Online Free and Reduced Applications

Screen by Screen

Prepared for:

Pinelands Regional School District

Step 1 - Create a New Account

Step 2 - Demographic Information

LunchTime CAFETERIA DATA MANAGEMENT

Online Free/Reduced Application Entry

Register

* denotes required field

Field	
First Name*	
Middle Name	
Last Name*	
Name Suffix	
Email Address*	
Password* *(must be 6 characters)*	
Confirm Password*	
Last 4 SSN*	
No SSN	☐
Address*	
Address 2	

Field	
Household Size*	0
Home Phone	
Work Phone	
Mobile Phone	

Cancel   Register

Account successfully added.

OK
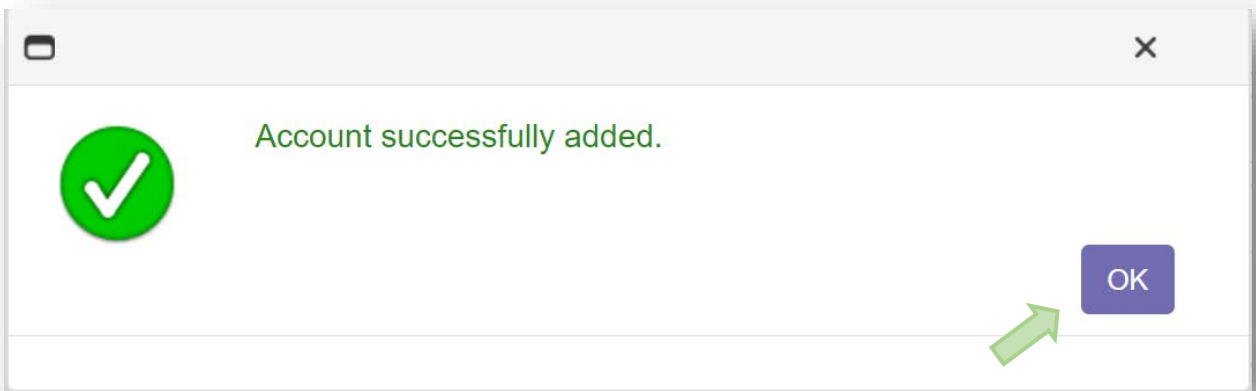
Step 3 - Main Screen

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:

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 Enlglish. 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

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

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

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

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

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

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

Step 7 - Assistance Programs

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

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

<< Back   Cancel   Continue

Living Situations

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

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.

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.

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

0.00

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**.

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.

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.
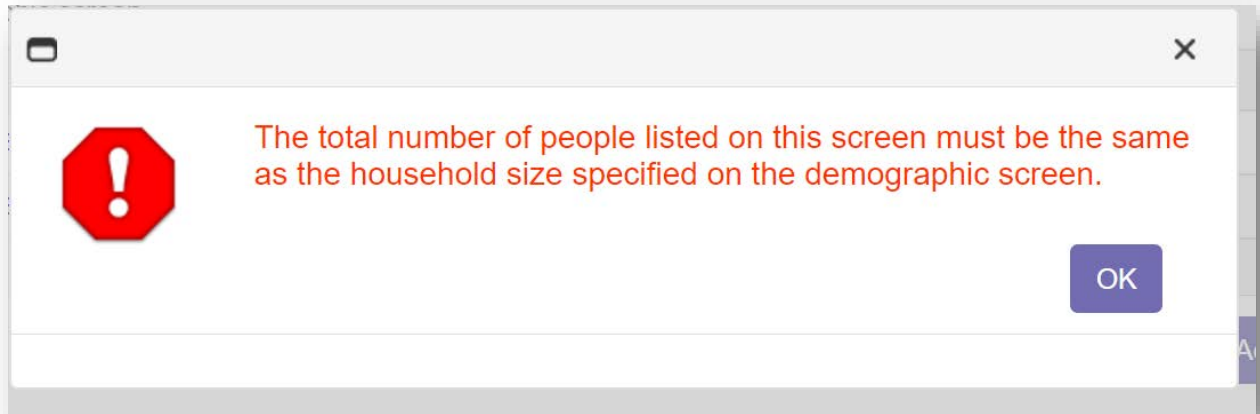
Step 10 –Review & Application Summary

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   Household Size   2
Address 2   Home Phone   856-555-1212
City   Little Egg Harbor   Work Phone
State   NJ   Mobile Phone
Zip Code   08087

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