



Online Free and Reduced Applications

Screen by Screen

Prepared for:

Pinelands Regional School District

Step 1 - Create a New Account

Select Language

English

Save

LunchTime

CAFETERIA DATA MANAGEMENT

Online Free/Reduced Application Entry

Register

OR

Sign In

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Step 2 - Demographic Information



Online Free/Reduced Application Entry

Register

* denotes required field

First Name*	<input type="text" value="I"/>
Middle Name	<input type="text"/>
Last Name*	<input type="text"/>
Name Suffix	<input type="text"/>
Email Address*	<input type="text"/>
Password* (must be 6 characters)	<input type="password"/>
Confirm Password*	<input type="password"/>
Last 4 SSN*	<input type="text"/>
No SSN	<input type="checkbox"/>
Address*	<input type="text"/>
Address 2	<input type="text"/>

Household Size*

Home Phone

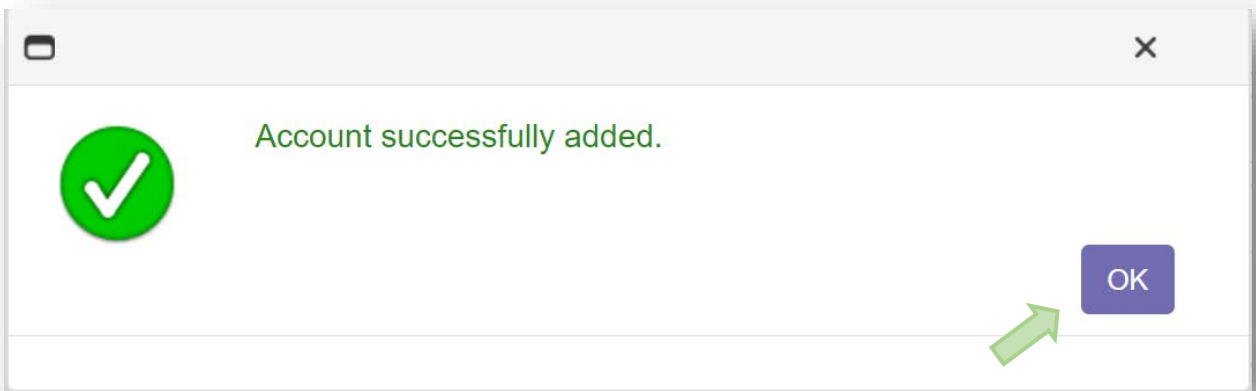
Work Phone

Mobile Phone

Cancel

Register





Step 3 - Main Screen

LunchTime
CAFETERIA DATA MANAGEMENT

Online Free/Reduced Application Entry

[Nondiscrimination Statement](#) | [Privacy Statement](#) | [Download Parent's Guide](#) | [Online Free/Reduced Application Help](#)

Your Students

Please add students to your account before starting a new application.

Name	District Name	Grade
! No Students		

[Add Student](#)

Nondiscrimination Statement:

Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.



Privacy Statement:

Privacy Statement



The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

Online Free and Reduced Application Help

 Online Free/Reduced Application Help 

Please contact your School/School District with questions about the following items:

- Not being able to add a student to your account. LunchTime Software will not be able to provide you with any of the following values needed to add a student to your account:
 - First Name
 - Last Name
 - Date of Birth
 - Student ID Number
- Questions regarding the final determination of eligibility.


You may contact LunchTime Software Support with questions regarding the following items:

- Creating an account
- Login issues
- Questions on how to use the website

Please be aware that LunchTime Support is only available in English. You can contact LunchTime Support by email at mealapp@lunchtimesoftware.com or by calling 1-800-963-0780 and pressing option 3.

Step 4 - Adding Students

Logged in as Jane Doe | Log Out



Online Free/Reduced Application Entry

Locate Your Student

To add a student to your account, first start by entering the zip code of the school your student attends.

School Search

School Zip Code

[Cancel](#) [Continue](#)

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Available schools will be displayed. Click on the blue **SELECT** to the left of your students' school.

Locate Your Student

Click the SELECT link next to the school your student attends.

Select School

	School	City	State	Zip Code
SELECT	Bass River Township Elementary	Little Egg Harbor	NJ	08050
SELECT	Eagleswood Township Elementary	Little Egg Harbor	NJ	08050
SELECT	Pinelands Junior High School	Little Egg Harbor	NJ	08050
SELECT	Pinelands Regional High School	Little Egg Harbor	NJ	08050
SELECT	Tuckerton Elementary School	Little Egg Harbor	NJ	08050

[Start Over](#)

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Enter the Required information and Click on the **Continue** button in the lower right.

Locate Your Student

Student Information

School Pinelands Junior High School


First Name

Last Name


Student ID

[Start Over](#) [Continue](#)

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Verify the information and Click on the blue **SELECT** to the left of your students' name.



Locate Your Student


Click the **SELECT** link next to the student you wish to add to your account.

Confirm Student

	Name	Grade
SELECT	Houser, Derek	08

[Start Over](#)

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You will be returned to the Home page. Add additional students as needed.

Step 5 - New Application

Free/Reduced Application Entry

Students that attend different school districts cannot appear on the same application.

	Application ID	Application Status	# of Students	District Name	Application State	Software Status
No Applications						

Start New Application



Review Demographics

Complete all required fields (as indicated by *****) in the Demographics Page.

This information was initially entered as part of creating an account. This page is intended for Review and Confirmation.

Demographics

** denotes required field*

Application ID

New Application

First Name*

Jane

Middle Name

L.

Last Name*

Doe

Name Suffix

Last 4 SSN*

9934

No SSN

☐

Address*

123 Main Street

Address 2

City*

Little Egg Harbor

State*

NJ

Zip Code*

08087

Household Size*

4



Home Phone

856-555-1212

Work Phone

Mobile Phone

<< Back

Cancel

Continue

Step 6 - Children's Racial and Ethnic Identities (OPTIONAL)

Click on the appropriate boxes, or click Continue to skip these questions.

Children's Racial and Ethnic Identities (OPTIONAL)

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced price meals.

Ethnicity (check one):

☐ Hispanic or Latino ☐ Not Hispanic or Latino

Race (check one or more):

☐ American Indian or Alaskan Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander ☐ White

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Cancel

Continue

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Step 7 - Assistance Programs

If a family participates in an assistance program, completion of the Household Income section is not required.

Assistance Programs

If anyone in your household participates in SNAP, TANF, or FDPIR, all students on your application are eligible to receive free meals.

A household is defined as a group of people, related or unrelated, that usually live together and share income and expenses. This includes grandparents or other extended family members that are living with you. It also includes people that are not currently living with you, but are only away on a temporary basis, like kids that are away at college. It includes people regardless of age or whether they earn or receive income.

If anyone in your household (including you) currently participates in any of the following programs, please select one or more of the checkboxes below. If not, press **CONTINUE**.

☐ Supplemental Nutrition Assistance Program (SNAP)

☐ Temporary Assistance for Needy Families (TANF)

☐ Food Distribution Program on Indian Reservations (FDPIR)

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Cancel

Continue

If an Assistance Program was selected in the previous screen, the Household Members and Income sections below will be skipped – Skip Step 9 and go to Step 10 Review.

Step 8 - Assign Students

From the list of students, click on the [SELECT](#) link to the left of each student to be added to the application. If students attend different school districts, submit one application for each district. Only the student(s) in the submitting district needs to be SELECTED. Non-district children will be reflected in the Household size number.

Assign Students

Click the [SELECT](#) link next to the student you wish to add to this application. When completed, click Continue.

	Name	District Name	Grade
SELECT	Houser, Alana	Pinelands Regional School District	08
SELECT	Houser, Derek	Pinelands Regional School District	08

Special Living Situations

If the student is a Foster Child, is Homeless, is a Runaway, or is Migrant use the [EDIT](#) link next to the student name to indicate these special situations.

Use the [REMOVE](#) link if the student is to be deleted from the application.

Students on this Application

For special living situations that may exist for a student (e.g. Foster Child, Homeless, Migrant, Runaway, etc.), click the [EDIT](#) link next to the student you wish to modify.

		Name	District Name	Grade	Living Situations
EDIT	REMOVE	Houser, Derek	Pinelands Regional School District	08	None Entered

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Cancel

Continue

Living Situations

Check any Living Situations that apply for the given student. Click the **Update Student** button when complete.

Living Situations

Name Houser, Derek

Living Situations

☐ Foster Child

☐ Homeless

☐ Migrant

☐ Runaway

☐ Residential Institutionalized Child

☐ Resident in Family Childcare Household

☐ Resident in Indian Reservation

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Update Student

Step 9 - Household Members

Enter the Household Members by clicking the **Add Household Member** button. Please include all members of the household including those with zero incomes and small children. Note: this section is not applicable if an assistance program was selected.

Online Free/Reduced Application Entry

Household Members

In this section, please list all members of your household. The total number of people listed on this screen must be the same as the household size specified on the demographic screen.

	Name	Annual Income
❗ No Household Members		

<< Back

Cancel

Add Household Member

Click continue to advance to the Student Selection part of the application.

Continue

Household Member Information

Enter the Name of the first Household Member. All household members in the household must be reported. Click on the **Save Household Member** button to continue.

Household Member Information

** denotes required field*

First Name*

Middle Name

Last Name*

Name Suffix

Last 4 SSN

<< Back

Save Household Member



Income Amounts, Frequencies and Types

Enter the first income for the selected Household Member. Indicate the Income Amount, Frequency, and Type. If the Household Member has a zero income, enter 0.00. Click the **Save Income** button to continue.

Income Information

Name Cleaver, June

Enter the income amount, frequency and type for this household member. If this household member does not have any income to report, enter 0.00.

Income

Frequency

- ☒ Once a Year
- ☐ Twice a Year
- ☐ Quarterly
- ☐ Every Two Months
- ☐ Monthly
- ☐ Twice Per Month
- ☐ Every Two Weeks
- ☐ Weekly
- ☐ One Time Only

Type

- ☒ Work Earnings Amount
- ☐ Self Employed Income
- ☐ Welfare, Child Support, Alimony
- ☐ Pensions, Retirement, Social Security
- ☐ Other Income

Cancel

Save Income



Additional Income Sources

If the household member has additional sources of income, click on the **Add Additional Income**. If all income for the listed individual has been entered, click **Continue**.


Online Free/Reduced Application Entry

Income Information

Name Smith, Joseph

Income for the selected household member is shown below. Click "Add Additional Income" to enter a new source of income for this household member.

	Income	Frequency	Type
REMOVE	\$0.00	Once a Year	Work Earnings Amount



Add Additional Income

Household Income Summary

Click Continue to return to the Income Summary screen.

Continue

Household Members Summary

Review, Edit or Change as needed. NOTE: The number of Household members listed here must equal the number of Household member in the Demographics section – Step 5. See error message below.

Household Members


In this section, please list all members of your household. The total number of people listed on this screen must be the same as the household size specified on the demographic screen.

			Name	Annual Income
EDIT	INCOME	REMOVE	Doe , Jane	\$12,000.00
EDIT	INCOME	REMOVE	Smith , Joseph	\$0.00
TOTAL:				\$12,000.00

<< Back Cancel

Add Household Member

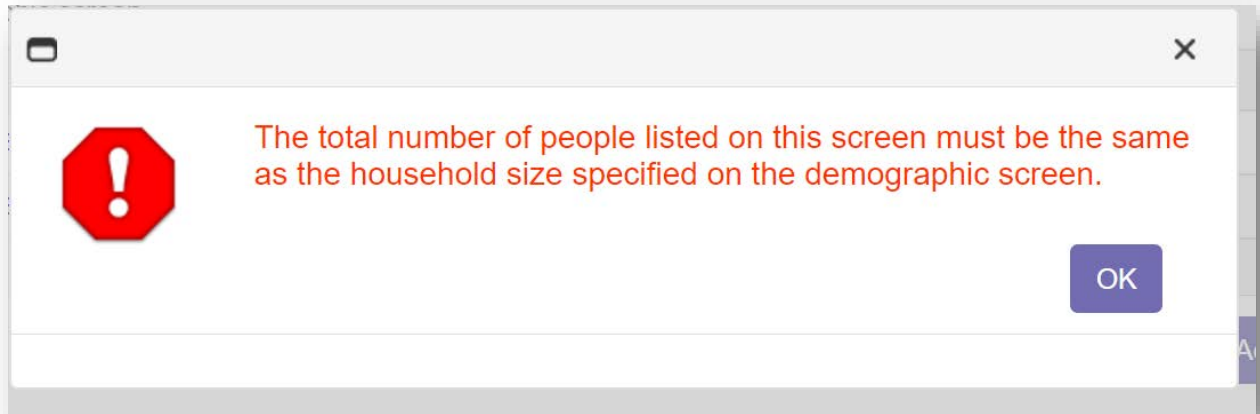
Click continue to advance to the Student Selection part of the application.



Continue

Error Message

You may receive an error message if the total number of Household Members is not equal to the Household size indicated in your [Demographics Screen](#). Continue to add Household Members until the total matches the Household size.



Step 10 –Review & Application Summary

Application Summary

Please review the information below and click 'Submit Application' to complete your application and send it to the school.

Demographics

First Name Jane
Middle Name L.
Last Name Doe
Name Suffix
Last 4 SSN 9934

Address 123 Main Street
Address 2
City Little Egg Harbor
State NJ
Zip Code 08087

Household Size 2
Home Phone 856-555-1212
Work Phone
Mobile Phone

Children's Racial and Ethnic Identities (OPTIONAL)

☐ Hispanic or Latino ☐ Not Hispanic or Latino
☐ American Indian or Alaskan Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander ☐ White


Assistance Programs

SNAP TANF
FDPIR

Household Members

Name	Annual Income
Doe , Jane	\$12,000.00
Smith , Joseph	\$0.00
TOTAL:	\$12,000.00


Step 11 – Final - Submit Application



☐ By checking this box you confirm that the information provided above is accurate and true to the best of your knowledge.

<< Back Cancel Submit Application


Click the checkbox to confirm that the information provided is accurate and true to the best of your knowledge. Click the **Submit Application** button to finalize the application and submit it to the school district.



Submitting this application will transfer this information to the school district for processing. No further editing of the application will be permitted.

Do you want to submit the application information now?

No Yes



Application Submitted

Application Submitted

Thank you for submitting your Free/Reduced Application information. Your application information has been received and will be processed within 24 hours by the school. While the application is processing, it will show as pending. Once it has been processed by the school, you will receive an email indicating the determination for your application. Should you have any questions regarding the final determination of your application, please contact the school directly.

NOTE: If you do not receive the determination email after submitting your application, please check your spam folder just in case the determination email got delivered there instead of your inbox.

[Continue](#)

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Results of Submissions

Return to this section to see any updates in Status.

Free/Reduced Application Entry

Students that attend different school districts cannot appear on the same application.

	Application ID	Application Status	# of Students	District Name	Application State	Software Status
	102		1	Pinelands Regional School District	SUBMITTED	PENDING

[Start New Application](#)