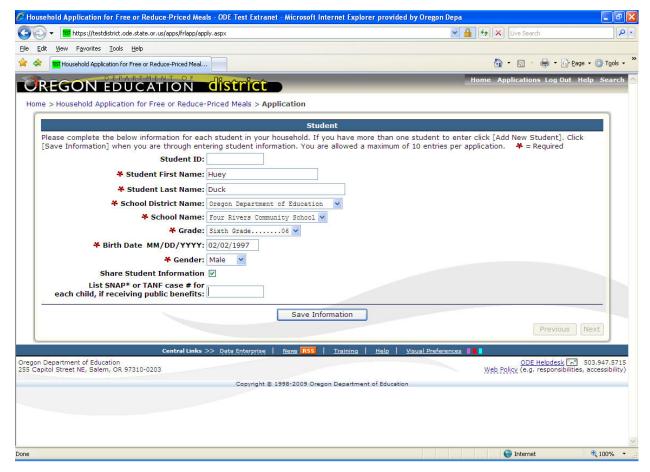


This is the Eligibility Status Sharing page.

On this page you can select if you would like your child(ren)'s eligibility status shared with other programs at your school.

You can choose to share the eligibility status with all programs, selected areas and programs or none at all.

Click on the 'Next' button to proceed.



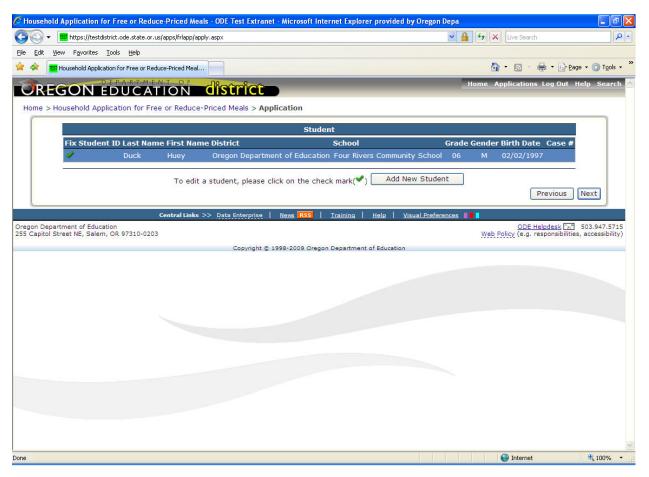
On this screen you will enter your student's information.

Enter the child's name, district, school, grade, birth date and gender.

A Supplemental Nutrition Assistance Program (SNAP) benefits (formerly the Food Stamp Program) (F11111111), TANF (AA1111 or AAA111) case number or Social Security # (111111111) may be entered if the student has one.

The fields with a **Red** "*" before them are required and must be entered before the application can be completed.

Click on the "Save Information" button to proceed.



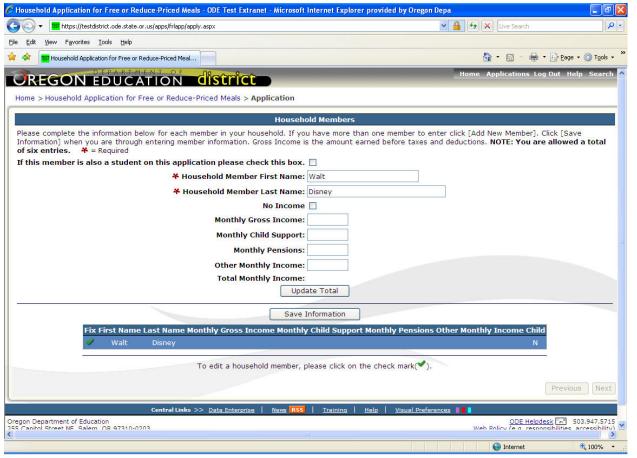
This is the review student information screen. After each student is entered, this screen will be displayed.

To add another student click on the "Add New Student" button.

To change information for a student already entered, click

on the green checkmark () to the left of the student.

Click on the "Next" button to proceed with the application or click on the "Previous" button to go back to the application type.



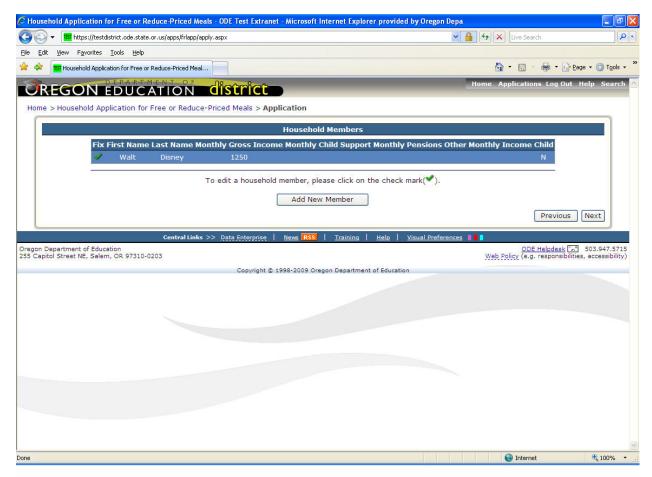
This is the Household Members entry screen. The Applicant is the first Household member.

Information for each non-student household member and/or students that earn regular income is entered using this screen. If the household member is a student, please remember to check the student checkbox at the top of the form.

Up to six household members can be entered per application.

If a Household member has no income, then the No-Income checkbox must be checked.

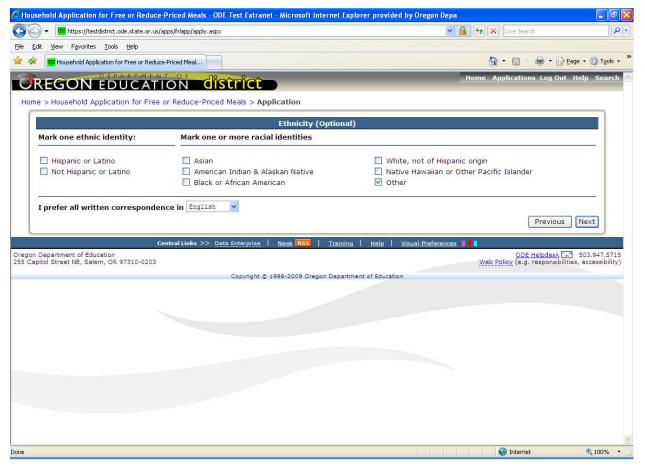
Click on "Save Information" button to save the Household member's information.



Click on the "Add New Member" button to add another Household Member. Up to six household members can be entered per application.

Click on the checkmark () to edit information about a household member.

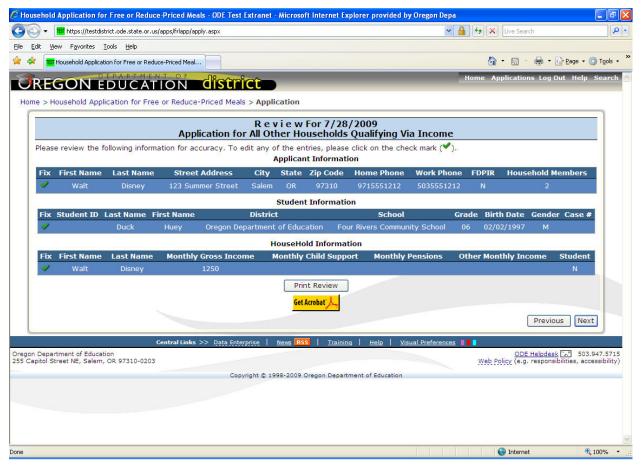
Click on the "Next" button to proceed, click on the "Previous" button to go back.



The Household Ethnicity information and district written communication options can be entered on this screen.

This information is optional.

Click on the "Next" button to proceed with the application or the "Previous" button to go back to the prior screen.



This is the review screen for the Households Qualifying Via Income application.

Clicking on the "Print Review" button will create a PDF version of the application, which can be saved or printed by the applicant.

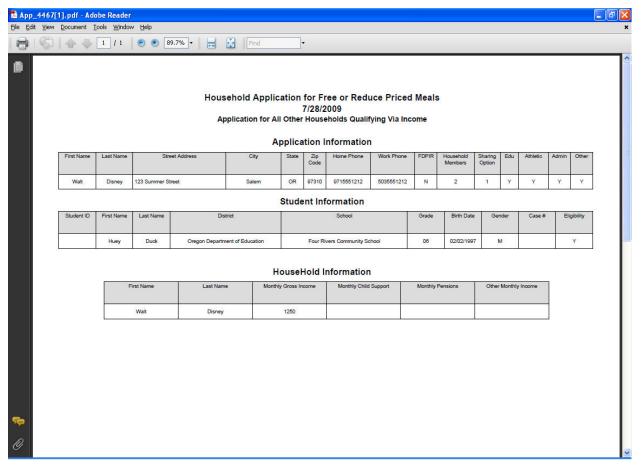
Click on the "Next" button to proceed with the application or the "Previous" button to go back to the prior screen.

To change information for the applicant or a student already entered, click on the green

checkmark () to the left.

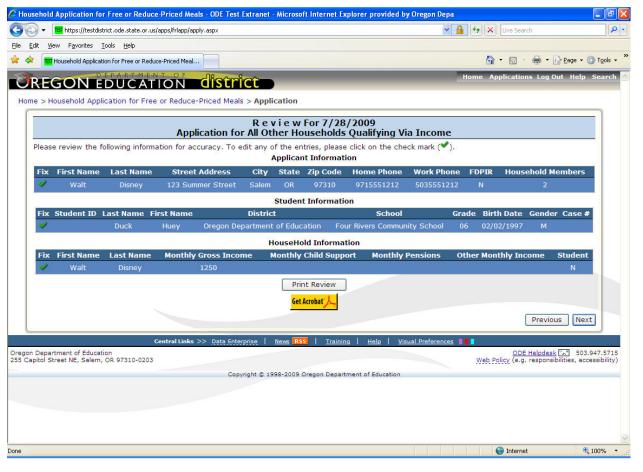


If the Print Review is selected, then this window will open to either Open or Save the Print Review report for your records.



This is a sample review report for an Application for All Other Households Qualifying Via Income.

You can save or print this report for your records.



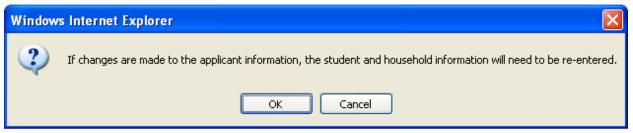
This is the review screen for the Households Qualifying Via Income application.

Clicking on the "Print Review" button will create a PDF version of the application, which can be saved or printed by the applicant.

Click on the "Next" button to proceed with the application or the "Previous" button to go back to the prior screen.

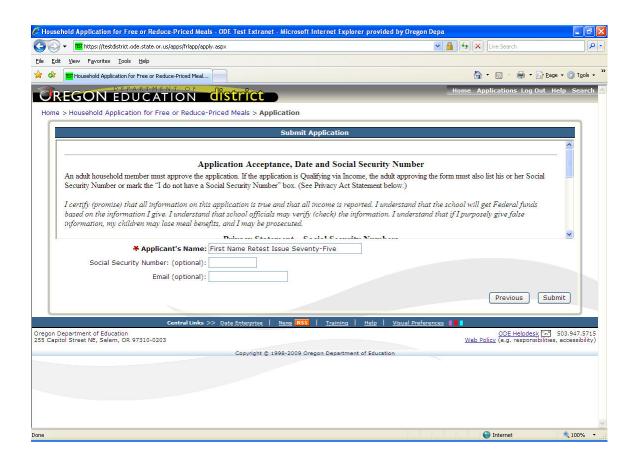
To change information for the applicant or a student already entered, click on the green

checkmark () to the left.



This warning message is displayed to warn you that if you need to make changes to the applicant information.

You will have to enter the student information again.



This is the application acceptance screen where the applicant can submit the application.

A valid social security number is **required** on applications that Qualify Via Income.

Either a valid social security number must be entered or the "I do not have a Social Security #" checkbox needs to be checked.

Click on "Submit" to submit the application or click on "Previous" to go back to the prior screen.



This is the Application Received screen. The application has been accepted by ODE and is available for download to the districts where the students attend.

All applications are reviewed and approved by the school district where your students attend school.

To start a new application click on the menu option, Family Application for Free or Reduce-Priced Meals next to "Home".