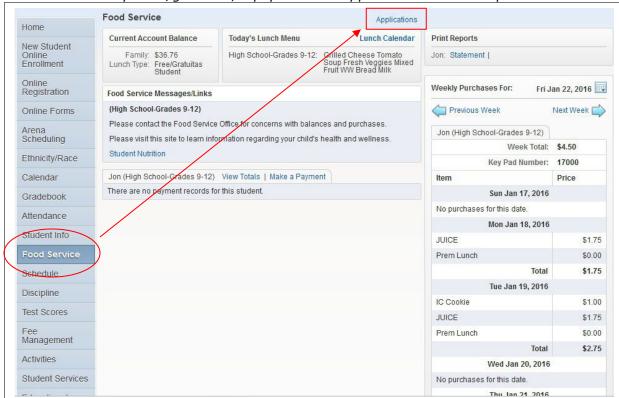
2023-2024 USD 362 ONLINE APPLICATION INSTRUCTIONS

Log-in to your Skyward Family Access to complete application.

Note: You must be a member of the student's primary household with a parent or guardian to log-in to complete the online application. If you are not the primary parent/guardian, a paper-based application can be completed.



Picture A

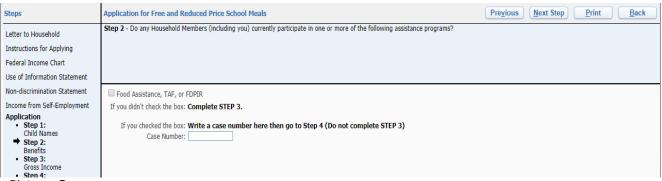
This link allows you to submit an online application for free or reduced meals to the district Food Service department.

- 1. Under the "Food Service" tab, click the Applications link.
- 2. Click Add Application.
- A letter explaining the application process displays; click Next Step after reading the letter.
- 4. After reading all the information and instructions, if you wish to continue, select the checkbox acknowledging that you have read the instructions and click Next Step.
- 5. Review the Federal Income Chart and select the box if you do not qualify forbenefits or do not wish to continue. If you wish to continue with the application, **Click Next Step.**
- 6. Read the Use of Information Statement and any other statements, such as the Non- Discrimination Statement; **Click Next Step**.
- 7. If you receive income from **self-employment**, complete this step, then click "Next Step". If you **do not**, please **skip** this step and Click "**Next Step**"

8. Enter all household members who are infants, children, and students up to and including grade 12. Select the appropriate boxes and click "Next Step".

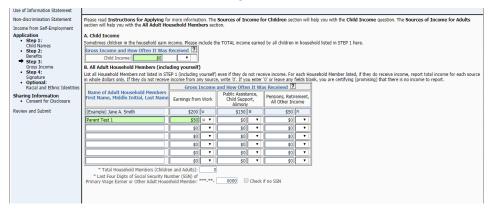
Steps	Application for Free and Reduced Price School Meals Pregious Next Step Print Back							
Letter to Household	Step 1 - List ALL Household Members who are infants, children, and students up to and including grade 12. If more spaces are required for additional names, attach another sheet of paper.							
Instructions for Applying	Add More Names to Application							
Federal Income Chart	and hore raines to Application							
Use of Information Statement								
Non-discrimination Statement	Definition of Household Member: Anyone who is living with you and shares income and expenses, even if not related.							
Income from Self-Employment	Children in Foster care and children who meet the definition of Homeless, Migrant or Runaway are eligible for free meals. Read How to Apply for Free and Reduced Price School Meals for more information.							
Application Step 1: Child Names Step 2: Benefits Step 3: Gross Income Step 4: Signature Optional: Radial and Ethnic Identities	Child's First Name, Middle Initial, Last Name	Child's School	Student?	tha	eck all t apply Homeless, Migrant, Runaway			
	(Example) Student A. Smith	School Name	✓					
	Kid1 Test	High School	✓					
	Kid2 Test							
reactor and Edinic Identities								

9. If appropriate, enter the benefit case number information, and click "Next Step". If you do not need to input a case number, skip this and click "Next Step".

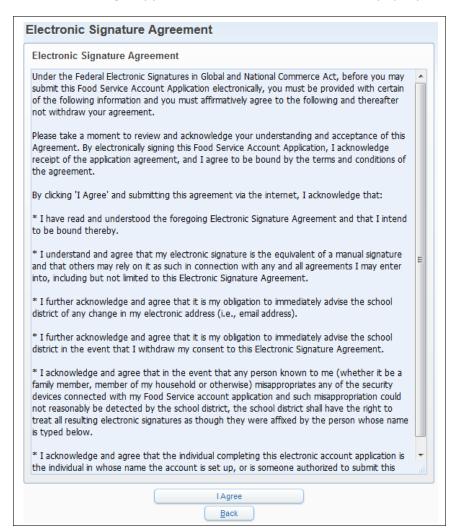


Picture C

- 10. **Enter any Total Gross <u>child</u> income**. If there is none, leave this blank.
- 11. **List all adult household members**, including yourself.
- 12. Enter the Total Gross Income information for each adult household member, TOTAL household members (Children & Adults totaled), and the last four digits of the Social Security Number (may check if no SSN). Once all of the above stated are entered, click "Next Step".



13. **Sign the application**. The signature you provide will be an electronic signature. Please click "Sign Application" to enter into the below pop-up box.



14. As needed, enter the other information and click 'Next Step".

*Please note you must electronically sign AND print your name in order to submit the application. *

🖒 Application for Free and Reduced Price School Meals - Entity 204 - 05.18.02.00.06 - Google Chrome — 🔘 🗙							
■ Secure https://dsskywardt.usd232.org/scripts/wsisa.dll/WService=wsEAplus/sfamaedit020.w							
Application for Free and Reduced Price School Meals							
Steps	Application for Free and Reduced Price School Meals Previous Next Step Print Back						
Letter to Household	Step 4 - Contact Information and Adult Signature						
Instructions for Applying							
Federal Income Chart							
Use of Information Statement							
Non-discrimination Statement	I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and						
Income from Self-Employment	that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws 1.						
Application • Step 1:	Street Address (if available): Daytime Phone: Ext:						
Child Names	City: State: Zip Code:						
Step 2: Benefits	* Printed name of adult * Signature of adult completing the form: Click to Sign						
 Step 3: 	completing the form: Click to Sign Today's Date: Email (optional):						
Gross Income → Step 4:	That optionally						
Signature							
 Optional: Racial and Ethnic Identities 							
Sharing Information • Consent for Disclosure							

15. Enter the children's ethnic and racial identity and click Next. **This is optional**.

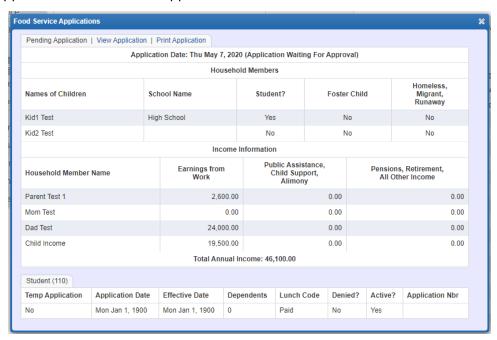
Steps	Application for Free and Reduced Price School Meals Pregious Next Step Print Bac					
Letter to Household	Optional - Children's Racial and Ethnic Identities We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced price meals.					
Instructions for Applying						
Federal Income Chart						
Use of Information Statement						
Non-discrimination Statement	I would like to report this optional information					
Income from Self-Employment Application Step 1: Child Names Step 2: Benefits Step 3: Gross Income Step 4: Signature Optional: Racial and Ethnic Identities	Ethnicity (check one): Hispanic/Latino Not Hi					
Sharing Information Consent for Disclosure						

16. Review the completed application and click the Submit Application button.

Note: If at any point in the process you skipped a required field or entered incorrect data, a message appears explaining the errors. All errors must be corrected before you can submit the application for approval.

Please note that to qualify for any fee or transportation discounts, your household must complete the Consent for Disclosure form. **This is optional**.

17. Once you have submitted your application, you may be able to View the Application and Print the Application.



If you need assistance completing the application or have questions about the process, please contact our office at 913-757-2677.

This institution is an equal opportunity provider.