LunchTime
CAFETERIA DATA MANAGEMENT
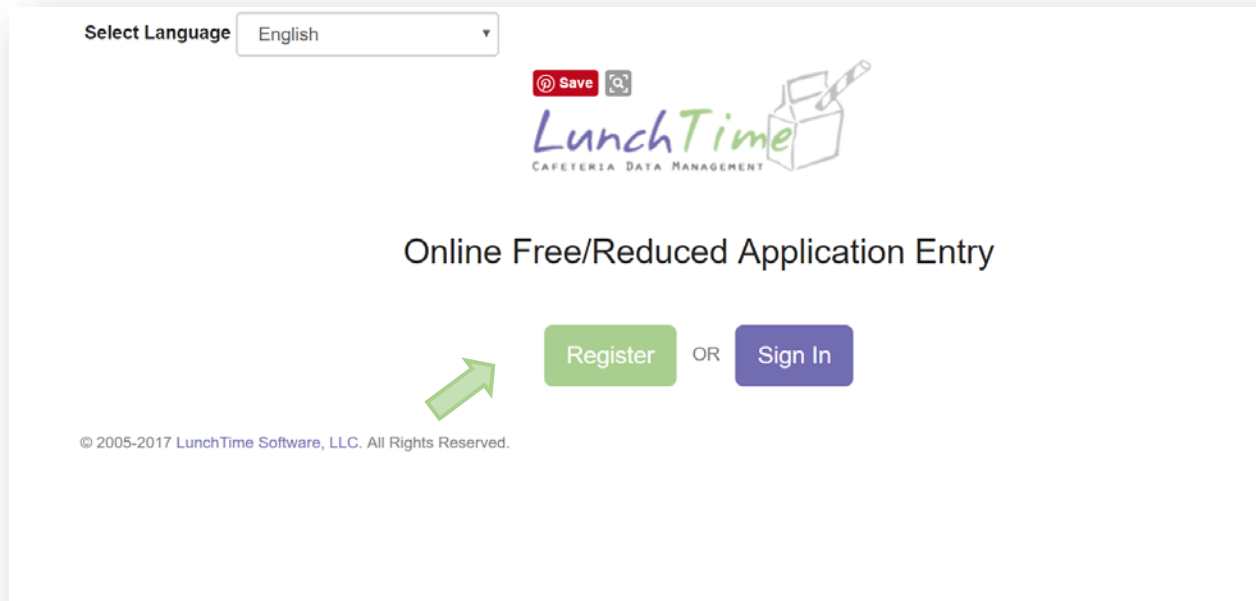
Online Free and Reduced Applications

Parents' Guide to Getting Started

Contents

Creating a New Account

To create a *new* account, click the **Register** button.

Fill in the information:

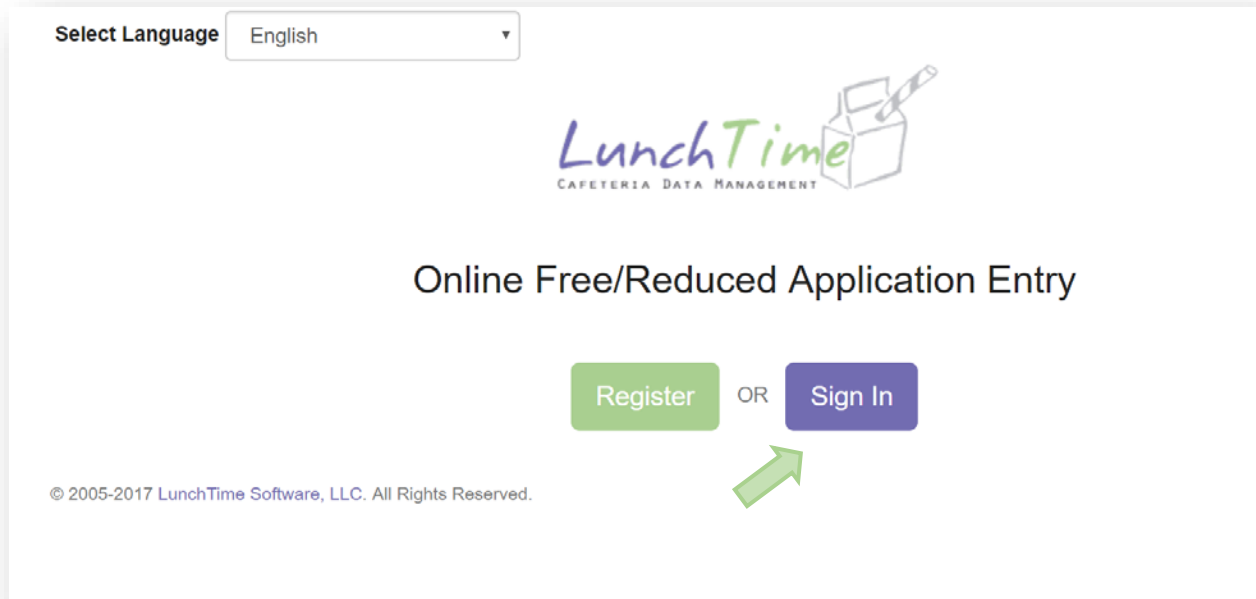Click the **Register** button.

Once the New Account has been successfully created, click the **OK** button. The Log In Screen will appear.

Logging into the Online Free Reduced Portal

Click on the **Sign In** button.

Enter your credentials and Click the **Sign In** button.

Site Logout

In the upper right corner, click on **Log Out** to end your session

Nondiscrimination & Privacy Statements
Click the links in the upper left to view the Nondiscrimination and Privacy Statements.

Parents' Guide
Click the link in the upper left to view this guide.

Online Free/Reduced Application Help
Click the link in the upper left for detailed instructions for additional help resources.

Adding Students to Account
On the Home Page, Click the **Add Student** button.

Enter the Zip Code of your first students' school.

Click the **Continue** button on the bottom.

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.
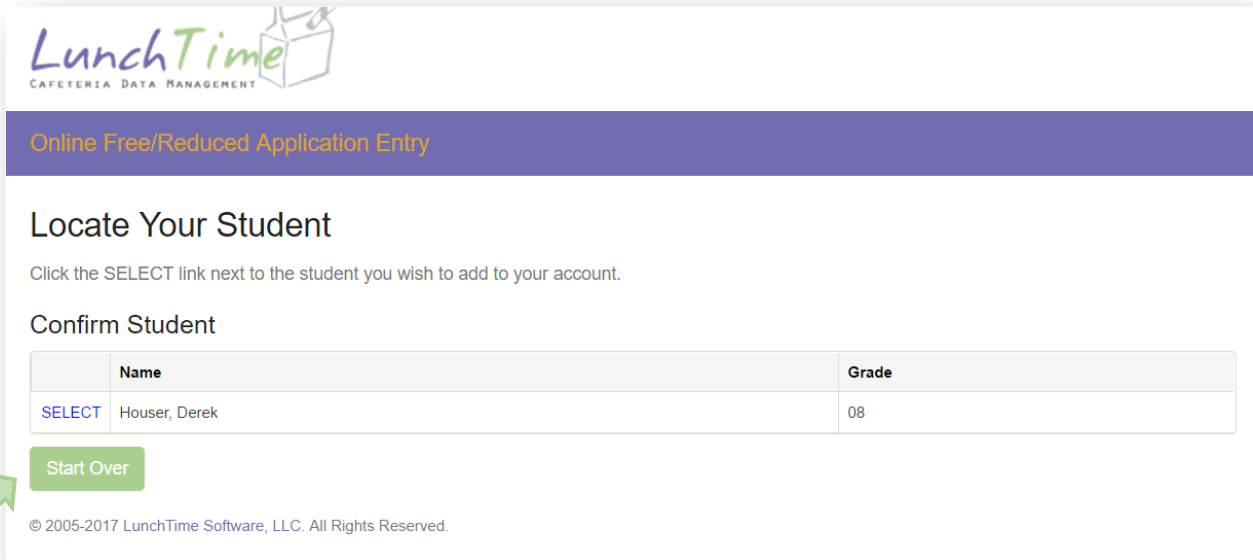
Note: each school may establish their own criteria for Locating Your Student. Please contact the school if the search function is unable to Locate Your Student.

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

You will be returned to the Home page. You can continue to add additional students as needed.

Start a New Application
On the Home Screen, click the **Start New Application** button.

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

Online Free/Reduced Application Entry

Demographics

* denotes required field

Application ID	New Application
First Name*	Eugene
MIddle Name	
Last Name*	Hossenpheffer
Name Suffix	
Last 4 SSN*	_____
No SSN	☑
Address*	123 Main St
Address 2	
City*	Hometown
State*	PA
Zip Code*	12345
Household Size*	6

Click the **Continue** button to move to the next section.

City*	Hometown
State*	PA
Zip Code*	12345
Household Size*	6
Home Phone	
Work Phone	
Mobile Phone	

<< Back Cancel   Continue

Children's Racial and Ethnic Identities (OPTIONAL)

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

Assistance Programs

Enter details regarding assistance programs if applicable. This information is not required. If the family does not participate in these assistance programs or prefers not to include these details, click the **Continue** button.

If an Assistance Program was selected in the previous screen, the Household Members and Income sections below will be skipped.

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.

Once the Living Situations have been entered (if applicable) click the **Continue** button.

Household Members

Begin to 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 are not applicable if an assistance program was selected.

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.

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** button to continue.

Income Information

Name Hossenpheffer, Eugune

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	$1,500.00	Twice Per Month	Work Earnings Amount

Add Additional Income

Once all sources of income are entered for this household member, click the **Continue** button under the Household Income Summary.

Household Income Summary

Click Continue to return to the Income Summary screen.

Continue

Household Members Summary

Continue to add additional Household Members and Income Sources as needed.

Use the EDIT link to update, or modify details about the Household member.

Use the INCOME link to update, edit, modify or delete sources of income for this household member.

Use the REMOVE link if this household member is no longer a member of the household.

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	Hossenpheffer , Eugene	$36,000.00
			TOTAL:	$36,000.00

<< Back   Cancel   Add Household Member

Application Summary

Review all the information in the Application. Use the Back button to go back to a previous section to make any necessary changes.

Application Summary

Please review the information below and click 'Submit Application' to complete your app

Demographics

First Name	Eugene
MIddle Name	
Last Name	Hossenpheffer
Name Suffix	
Last 4 SSN	
Address	123 Main Street
Address 2	
City	Hometown
State	PA

Submit Application

Review all information. 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.

A final screen will be displayed. By clicking the **Yes** button, no further editing will be permitted. Confirm that you wish to submit the application by clicking the **Yes** button.

Application Submitted

A Thank You screen will provide details regarding the next steps. And email indicating the determination for your application should arrive withing24-48 hours. Be sure to check Spam and Junk folders if you do not see this email. Schools will also follow up with a written letter sent by US Postal Services.

Addition Applications

If additional applications are required for other school districts, use the **Start New Application** button.

Return to this section to see any updates in Status.