Online Free and Reduced Applications

Screen by Screen

Prepared for:

Pinelands Regional School District
Step 1 - Create a New Account

Online Free/Reduced Application Entry

Register OR Sign In

Step 2 - Demographic Information
Account successfully added.
Step 3 - Main Screen
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.
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

If you are having trouble adding a student to your account, please contact your School/School District with the following information:

- 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

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.

<table>
<thead>
<tr>
<th>Application ID</th>
<th>Application Status</th>
<th># of Students</th>
<th>District Name</th>
<th>Application State</th>
<th>Software Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No Applications</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application ID</td>
<td>New Application</td>
</tr>
<tr>
<td>First Name*</td>
<td>Jane</td>
</tr>
<tr>
<td>Middle Name</td>
<td>L</td>
</tr>
<tr>
<td>Last Name*</td>
<td>Doe</td>
</tr>
<tr>
<td>Name Suffix</td>
<td></td>
</tr>
<tr>
<td>Last 4 SSN*</td>
<td>9934</td>
</tr>
<tr>
<td>No SSN</td>
<td></td>
</tr>
<tr>
<td>Address*</td>
<td>123 Main Street</td>
</tr>
<tr>
<td>Address 2</td>
<td></td>
</tr>
<tr>
<td>City*</td>
<td>Little Egg Harbor</td>
</tr>
<tr>
<td>State*</td>
<td>NJ</td>
</tr>
<tr>
<td>Zip Code*</td>
<td>08087</td>
</tr>
<tr>
<td>Household Size*</td>
<td>4</td>
</tr>
<tr>
<td>Home Phone</td>
<td>855-555-1212</td>
</tr>
<tr>
<td>Work Phone</td>
<td></td>
</tr>
<tr>
<td>Mobile Phone</td>
<td></td>
</tr>
</tbody>
</table>

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.

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.
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.
**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: 0934

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Annual Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doe, Jane</td>
<td>$12,000.00</td>
</tr>
<tr>
<td>Smith, Joseph</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

TOTAL: $12,000.00
Step 11 – Final - 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
ApplicationSubmitted

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.

Results of Submissions
Return to this section to see any updates in Status.

<table>
<thead>
<tr>
<th>Application ID</th>
<th>Application Status</th>
<th># of Students</th>
<th>District Name</th>
<th>Application State</th>
<th>Software Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>102</td>
<td></td>
<td>1</td>
<td>Pinelands Regional School District</td>
<td>SUBMITTED</td>
<td>PENDING</td>
</tr>
</tbody>
</table>

Start New Application