

## Introducing Online Meal Applications

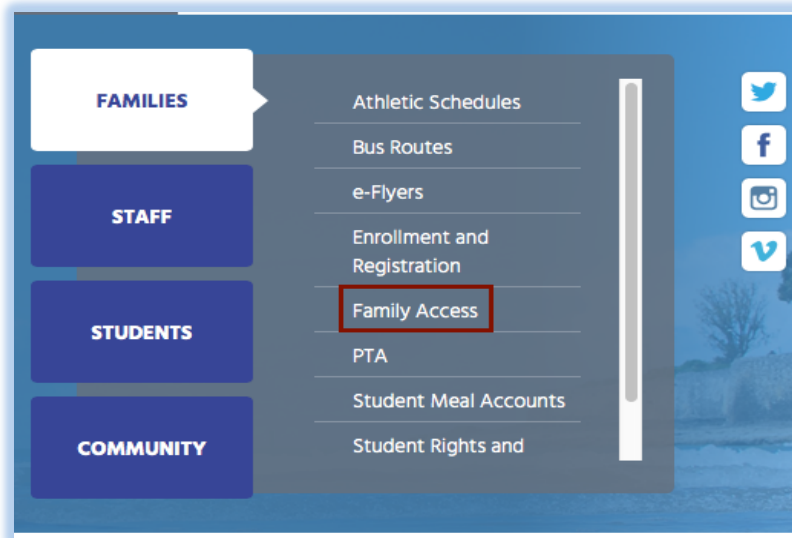
The Food and Nutrition Services Department now offers the option to fill out meal applications online. You can add an application for free and reduced priced meals through the newly added Application Tab in Family Access. When you submit an application for free or reduced priced meals, the information you provide is confidential and only viewed by the Food and Nutrition Service Office. Only one application is needed per family; be sure to include all students currently enrolled in the Shoreline School District.

Once you have started the process, you will find additional information in the Letter to Households including contact information for questions you may have.

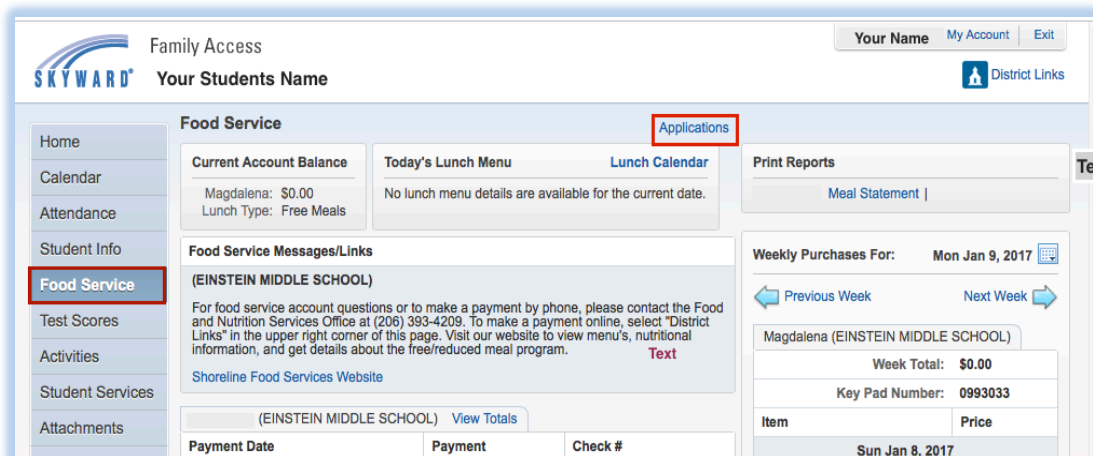
### How to Begin Adding an Online Meal Application

To begin adding an Online Meal Application:

1. Login to your Family Access account. You will find this link under the **Family Tab** at shorelineschools.org



2. Select “**Food Service**” from the Family Access General Information tree on the left side of the screen. Select “**Application**” Located in the middle of the page.



3. Select “Add Application” located in the first row.

Food Service Applications

Pending Application **Add Application** Print Application

No pending application was found.

Magdalena (232)

Temp Application	Application Date	Effective Date	Dependents	Lunch Code	F/R Reason Code	Denied?	Active?	Appli
No	Thu Sep 15, 2016	Thu Sep 15, 2016	0	Free	04	No	Yes	1740

4. Review the Letter to Households, and check the box “I have read the Letter to Households and would like to continue the application”. Select “Next”.

Household Application for Free and Reduced-Price Meals

Steps: Letter to Households, Federal Income Chart, Privacy Act Statement, Non-discrimination Statement

Household Application for Free and Reduced-Price Meals **Next** Print Back

**Letter to Households.** Please select the option below after reviewing all information.

I have read the Letter to Households and would like to continue the application

5. Review the Federal Income Chart (this is updated yearly); this chart helps determine whether your child qualifies for free or reduced priced meals based on your household income and size. The chart is for review only. Click “Next”.

Household Application for Free and Reduced-Price Meals Previous **Next** Print Back

Your children may qualify for free or reduced price meals if your household income falls within the limits on this chart. If you do not qualify for benefits or do not wish to complete an application, check the option below.

I do not qualify for benefits or do not wish to complete an application

**FEDERAL INCOME CHART**  
For School Year 2016-17

Household Size	Yearly	Monthly	Weekly
1	21,978	1,832	423
2	29,637	2,470	570
3	37,296	3,108	718
4	44,955	3,747	865
5	52,614	4,385	1,012
6	60,273	5,023	1,160
7	67,951	5,663	1,307
8	75,647	6,304	1,455

Each Additional Person:  
7,696 642 148

6. Review The Privacy Act Statement. This statement explains how the district will use the information provided in your household application. This statement is for your review. Click “Next”.

Household Application for Free and Reduced-Price Meals Previous **Next** Print Back

**Privacy Act Statement: This explains how we will use the information you give us.**

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 (Basic Food), 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.

7. Review The Non-Discrimination Statement. This statement explains what to do if you believe you have been treated unfairly. This statement is for your review. Click **“Next”**.

Household Application for Free and Reduced-Price Meals	Previous	<b>Next</b>	Print	Back
<b>Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly.</b>				
<small>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.</small>				

You have now arrived at the first section of the School Meal Online Application. You have the option to go back and review any part of the application that you feel you need to edit by clicking on the **“Previous”** tab located on the top. If you have any questions, please contact the Food and Nutrition Services Office at (206) 393-4209.

Household Application for Free and Reduced-Price Meals	<b>Previous</b>	Next	Print	Back
<b>1. Student Names.</b> List all students living with you that are attending school. If the student is a foster child, indicate this by checking the appropriate box. Include any personal income received by the student and how often it is received. If you have written a case number for any of your children, skip to <b>Section 4</b> . However, if you have written a case number only for the foster child and want to apply for all students in the household, you must proceed to <b>Section 2</b> .				
<input type="checkbox"/> Add More Names to Application				