

INSTRUCTIONS - Applying ONLINE for FREE & REDUCED Meals:

1. Login to Skyward.
2. Once in Skyward, select Food Service from the Family Access General information tree on the left side of the screen - Click the Application tab – (towards the top center of the page).
3. Click add an application.
4. Review the Letter to Households and check the box “I have read the Letter to Households and would like to continue the application”.
5. Review the Federal Income Chart and click next.
6. Review the Privacy Act and click next.
7. Review the Non-Discrimination Statement and click next.
8. Create a new account or login into current account.

FILLING OUT THE HOUSEHOLD APPLICATION FOR FREE AND REDUCED Meals:

Each section of the application requires you to enter your personal information regarding household members and income. The district only needs **one** application per household so **information entered should reflect all members of your household**. For more help, see the instructions that appear at the top of each page.

Complete Part 1: Legal Name of Student and questions, then click next.

Complete Part 2: Gross Income, then click next. Application Validation window will display, verify that the information is correct and select yes to continue.

Part 3: Total household members living in your household must be entered. This number should include students, non-students and all adults. Click next

Part 4: Signature

Select the text “Click to Sign” enter your name in the print name box Enter your address and telephone information

Do one of the following (depending on your situation):

- a) In the SSN box, enter the last four digits of the Social Security Number for the person signing the application
- b) Click the box “I do not have a Social Security Number”

Part 5: Ethnicity & Race – **this section is optional**. Click next

Part 6.: **Other Benefits** - Allows you to share your free or reduced meal status with other programs within the school or district, which may help qualify your child for discount of certain fees. Click next

Review and Submit your online application.

