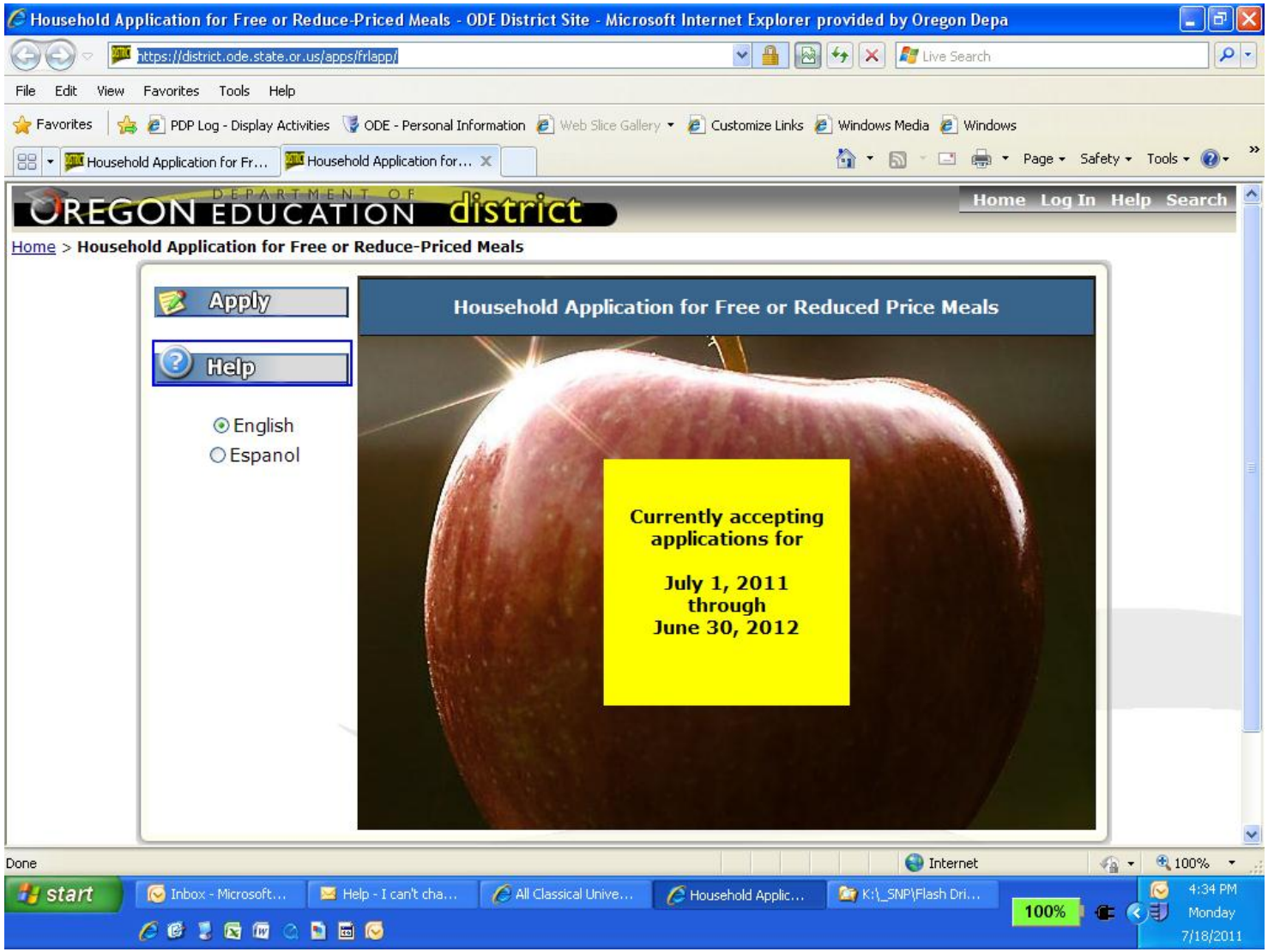
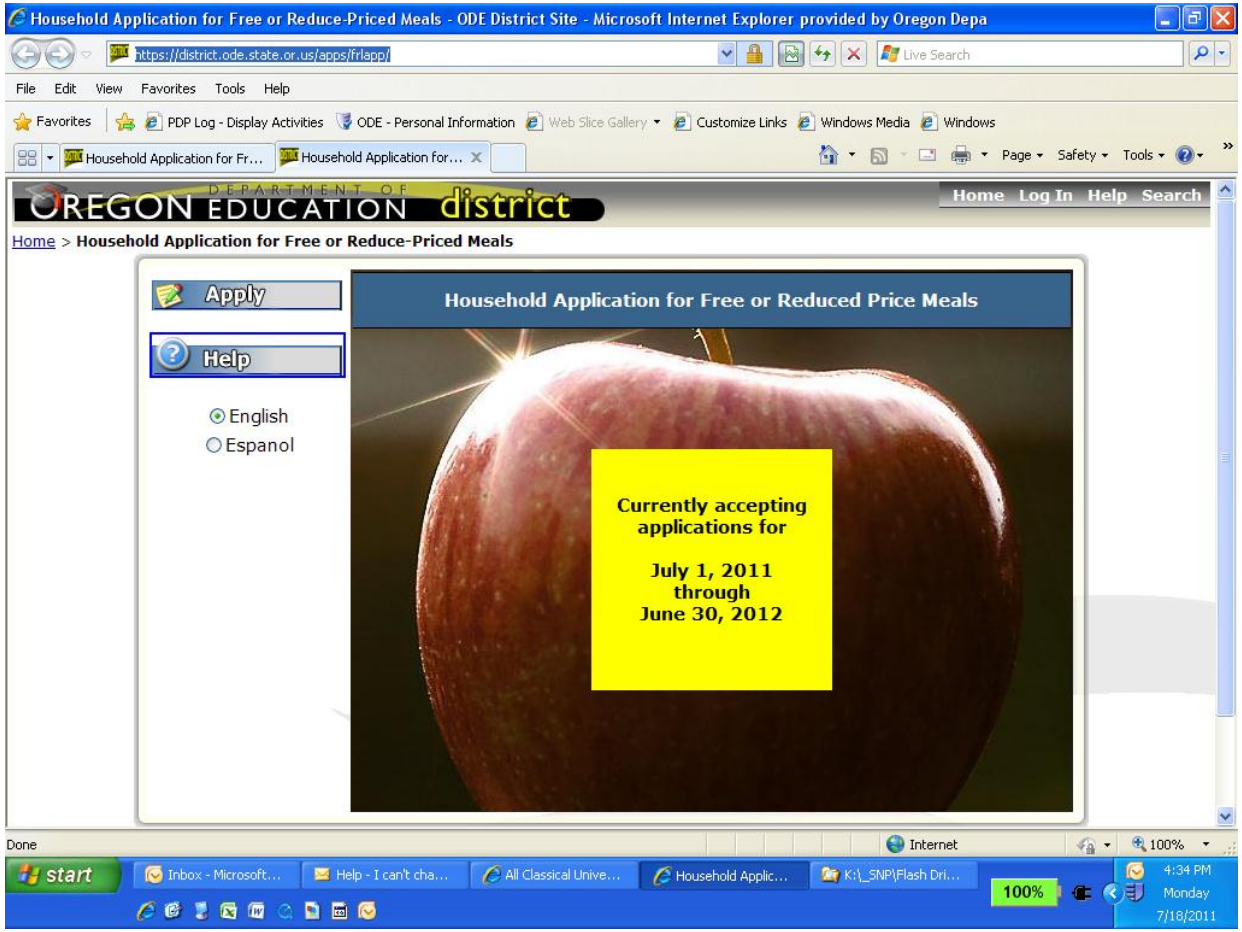
Instructions for the Online Free and Reduced Price Meal Application



Introduction and Overview for Households receiving SNAP/ TANF/ FDPIR



Welcome to the new online application for Free and Reduced Price Meal Application Program.

This is the first screen you will see when you enter our website.

Click on the **Apply** button to start an application.

Click on the **Help** button to open the application help documents.

You can use the English or Spanish option to select the language you would like to use to complete the application.

Instructions for Applying for SNAP/ TANF/ FDPIR

Step 1: Answer the Household information questions

Step 2: Answer the Eligibility Status Sharing questions

Step 3: Enter the child(ren)'s name, district, school, grade, birth date and a SNAP case number (F11111111), a Social Security # used to apply for benefits (111111111) or TANF (AA1111 or AAA111) case number.

Check the FDPIR box if your household is receiving Food Distribution to Indian Reservations Program (FDPIR). FDPIR does not have case numbers.

Check the box for a Foster Child if there is one in your household.**

Step 4: Answer the Ethnic/Racial Identity questions if you choose to.

Step 5: Review the information

Step 6: Submit the form. A Social Security Number is **not** required. A SNAP/TANF case number is required.

Please Note – Other household members (like husband, wife or baby) are not counted for Households applying using SNAP, TANF or FDPIR application type.

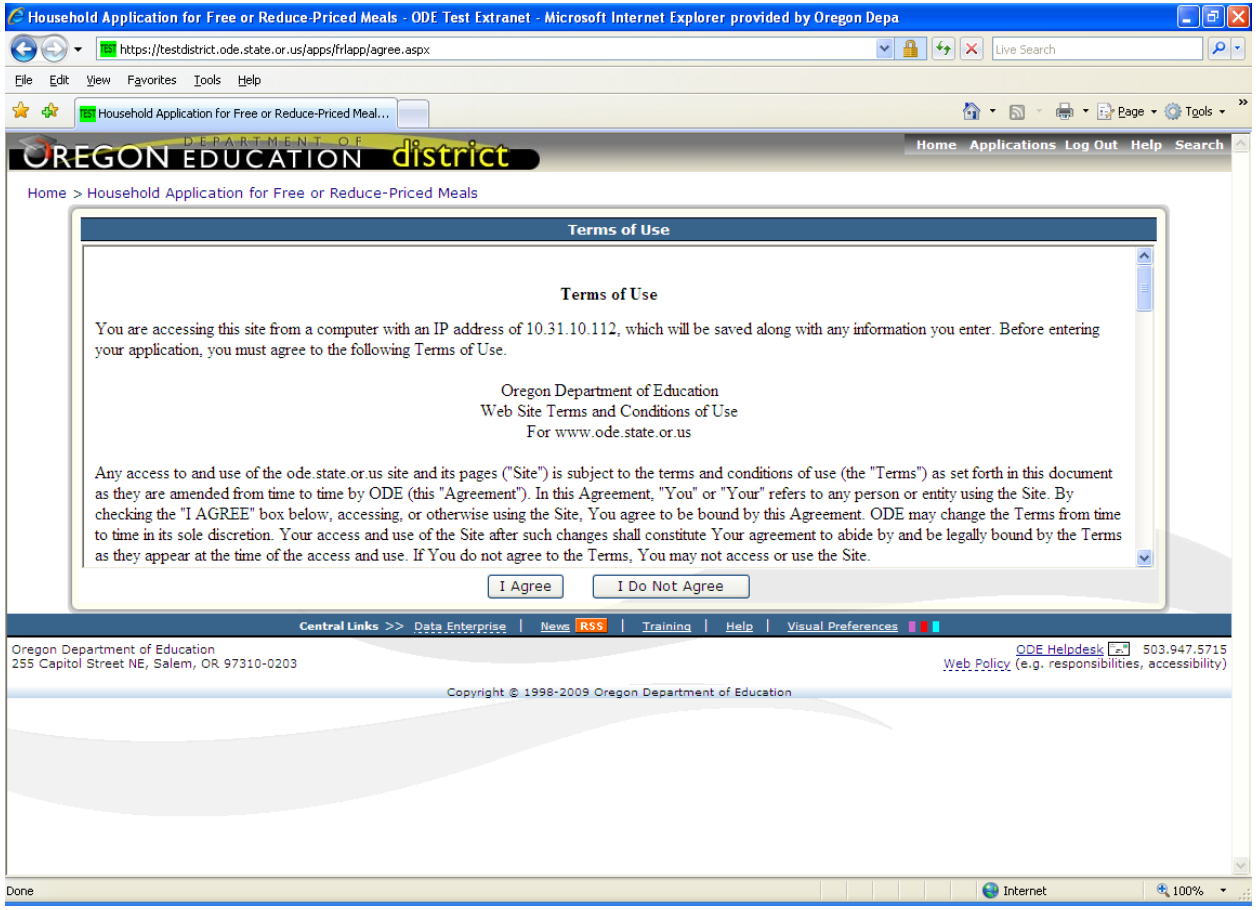
***NOTE:**

- ***A Foster Child is now considered a member of the household they reside in.***
- ***Foster Children are categorically eligible for Free benefits regardless of the household circumstances.***
- ***Foster Child(s) monthly subsidy is NOT considered income for the household.***
- ***Be certain to check the Foster Child box on the individual student screen.***

Household Income

For Households receiving Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF) or FDPIR (Food Distribution for Indian Reservations) benefits income is not required.

Step by Step Instructions to complete a SNAP/ TANF/ FDPIR application

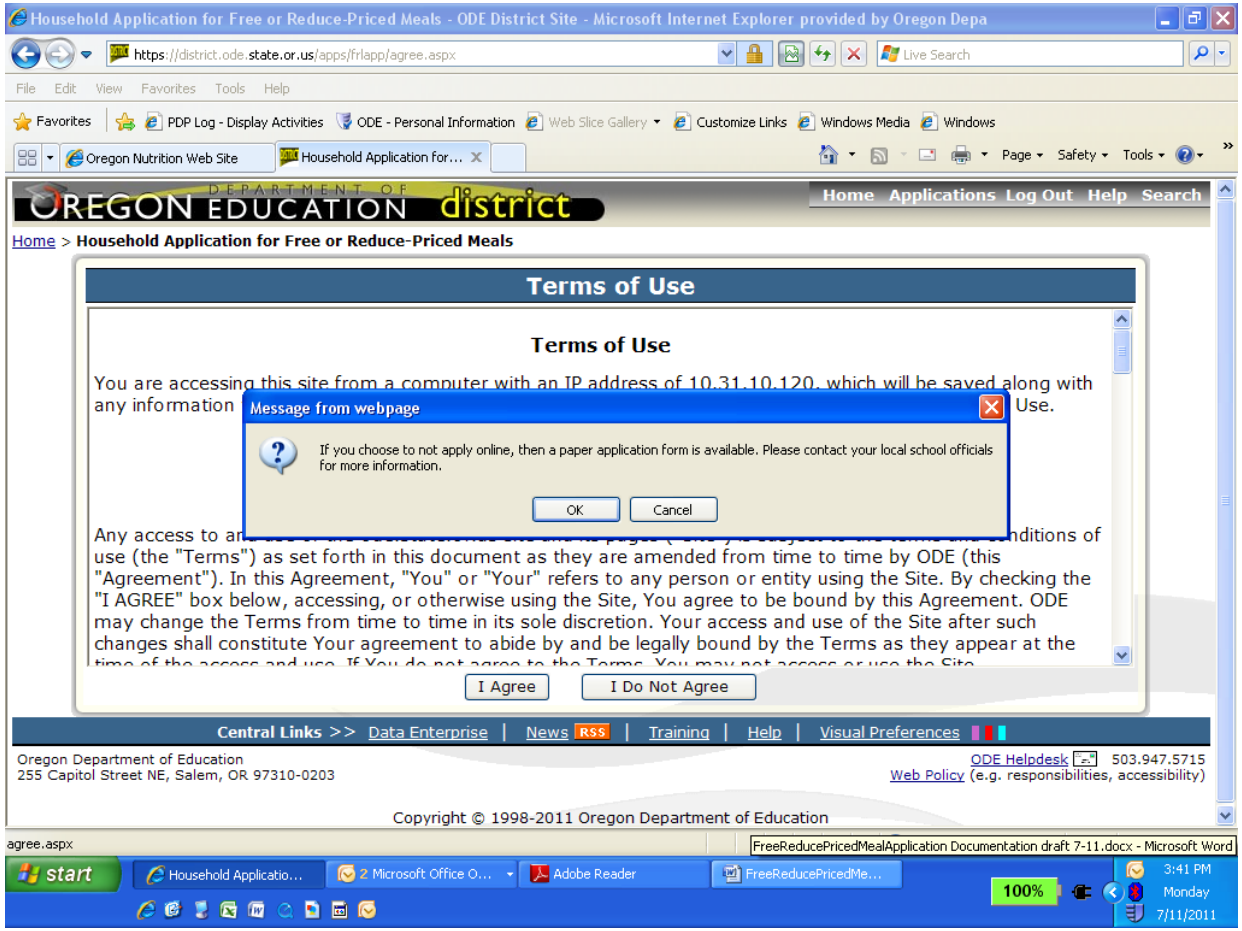


Terms of Use

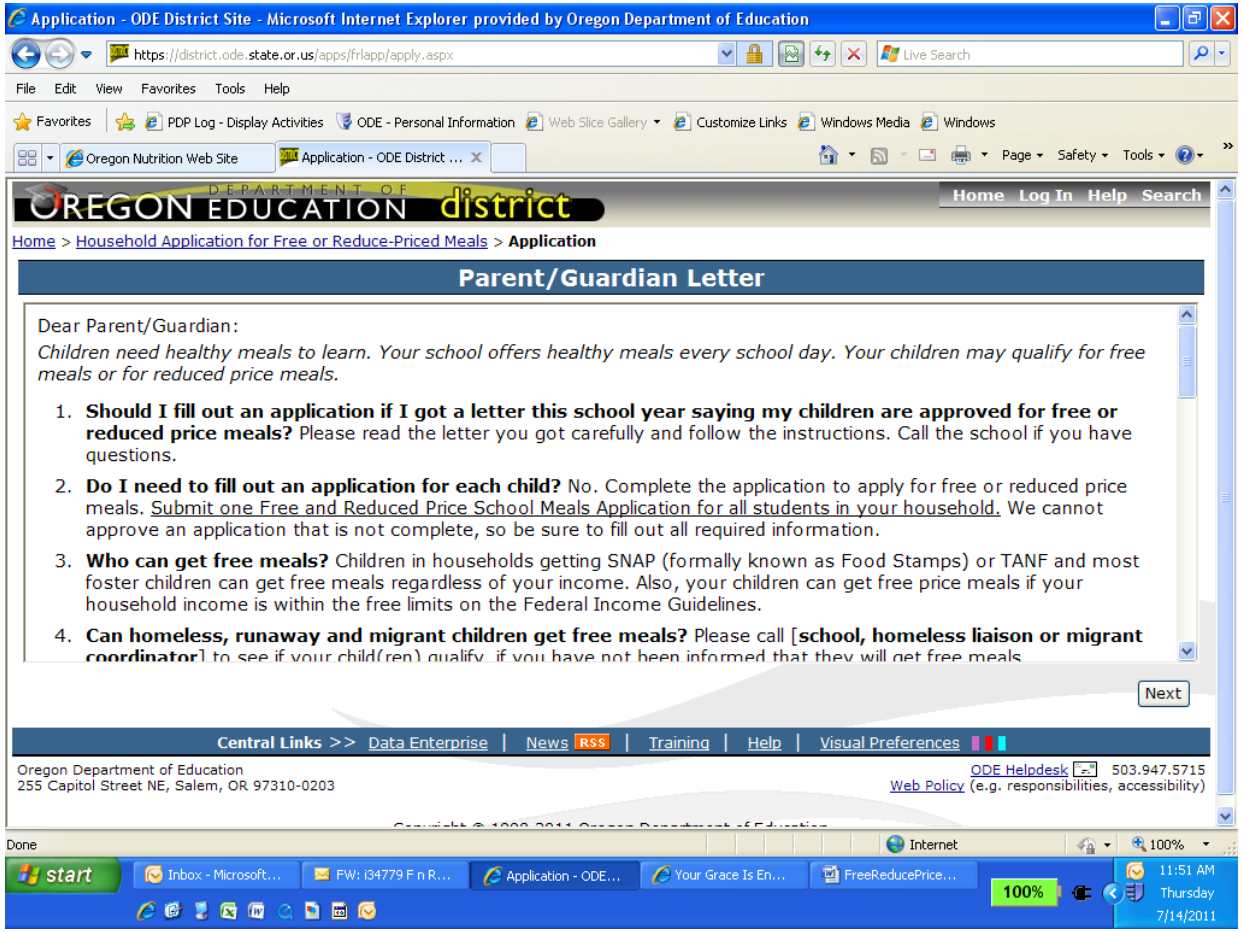
Terms of Use screen displays the legal agreement between the Oregon Department of Education and the applicant (you).

Click on the “I Agree” button to proceed and continue completing the application or click on the “I Do Not Agree” button to go back to the first screen.

If a paper application is needed, please contact your local school office for information.



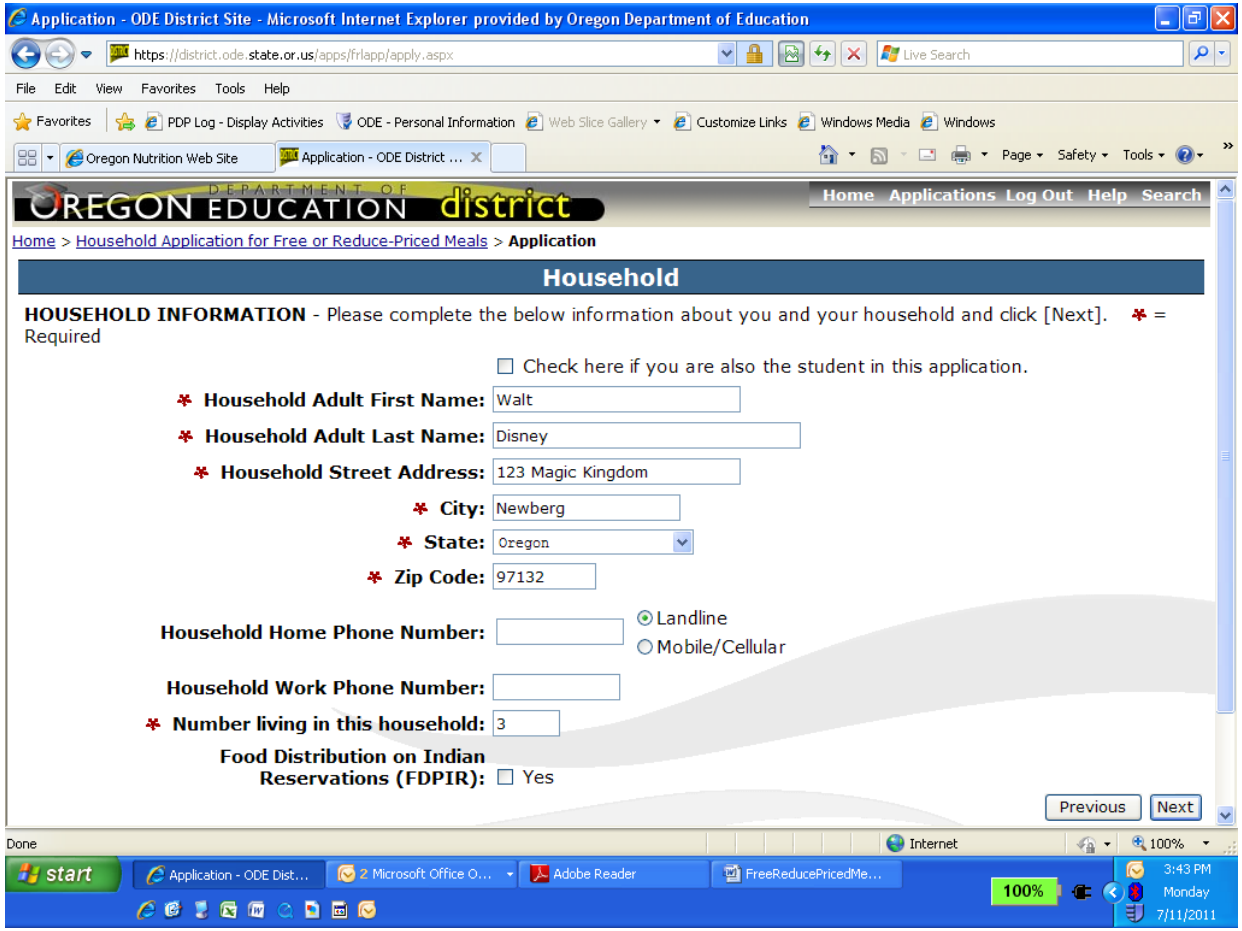
If you clicked on 'I Do Not Agree' the following pop-up menu will be displayed directing you to contact your local school officials on how to complete a paper application.



Parent/Guardian Letter

This is the Parent/Guardian Letter distributed with the paper applications. It answers many of the questions that parents/guardians have concerning the Free and Reduced Price Meal application.

Included in the Parent/Guardian Letter are the Federal Income Guidelines to qualify for Reduced Price benefits.



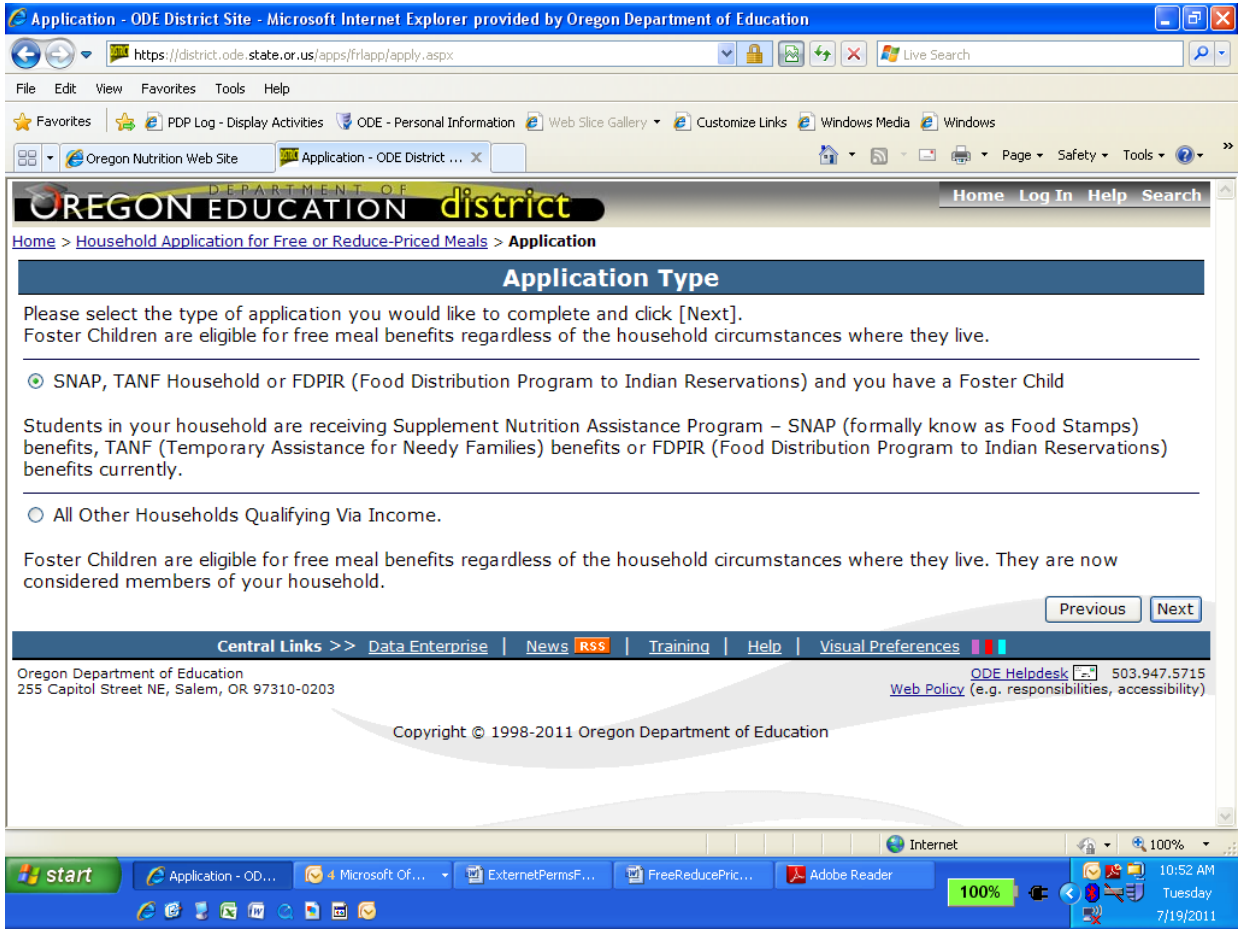
Household Information

This is the screen where you enter your name, household address and contact phone numbers.

The fields with a **Red** * before them are required fields that must have information entered in them before the application can be completed.

Entering in a contact phone number is not required, but can assist school officials in case they need to contact you concerning the application.

Click on the “Next” button to proceed with the application or the “Previous” button to go back.



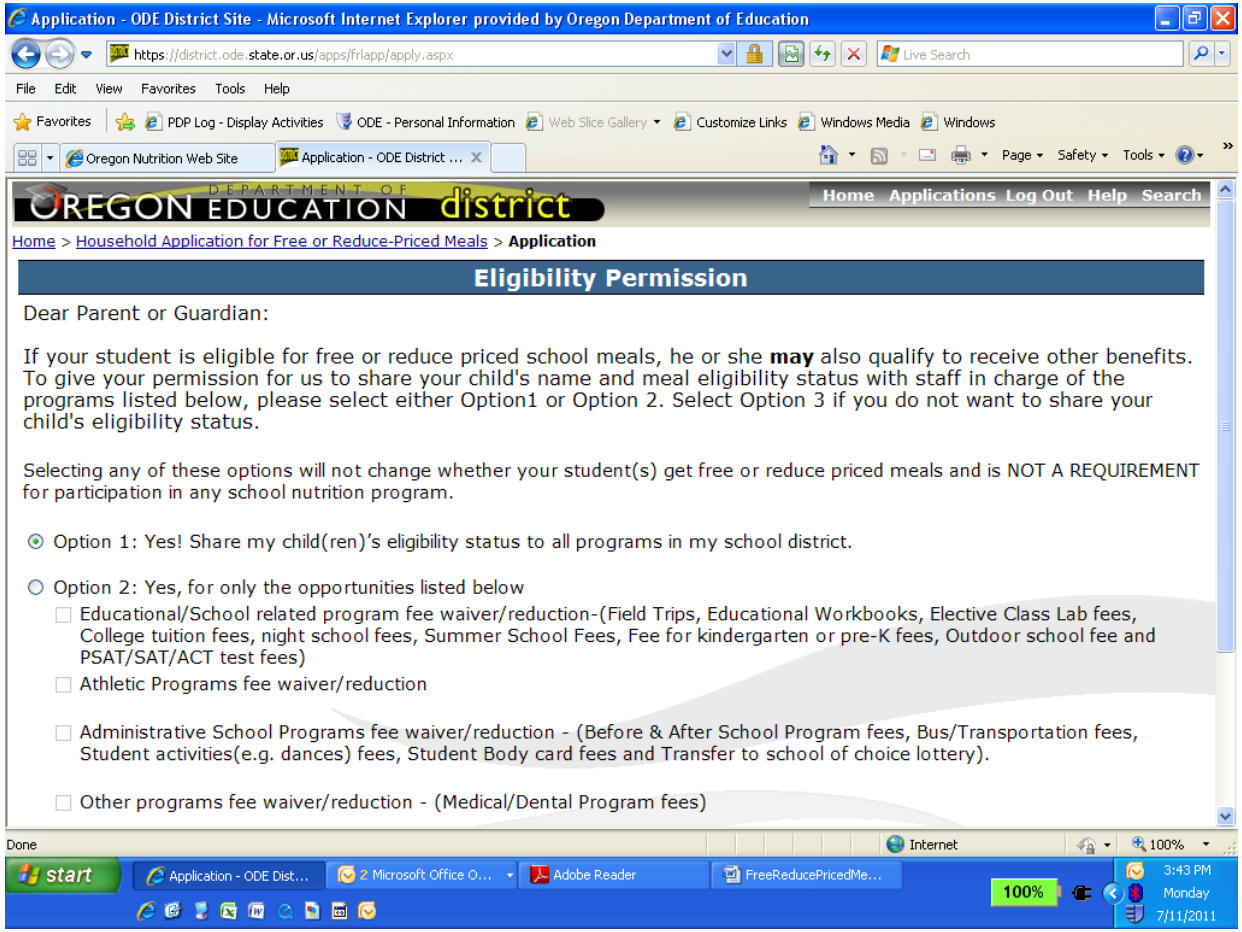
Application Type

On this screen you select the type of application you need to complete.

For households receiving SNAP/ TANF/ FDPIR benefits select the first option.

Foster children are now considered a member of the household they reside in. The monthly subsidy is NOT income to the household.

Click on the “Next” button to proceed or the “Previous” button to go back.

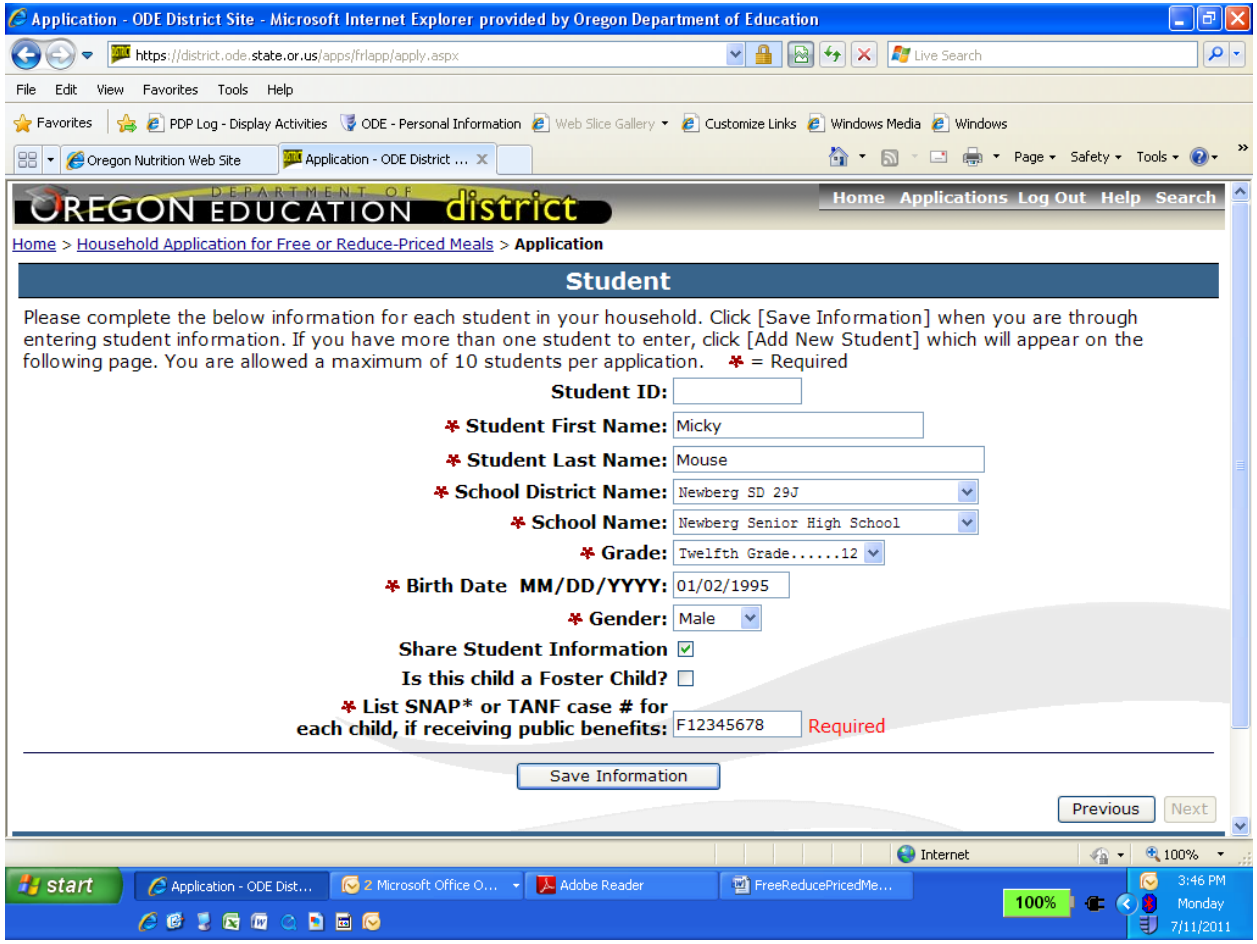


Eligibility Permission

On this screen you can select the option to share your child(ren)'s eligibility status with other school programs or not.

You can choose to share the eligibility status with all programs, or selected areas and programs, or none at all.

Click on the 'Next' button to proceed.



Student Information

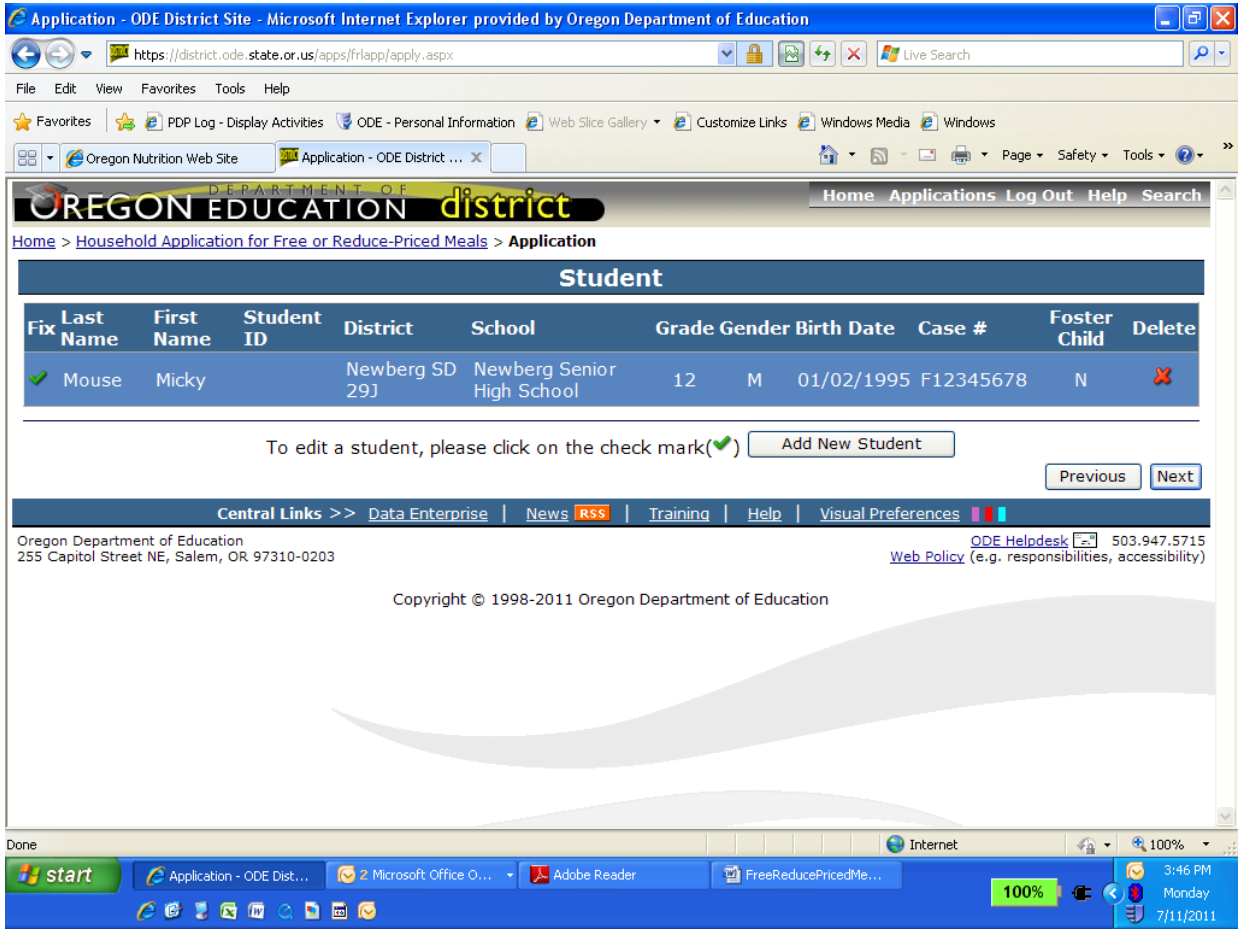
On this screen you will enter your student's information.

Enter the child's name, district, school, grade, birth date, gender and a SNAP benefits (F11111111), TANF (AA1111 or AAA111) case number or the Social Security # (111111111).

Check the box if the student is a foster child.

The fields with a **Red** * before them are required fields that must have information entered in them before the application can be completed.

Click on the "Save Information" button to proceed.



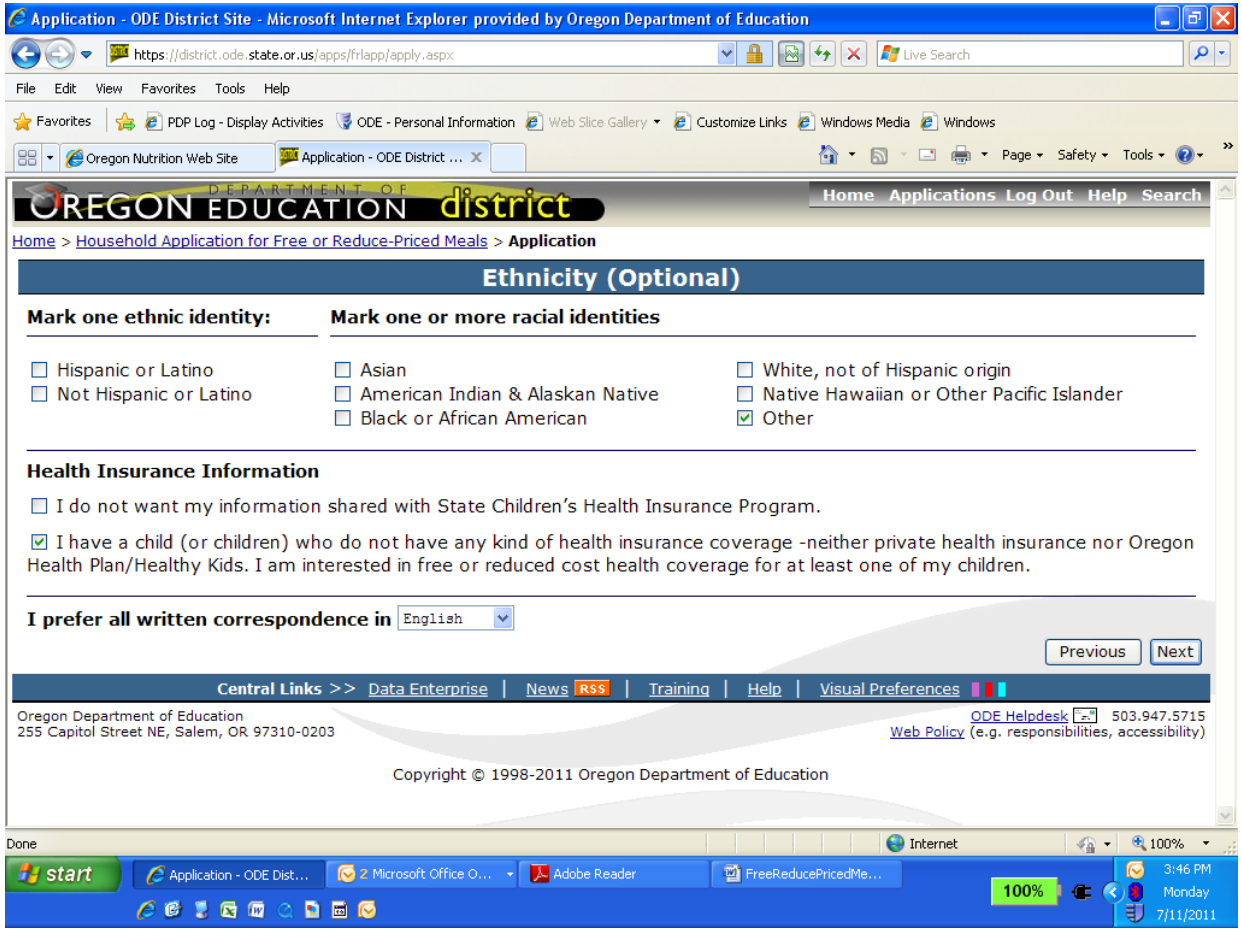
Review Student Information

This is the review student information screen. After each student is entered, this screen will be displayed.

To add another student click on the “Add New Student” button.

To change information for a student already entered, click on the green checkmark ( ) to the left of the student.

Click on the “Next” button to proceed with the application or click on the “Previous” button to go back to the application type.



Ethnicity

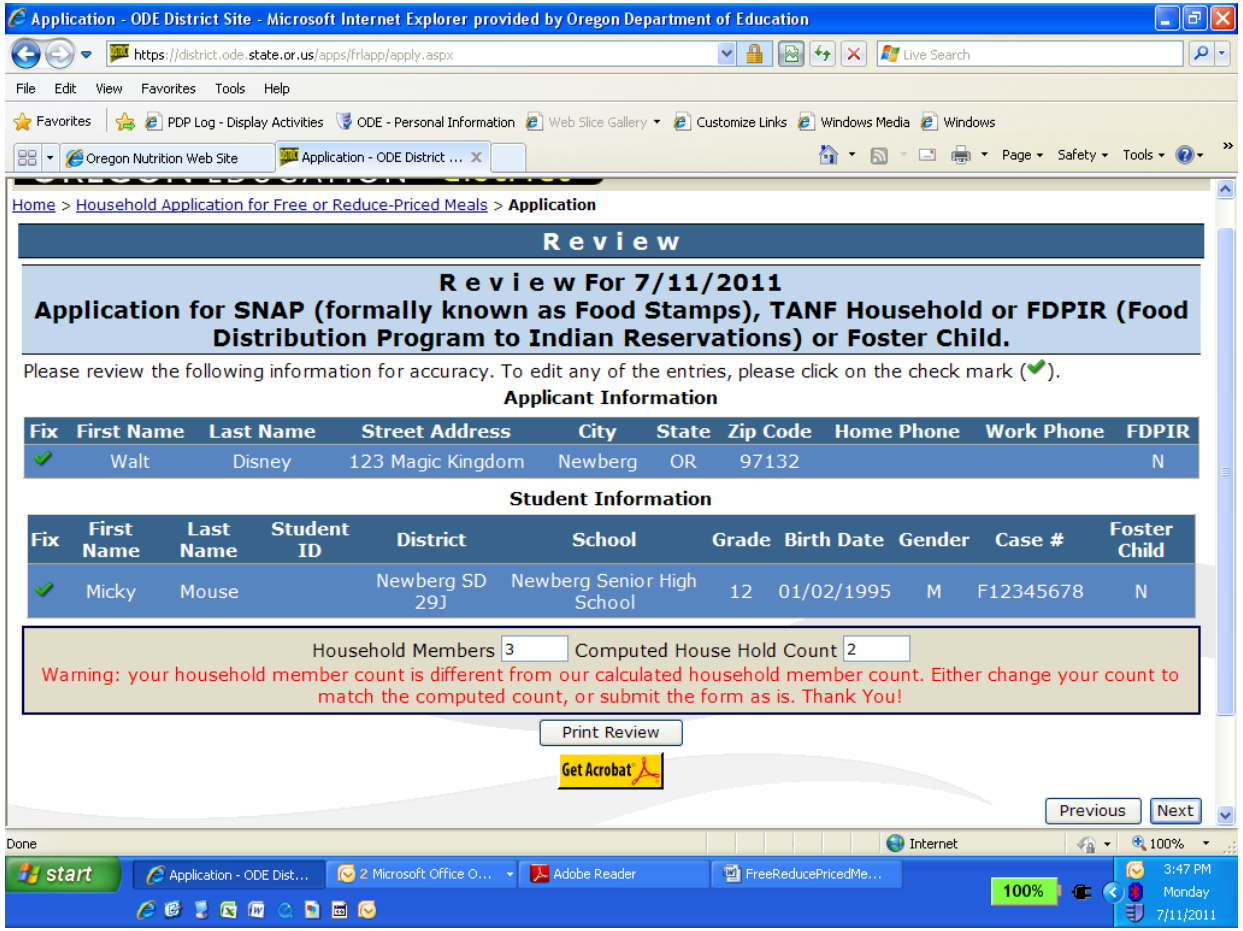
The Household Ethnicity information and district written communication options can be entered on this screen.

This information is optional.

Health Insurance

If you do not want the Health Insurance Information shared you must check the box "I do not want my information….."

Click on the "Next" button to proceed with the application or the "Previous" button to go back to the prior screen.



Application Review

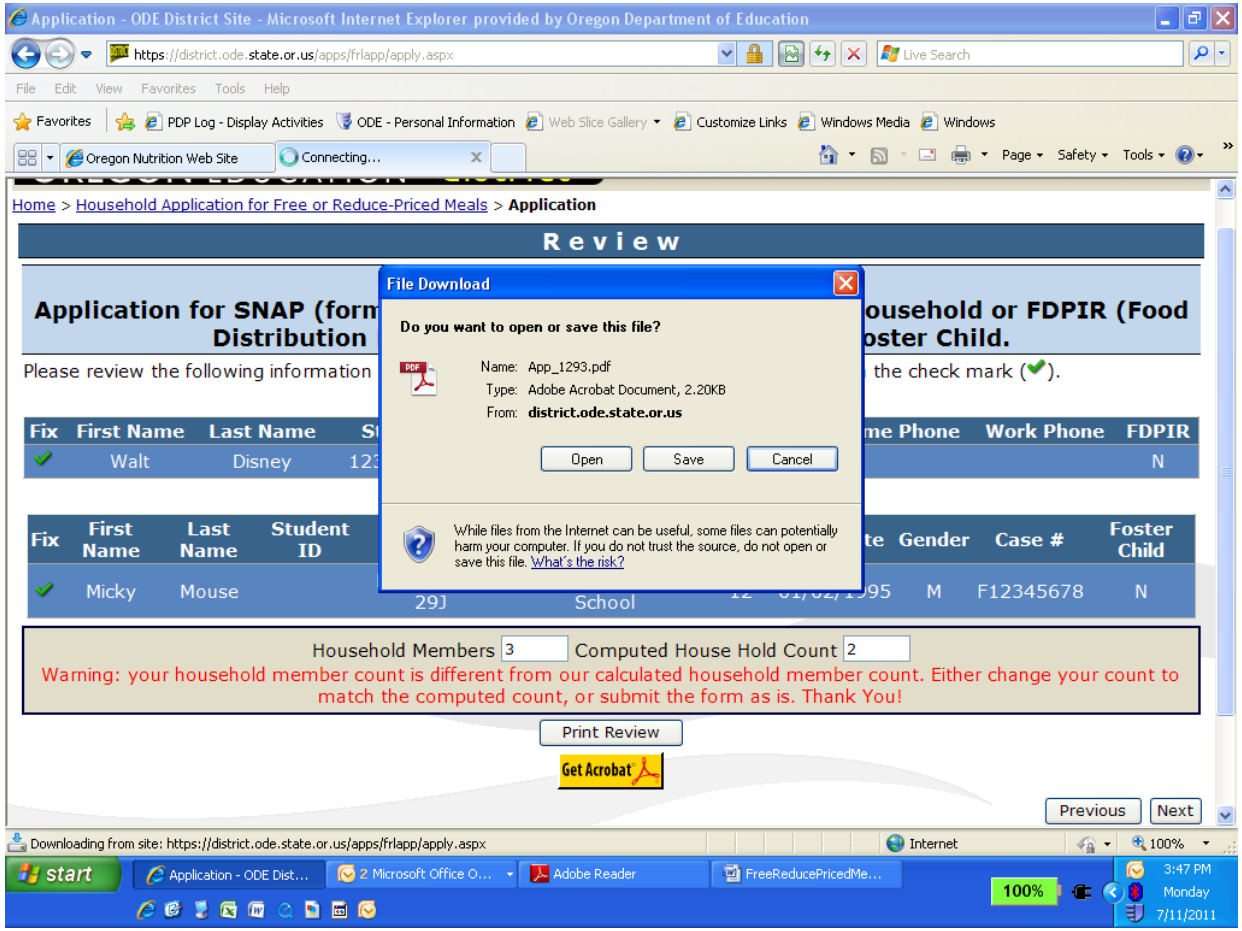
This is the application review screen. The Household applicant and student information for this application is displayed.

Clicking on the “Print Review” button will create a PDF version of the application, which can be saved or printed by the applicant.

Note the household count warning. This is where you can correct the math count.

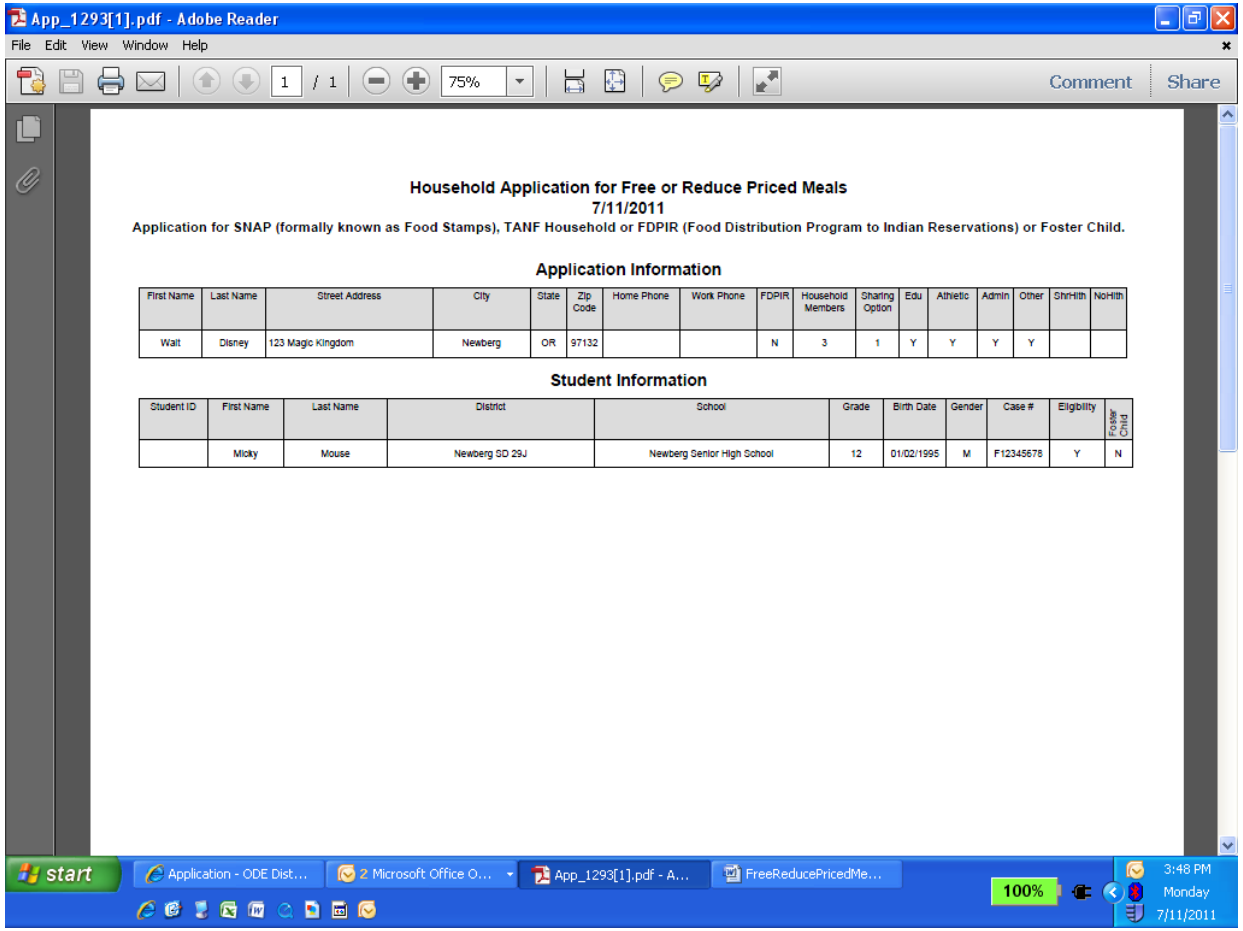
To change information for the applicant or a student already entered, click on the green checkmark (✔) to the left of the entry you need to change.

Click on the “Next” button to proceed with the application or the “Previous” button to go back to the prior screen.



Print Review

If the Print Review is selected, the file download pop-up menu will be displayed directing you to Open or Save.



Household Application Print Review Report

This is a sample of the Print Review Report.

You can save or print this document for your records.

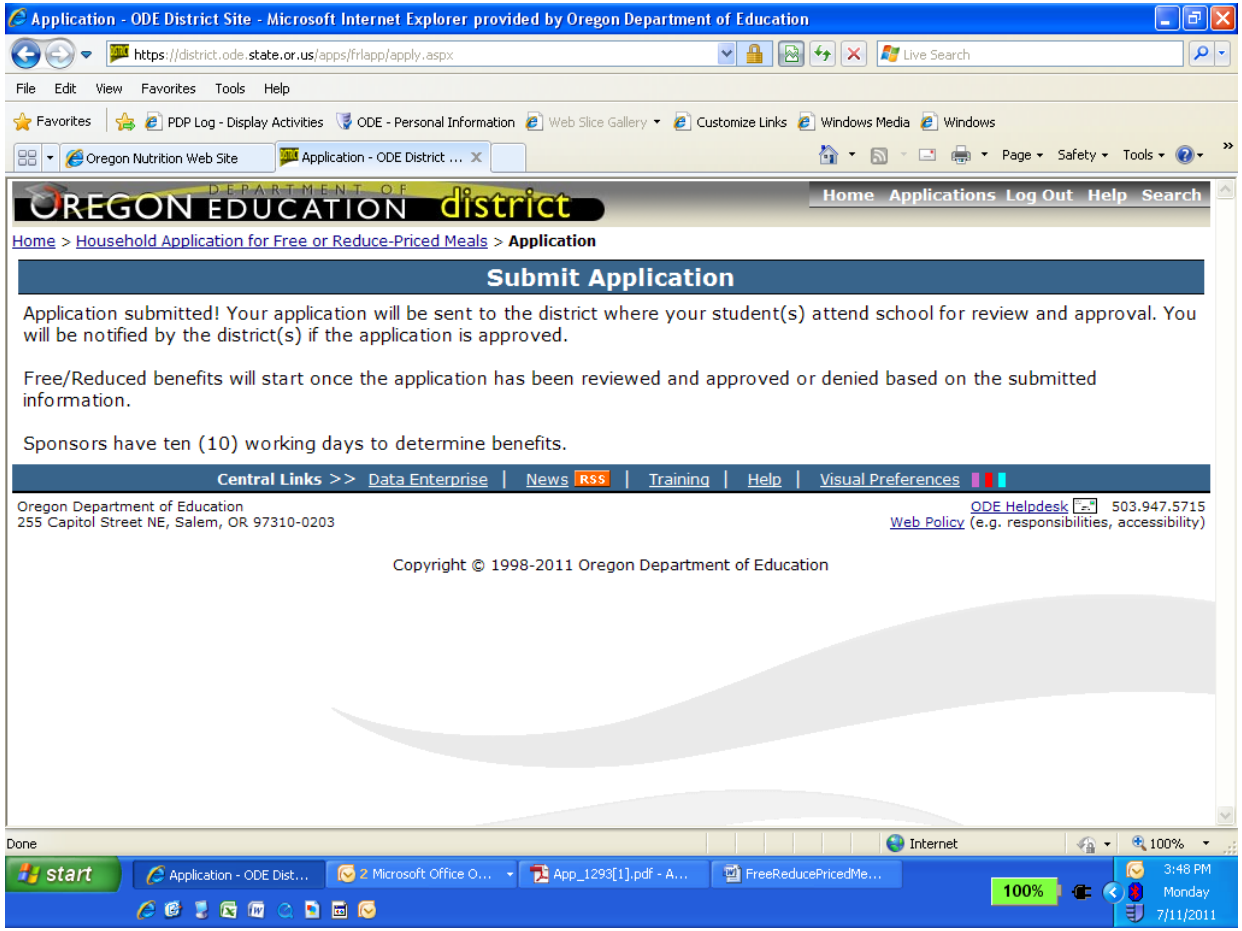
Privacy Statement and application submission

This is the Privacy Statement and application submission screen.

The user can scroll down to view the rest of the statement by using the scroll tool on the right side.

Click on the "Submit" button to submit the application or click on the "Previous" button to go back to the prior screen.

The last four digits of your social security number are optional for a SNAP / TANF / FDPIR application type.



Application Received

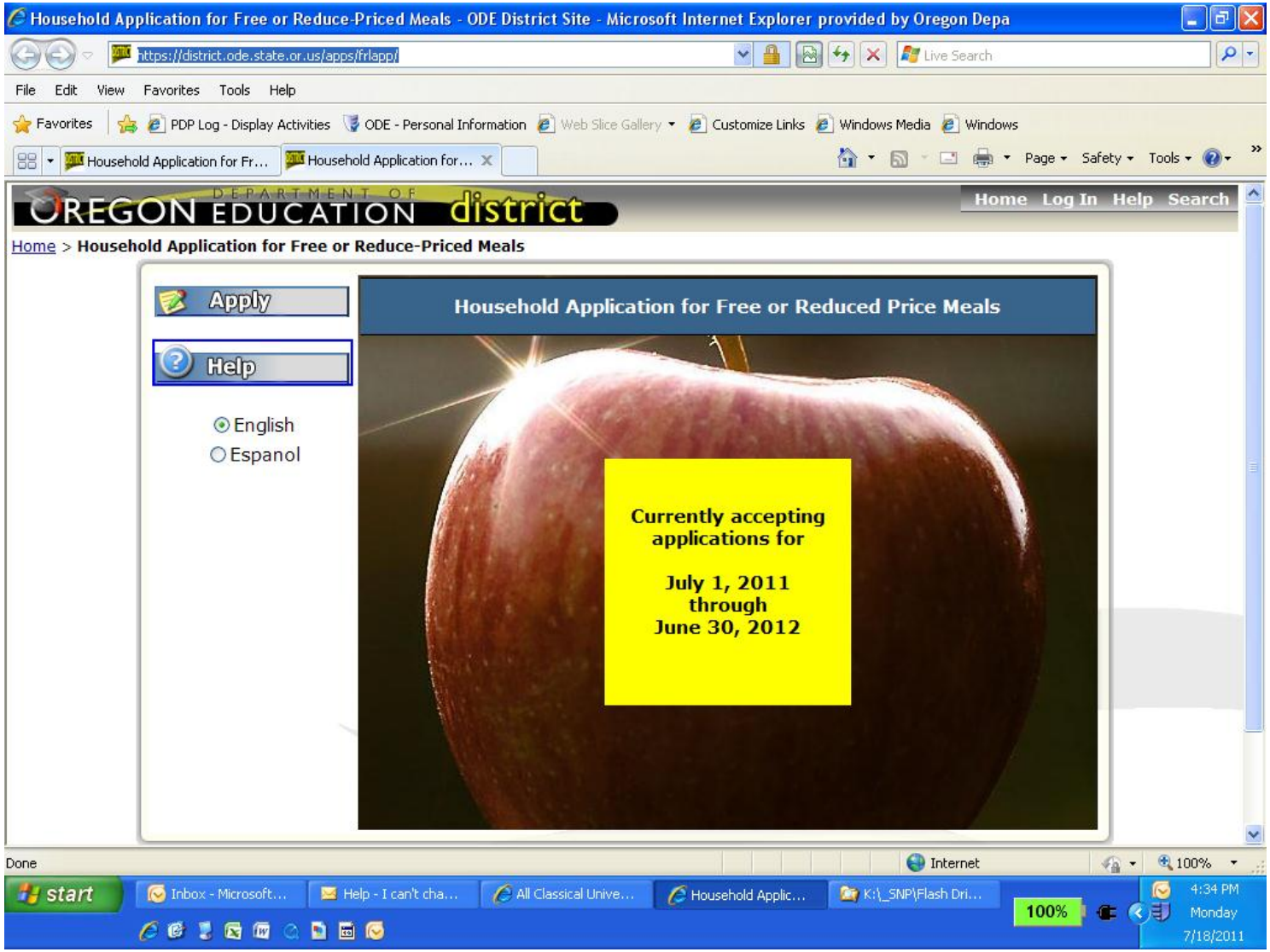
This is the Application Received screen.

The application has been accepted by ODE and is available for download to the school district where the students attend.

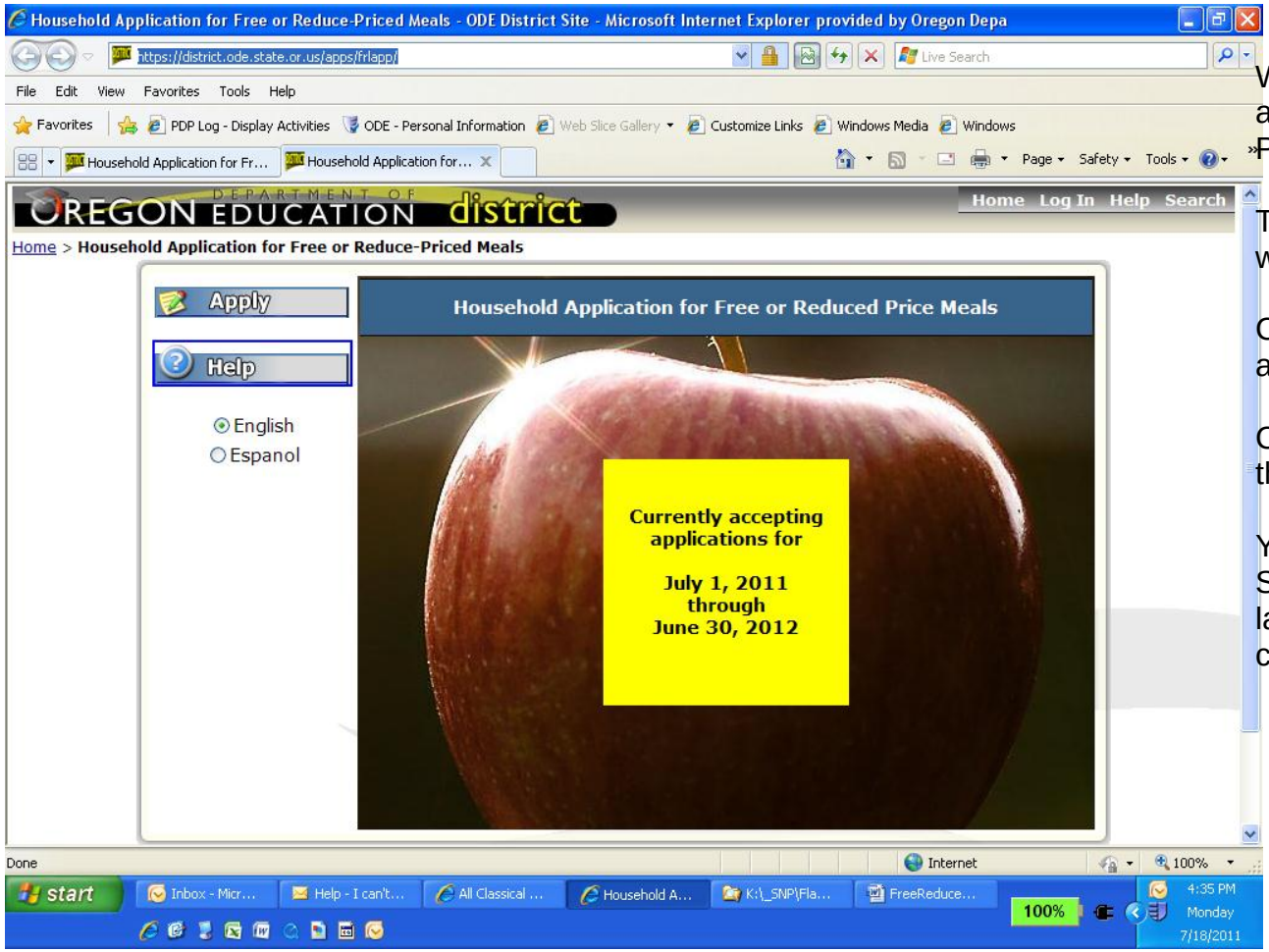
All applications are reviewed and approved by the school district where the students attend school.

To start a new application click on the menu option, Family Application for Free or Reduced Price Meals next to “Home”.

Step by Step Instructions - how to complete an 'All other Households Qualifying via Income' application



Introduction and Overview for Households applying via Income/Other



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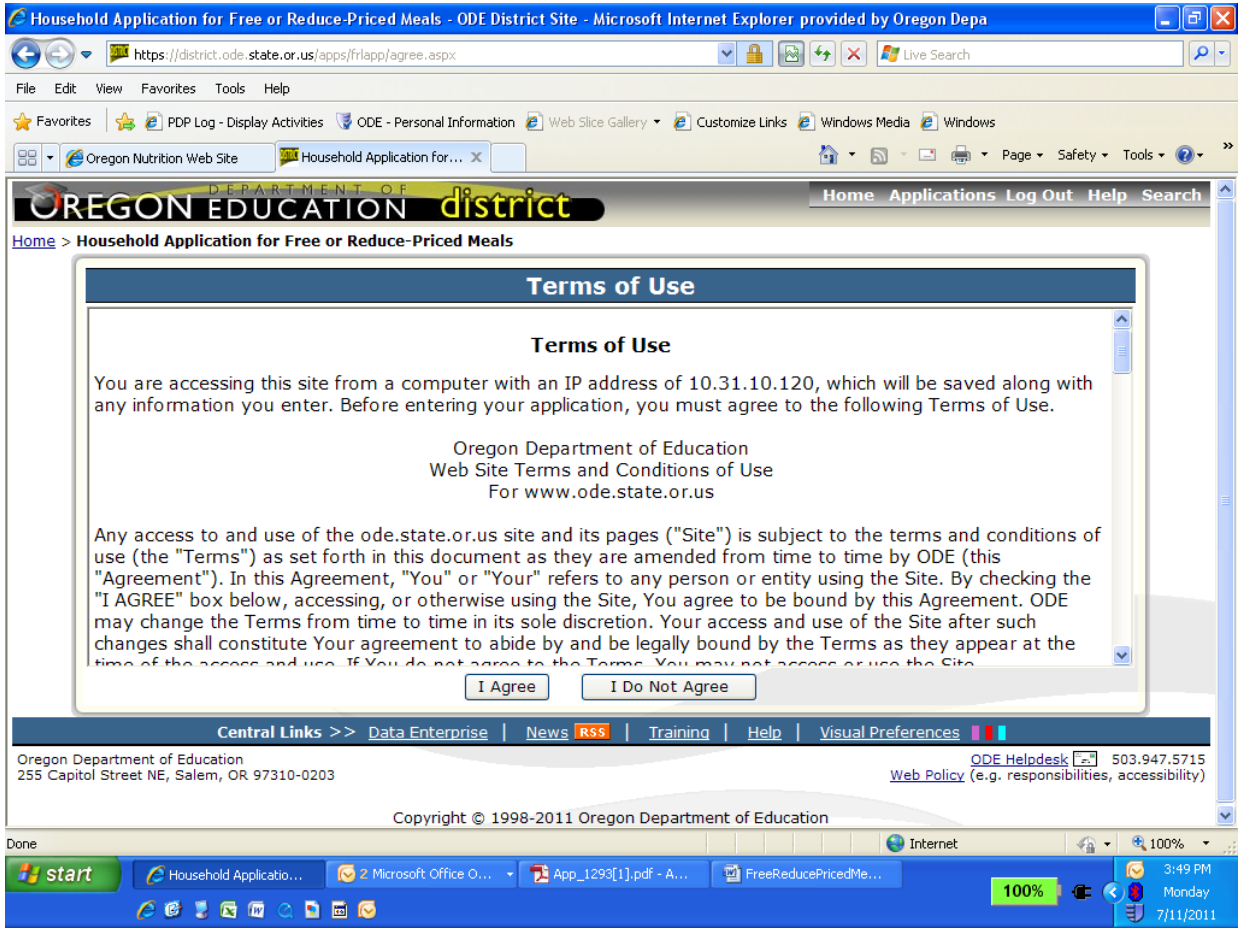

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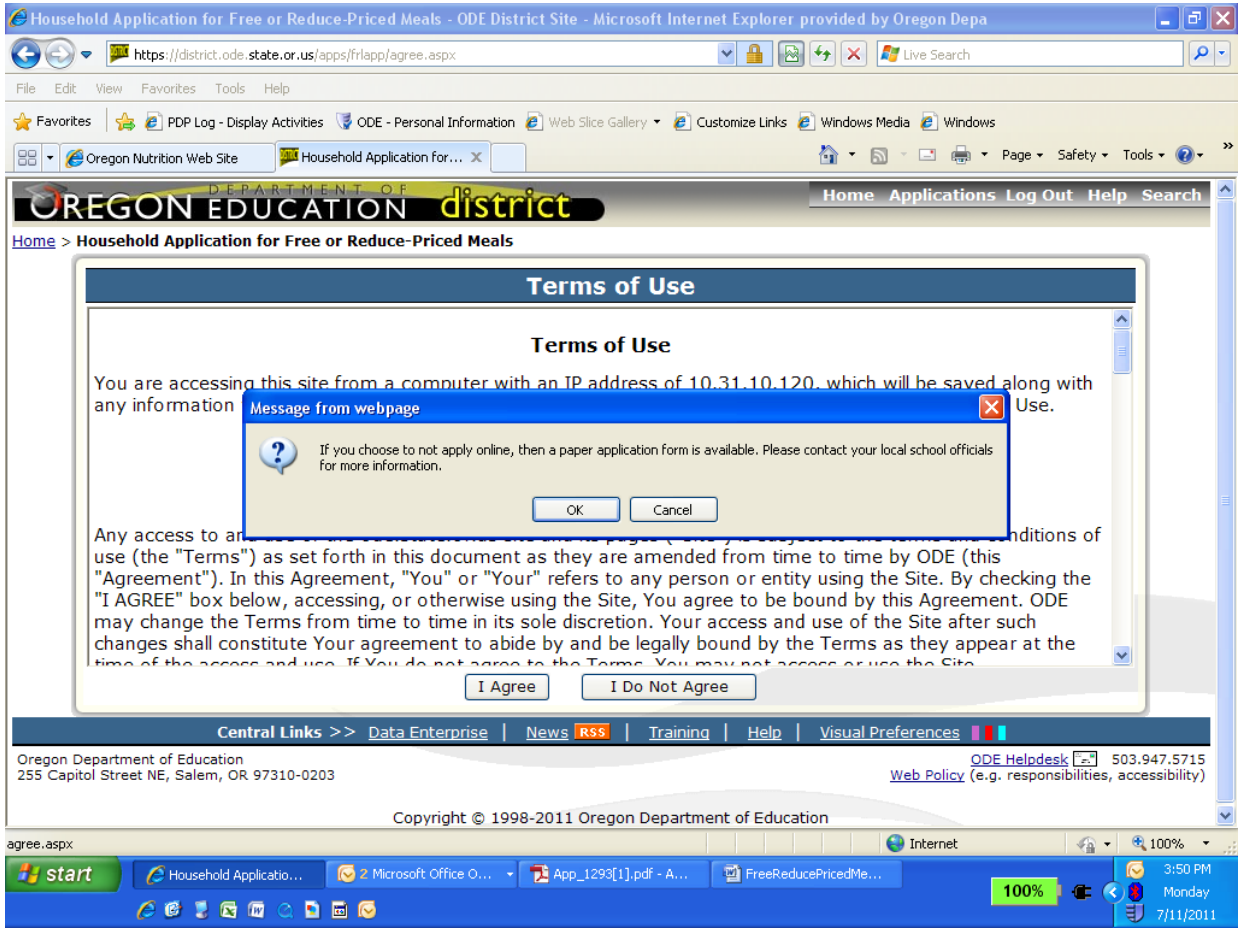

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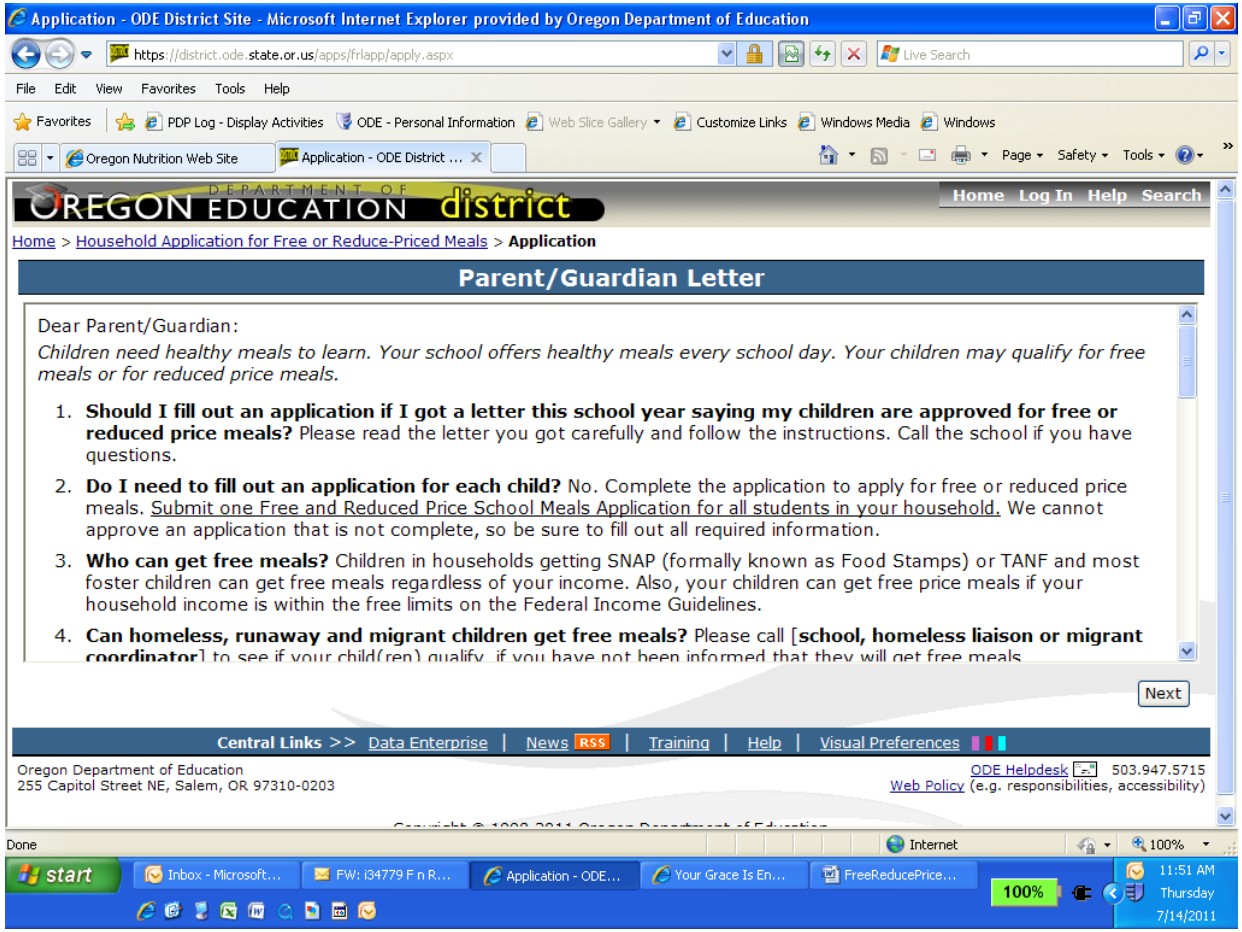

Parent/Guardian Letter

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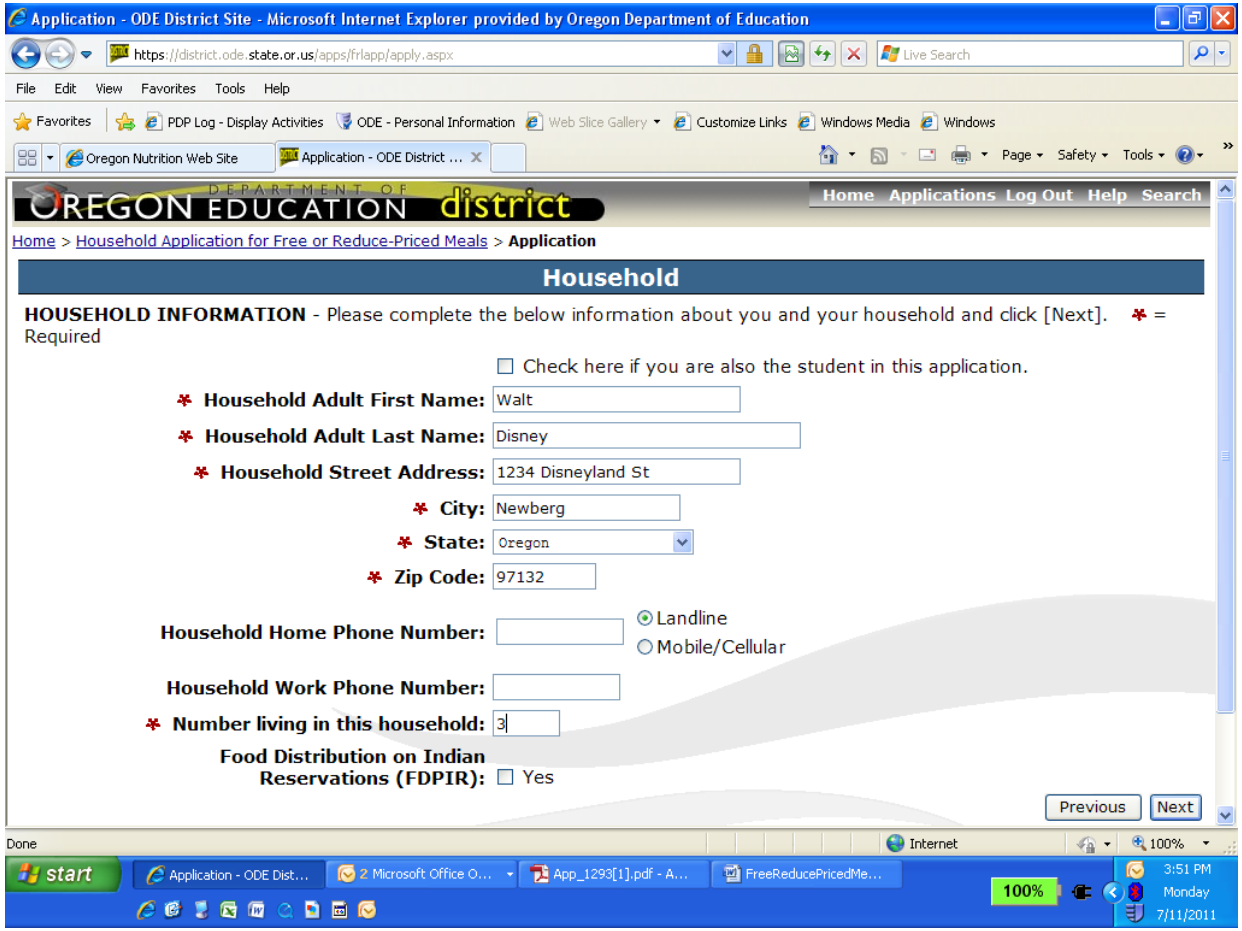
Included in the Parent/Guardian Letter are the Federal Income Guidelines to qualify for Reduced Price meals.



Household Information

This is the screen where you enter your name, household address and contact phone numbers.

The fields with a **Red** * before them are required that must have information entered in them before the application can be completed.

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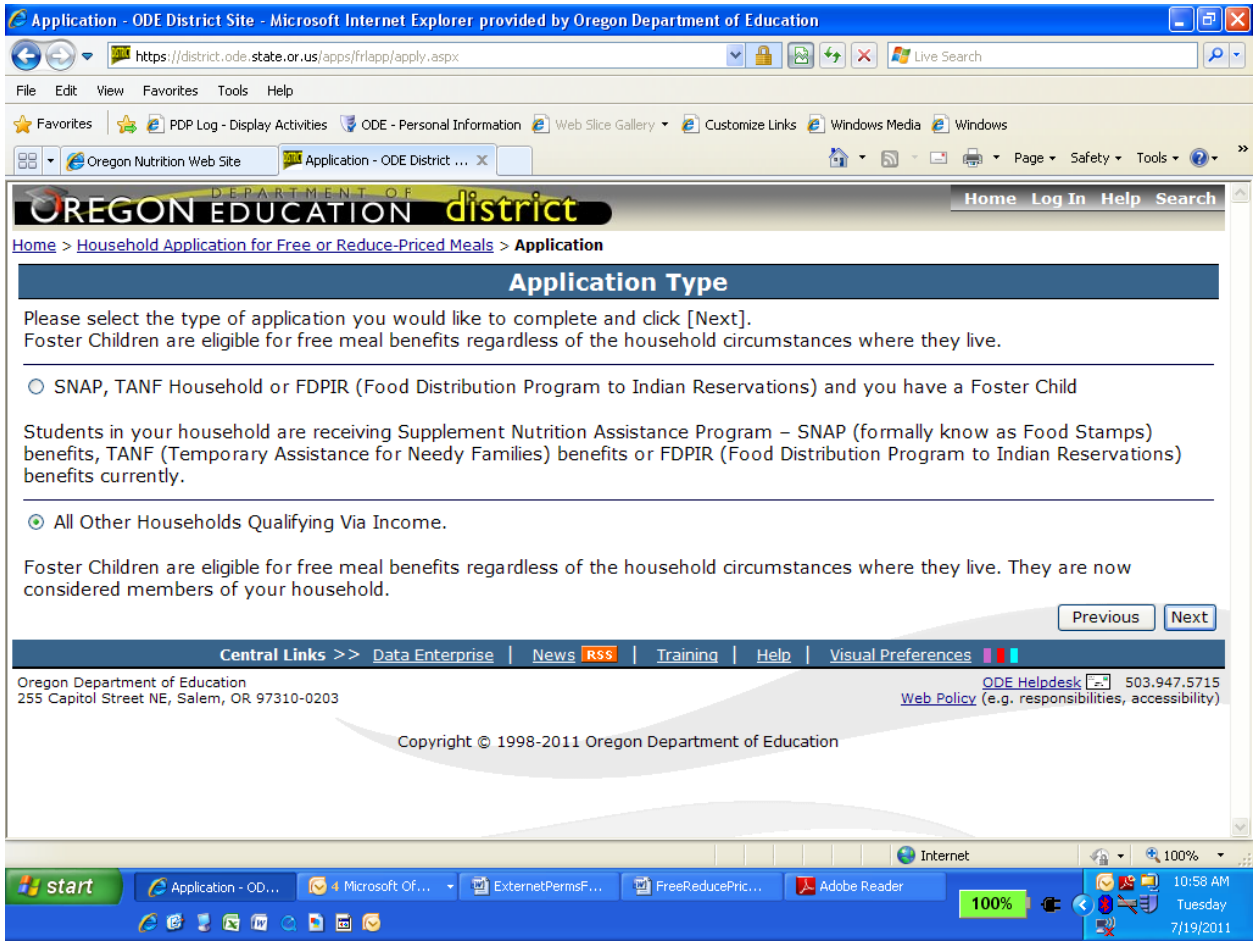
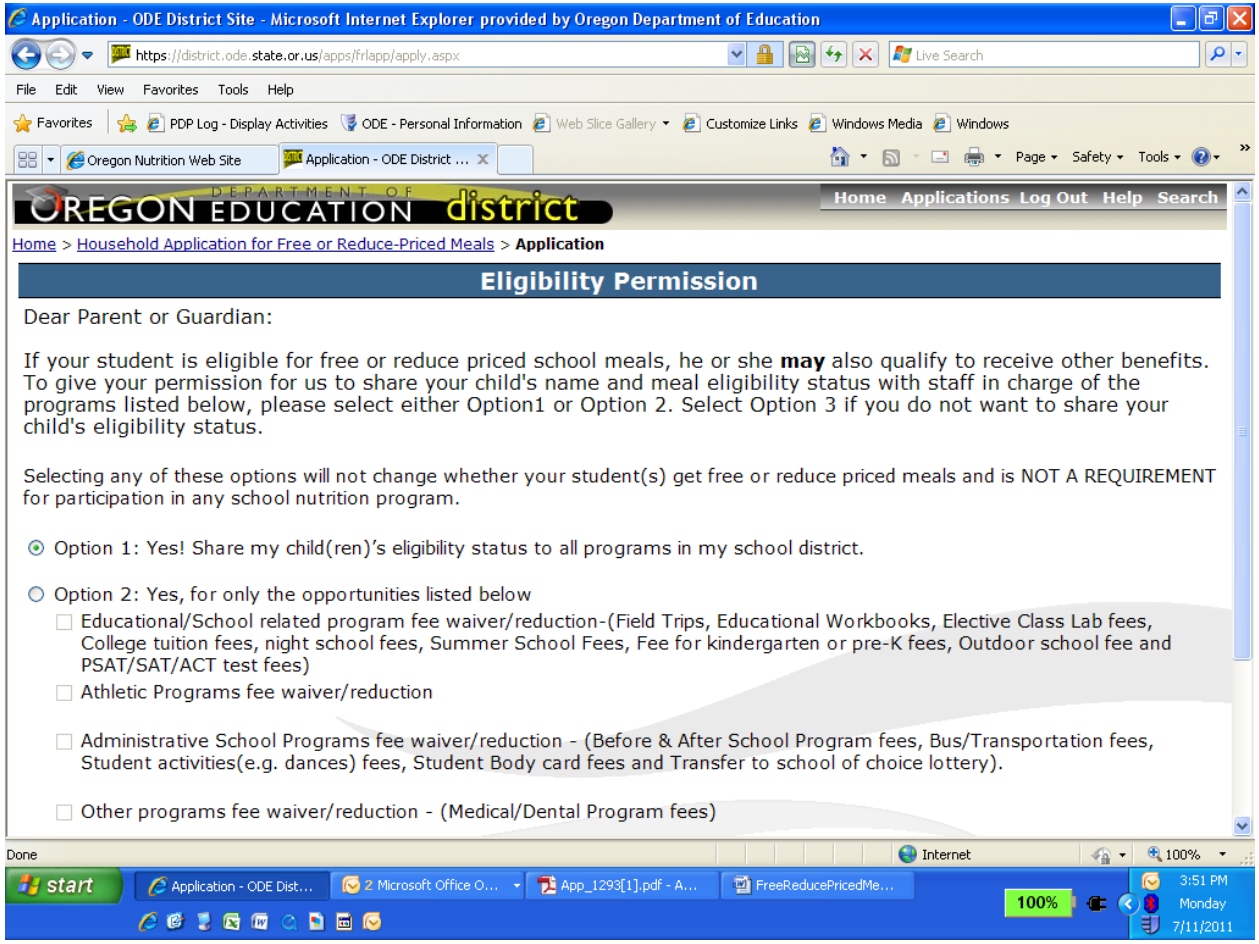
Click on the “Next” button to proceed with the application or the “Previous” button to go back.



Application Type

On this screen select the ‘All Other Households Qualifying Via Income” choice.

Click on the “Next” button to proceed or “Previous” button to go back.



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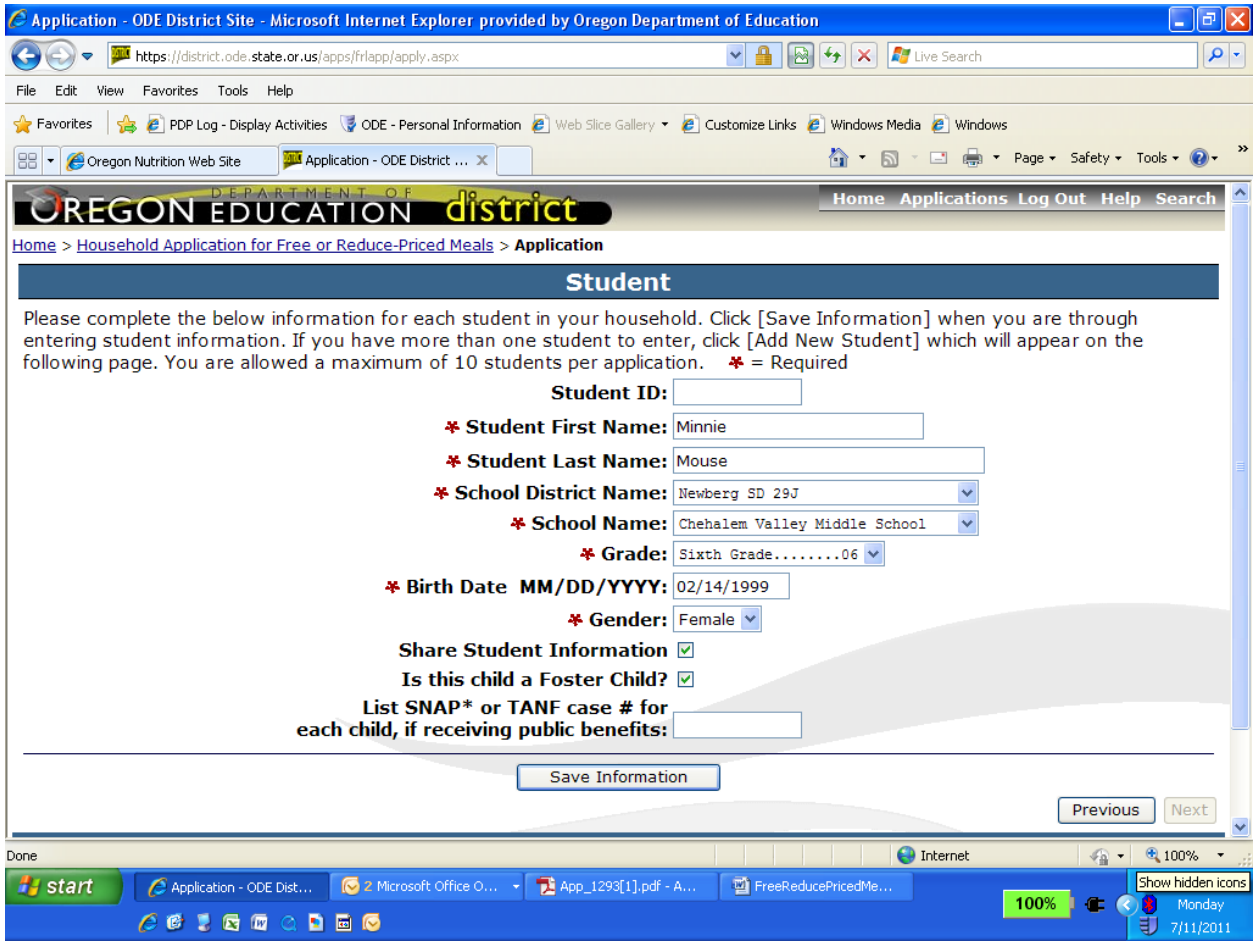


Student Information

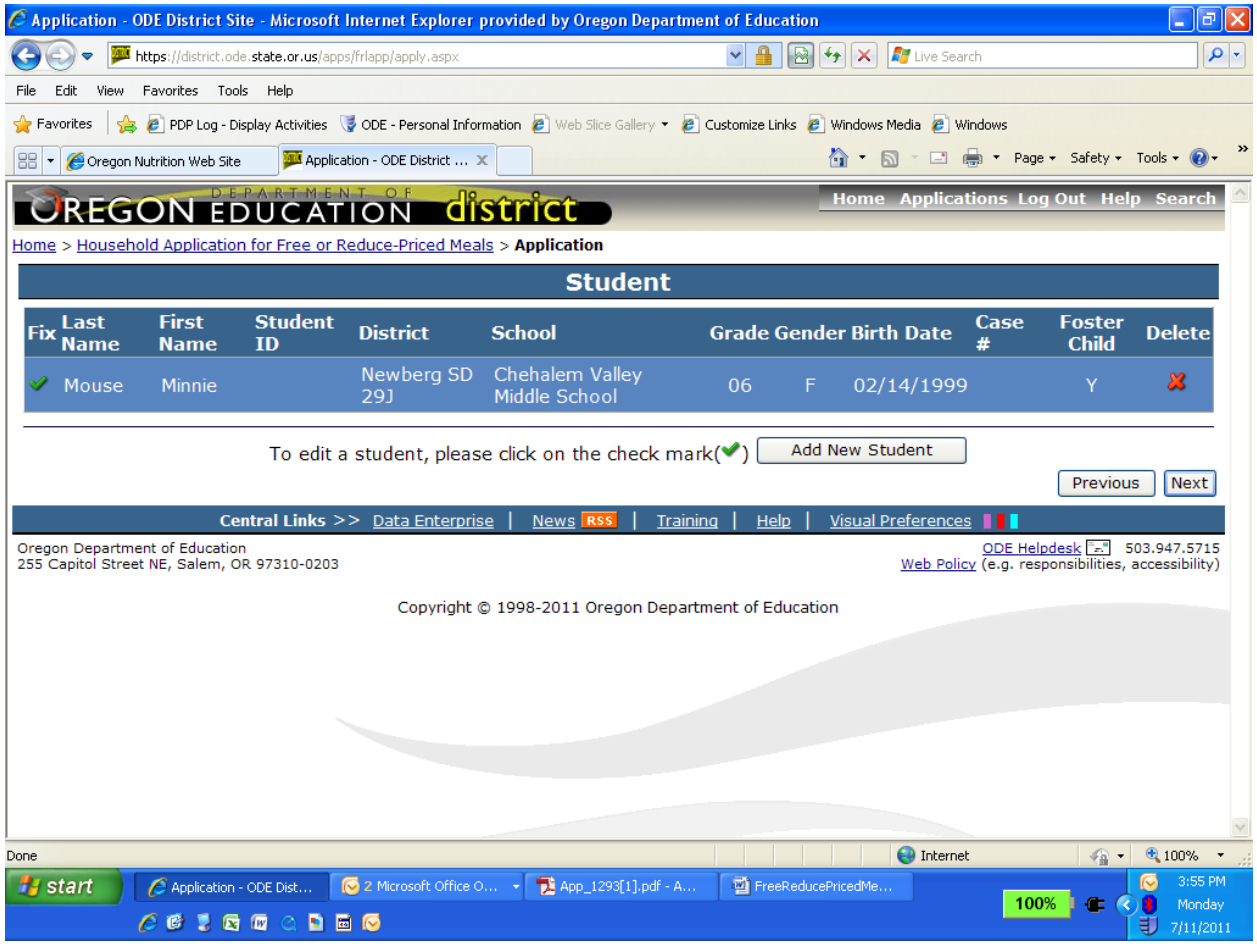
On this screen you will enter your student's information.

Enter the child's name, district, school, grade, birth date and gender.

Note: Foster Children are now part of the household they reside in and are categorically eligible for FREE benefits regardless of the household circumstances.
Foster children's monthly subsidy DOES NOT COUNT AS INCOME.

The fields with a **Red** * before them are required fields that must have information entered in them before the application can be completed.

Click on the "Save Information" button to proceed.



Review Student Information

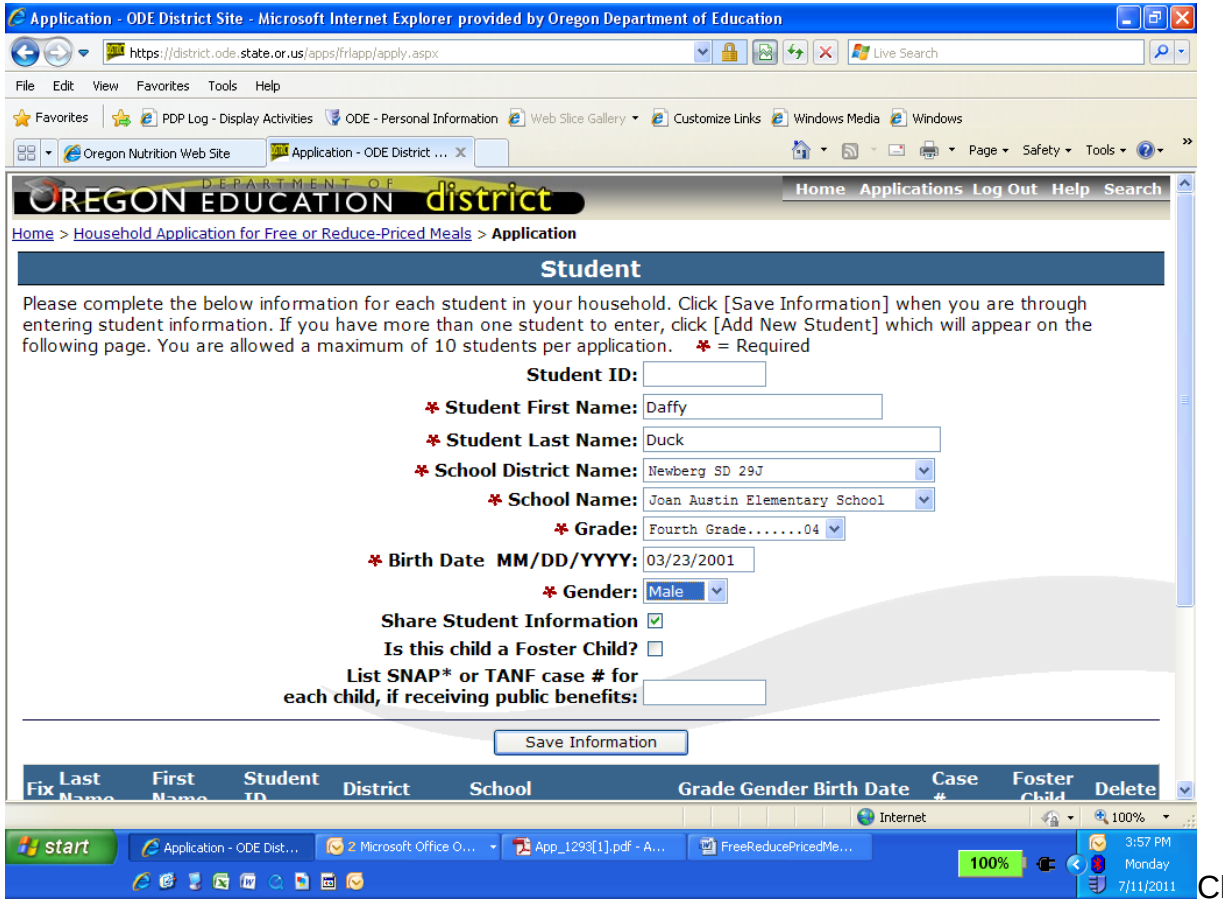
This is the review student information screen. After each student is entered, this screen will be displayed.

To add another student click on the “Add New Student” button.

To change information for a student already entered, click on the green checkmark (✔) to the left of the student.

Click on the “Next” button to proceed with the application or click on the “Previous” button to go back to the application type.

To add another student click on “Add New Student” button.



Click Save Information – then Print

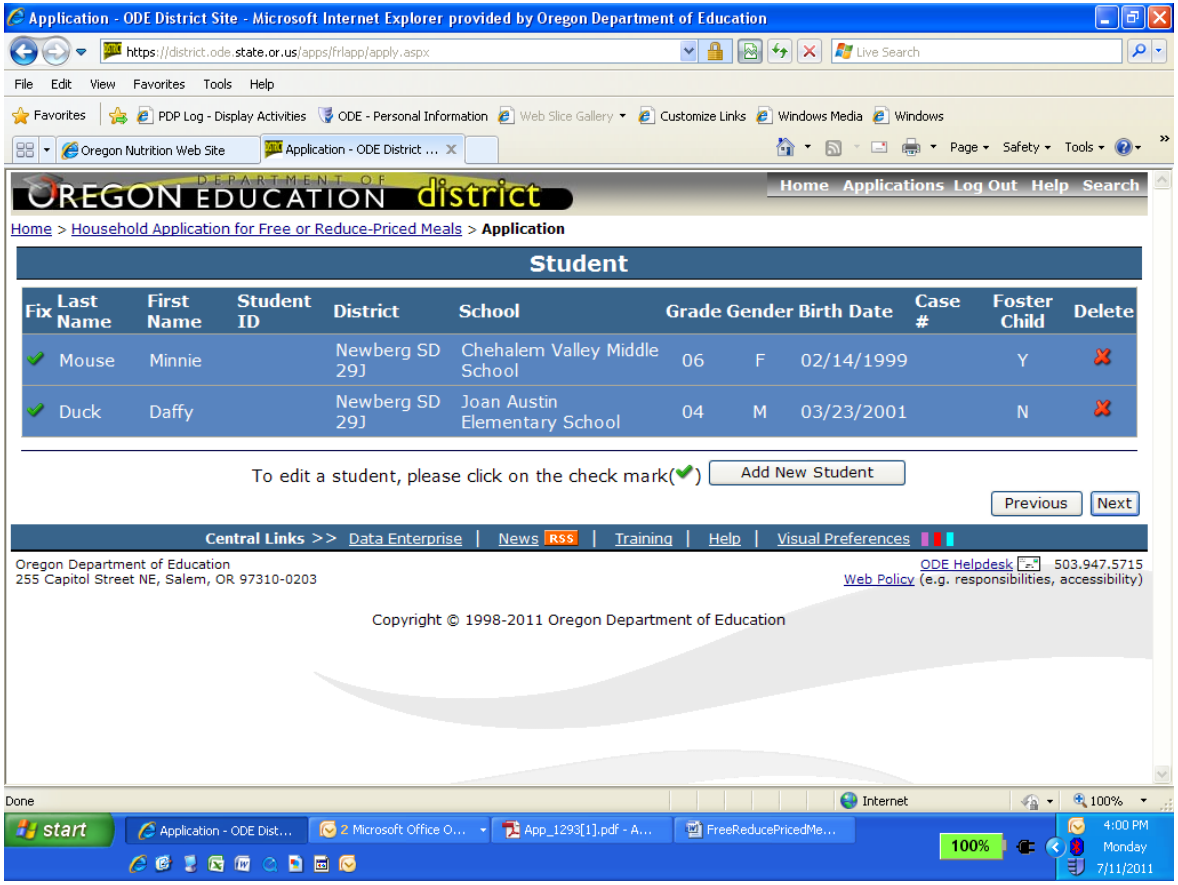
Additional Student Information

Add as many students, one by one, as you have in your household.

The on line application can accept 10 different students’ information.

If your household has more than 10 students, please submit a paper application.

Paper applications are available by contacting your local school office for information.



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To add another student click on the “Add New Student” button.

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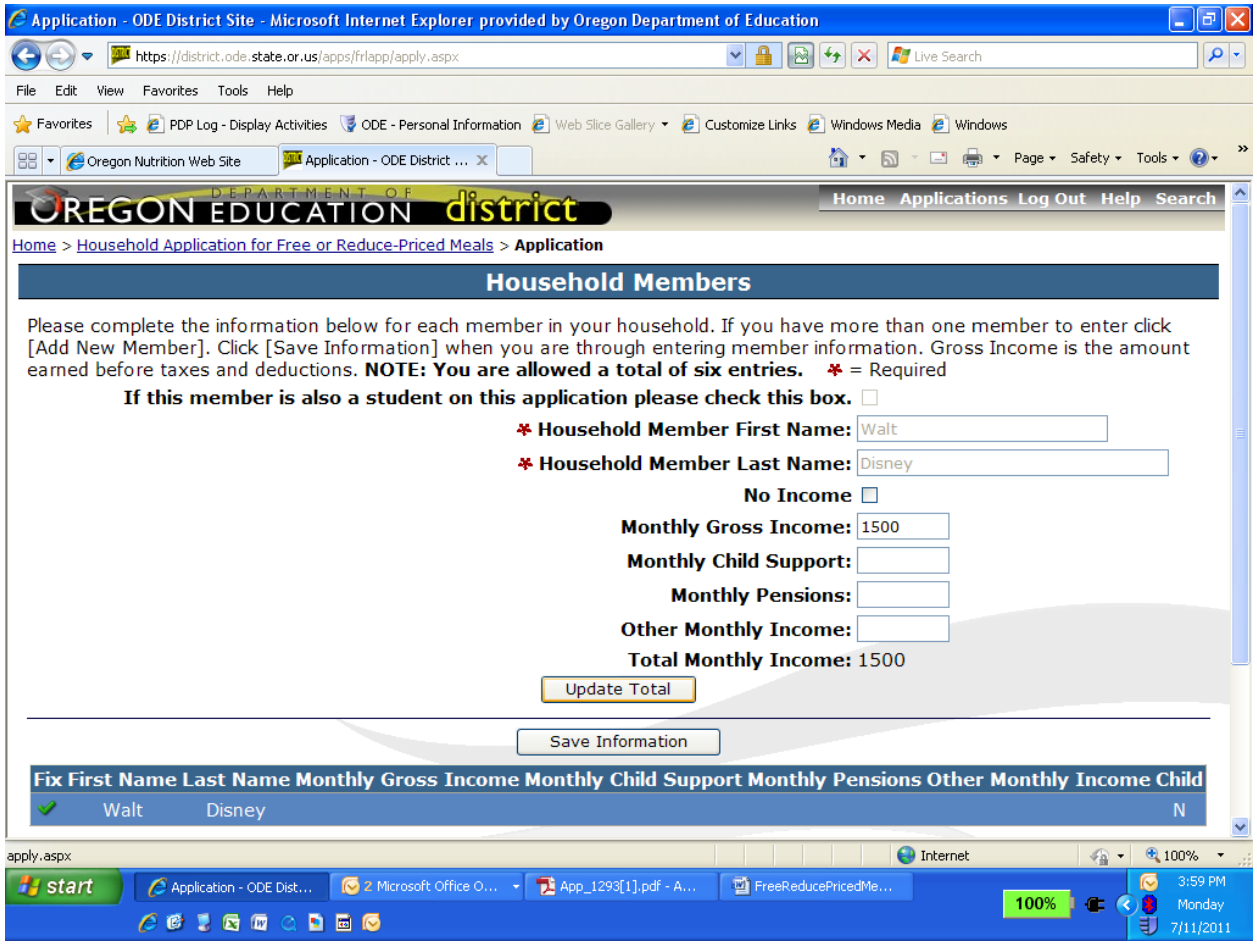
Click on the “Next” button to proceed with the application or click on the “Previous” button to go back to the application type.



Household Members Entry

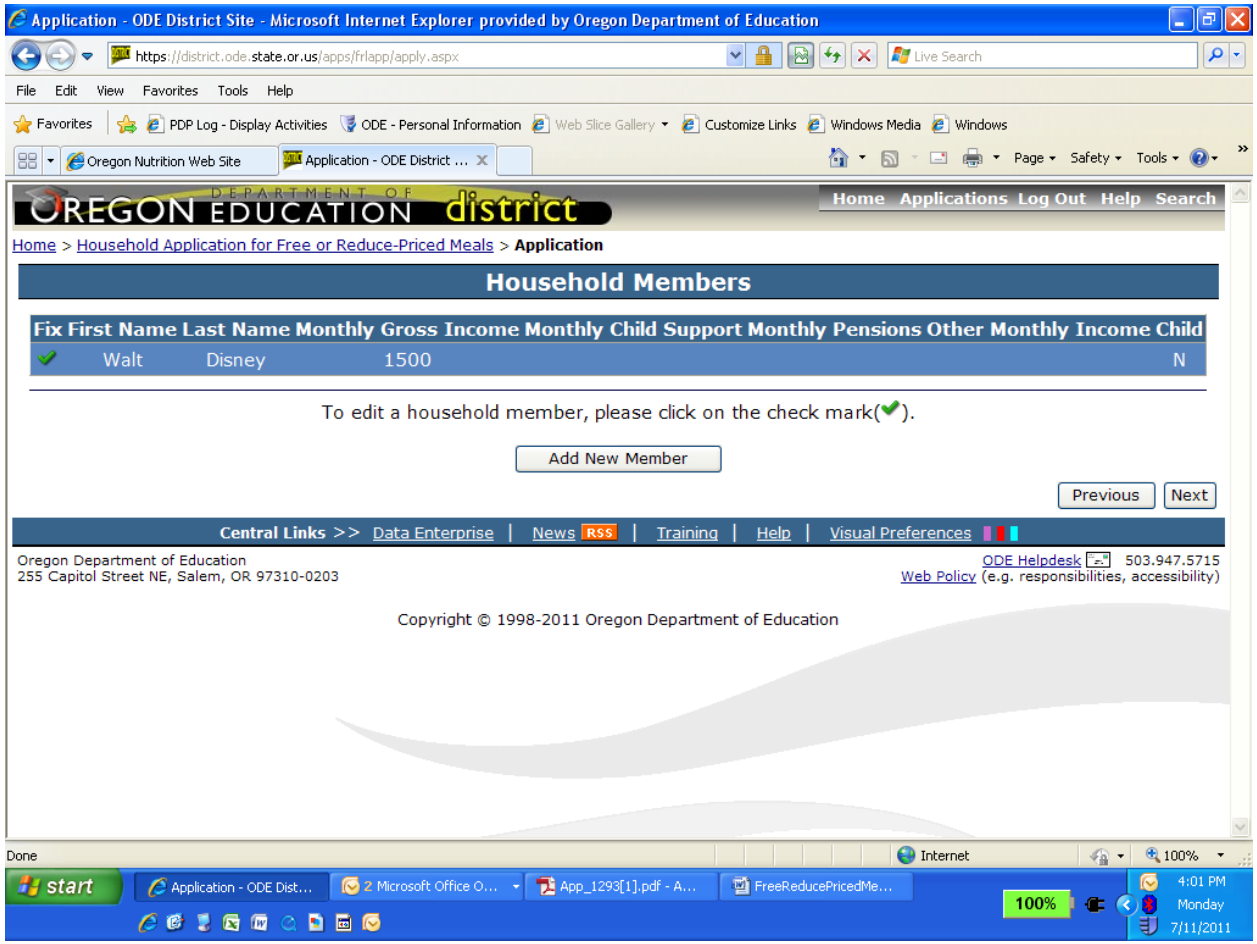
This is the Household Members entry screen. The Applicant is the first Household member.

Information for each non-student household member and/or students that earn regular income is entered using this screen.
If the household member is a student, please remember to check the student checkbox at the top of the form.

Up to 6 household members can be entered per application. If there are more than 6 household members, please submit a paper application. Paper applications are available by contacting your local school office for information.

If a Household member has no income, then the No-Income checkbox must be checked.

Click on “Save Information” button to save the Household member’s information.

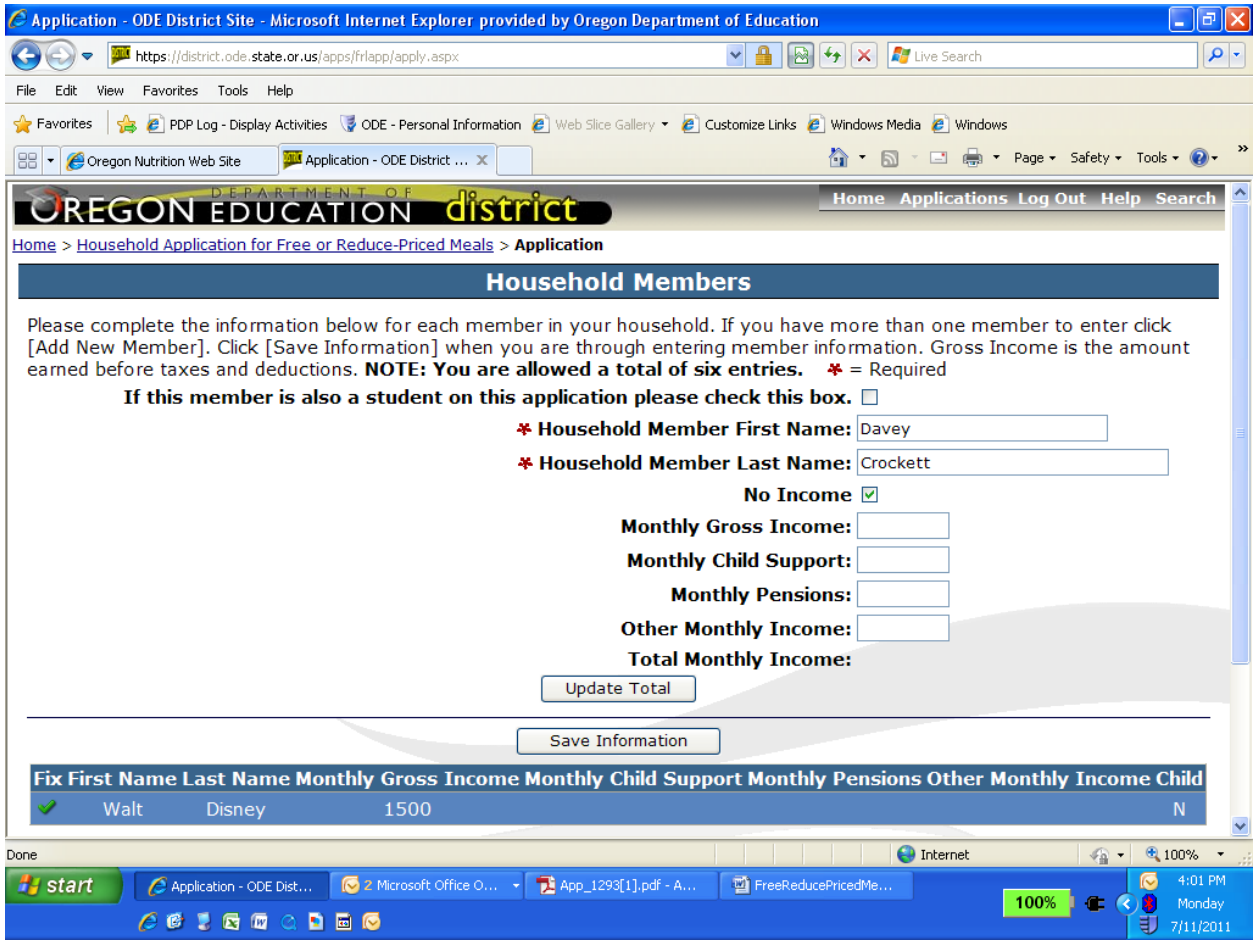


Add Other Household Members Information

Click on the "Add New Member" button to add other Household Members. Up to 6 household members can be entered per application.

Click on the checkmark ( ) to edit information about a household member.

Click on the "Next" button to proceed, click on the "Previous" button to go back.



Household Members Income Calculating Monthly Income

Household members who are not paid monthly should change earnings into monthly income by doing the following:

Household members paid every week: Multiply total earning and wages for 1 pay period, before deductions, by 52. Then divide by 12.

Household members paid every 2 weeks. Multiply total earnings and wages for 1 pay period, before deductions by 26. Then divide by 12.

Household members paid twice a month. Multiply total earnings and wages for 1 pay period, before deductions by 24. Then divide by 12.

Seasonal workers or work less than 12 months. Project annual income. Then divide by 12.

Enter monthly amount into correct income box.

1. Answer the Household information questions
2. Answer the Eligibility Status sharing questions
3. List the child(ren)'s name, district, school, grade, birth date.
4. Enter the first and last name of **each** person living in your household, related or not (such as grandparents, other relatives, or friends). You must include yourself, those children living with you but not attending school and children in school receiving regular income. Do not repeat children listed in step 3 unless they receive regular income. If more than six people earn income in your household you will need to submit a paper application.

   For each person enter the type of income received last month. If this person did not earn any income, check the No Income checkbox.

   Monthly Gross Income: List the **gross income** each person earned from work. This is not the same as take-home pay. **Gross income is the amount earned before taxes and other deductions.** The amount should be listed on your pay stub, or your boss can tell you. If your income is paid weekly, every 2 weeks or twice a month, follow the instructions for determining monthly income listed to the right---→.

   Child Support Income: Enter the amount each person got last month from welfare, child support, alimony

   Pension Income: Enter the amount each person got last month from pensions, retirement, Social Security

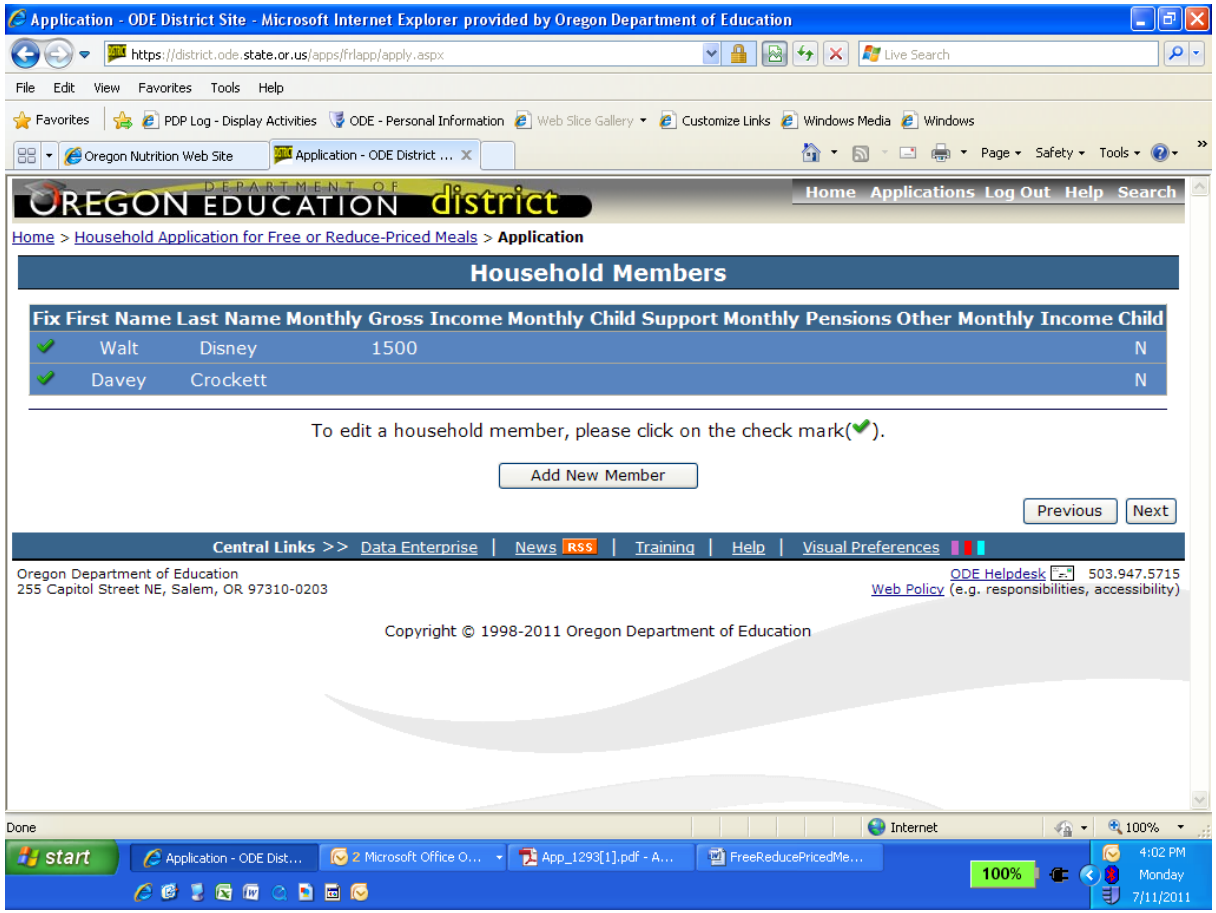
   Any Other Monthly Income: Enter the amount each person got last month from Worker's Compensation, unemployment, strike benefits, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), disability benefits, regular contributions from people who do not live in your household, and ANY OTHER INCOME, this may include:

   Net rental income, annuities, net royalties:
   Interest, dividend income;
   Cash withdrawn from savings; income from estates, trusts and/or investments;
   Regular contributions from persons not living in the household.

   ****Self-employed qualify on "net income."**

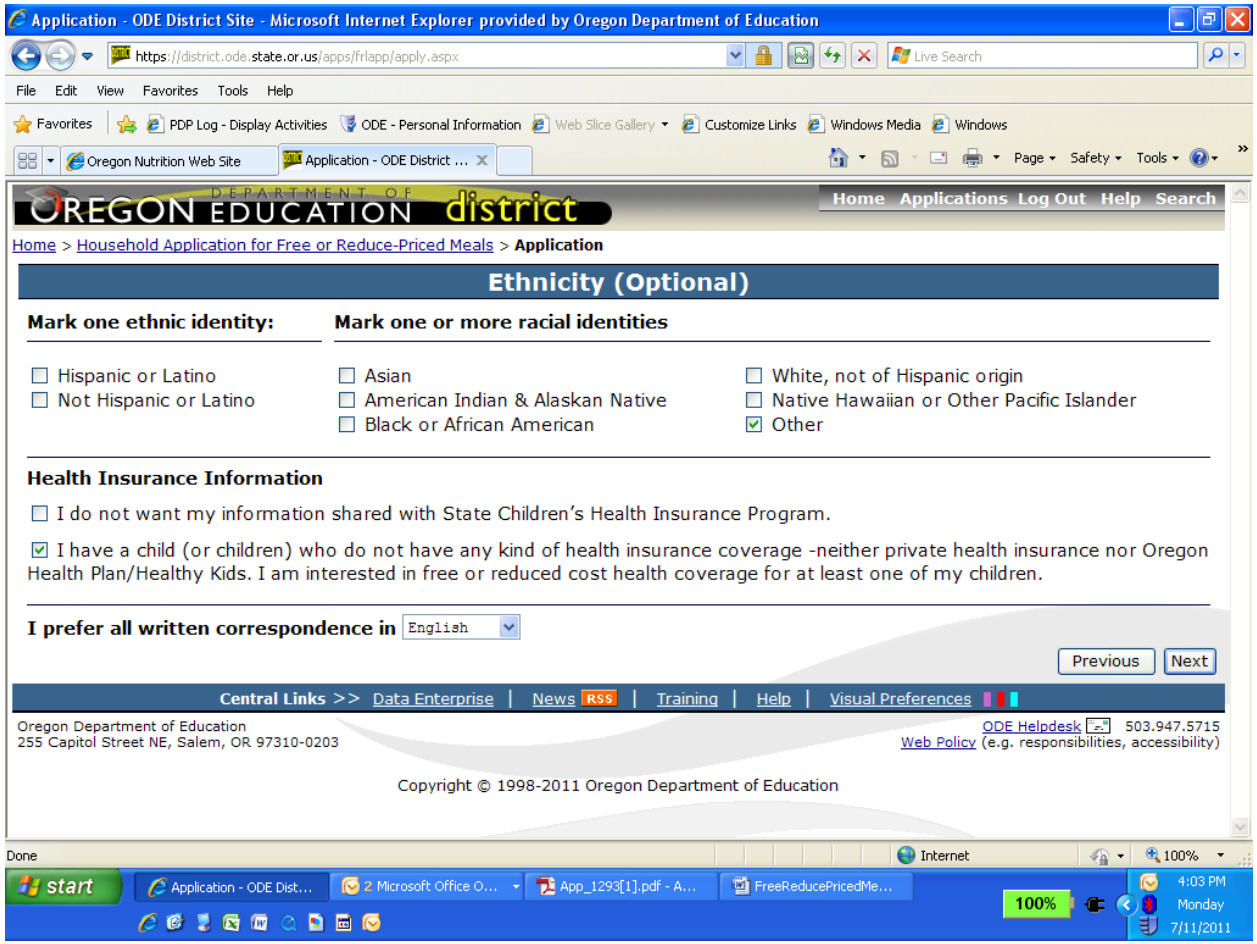
   ****Note for Self-Employed:** Money received from a business or farm owned by you should be reported as **"net income." Net Income** is defined as the total income left after business and farm operating expenses are subtracted from gross receipts. Personal and household expenses may not be deducted. If Net Income is negative report it as '0'.

5. Answer the Ethnic/Racial Identity questions if you choose to.
6. Review the information
7. Submit the application. An adult household member must list the last 4 digits of his/her Social Security Number, or mark the box if he or she doesn't have one.



Review Other Household Members Information

To add other household members, such as children not in school or other people living with you as one economic unit, click “Add New Member”.



Ethnicity

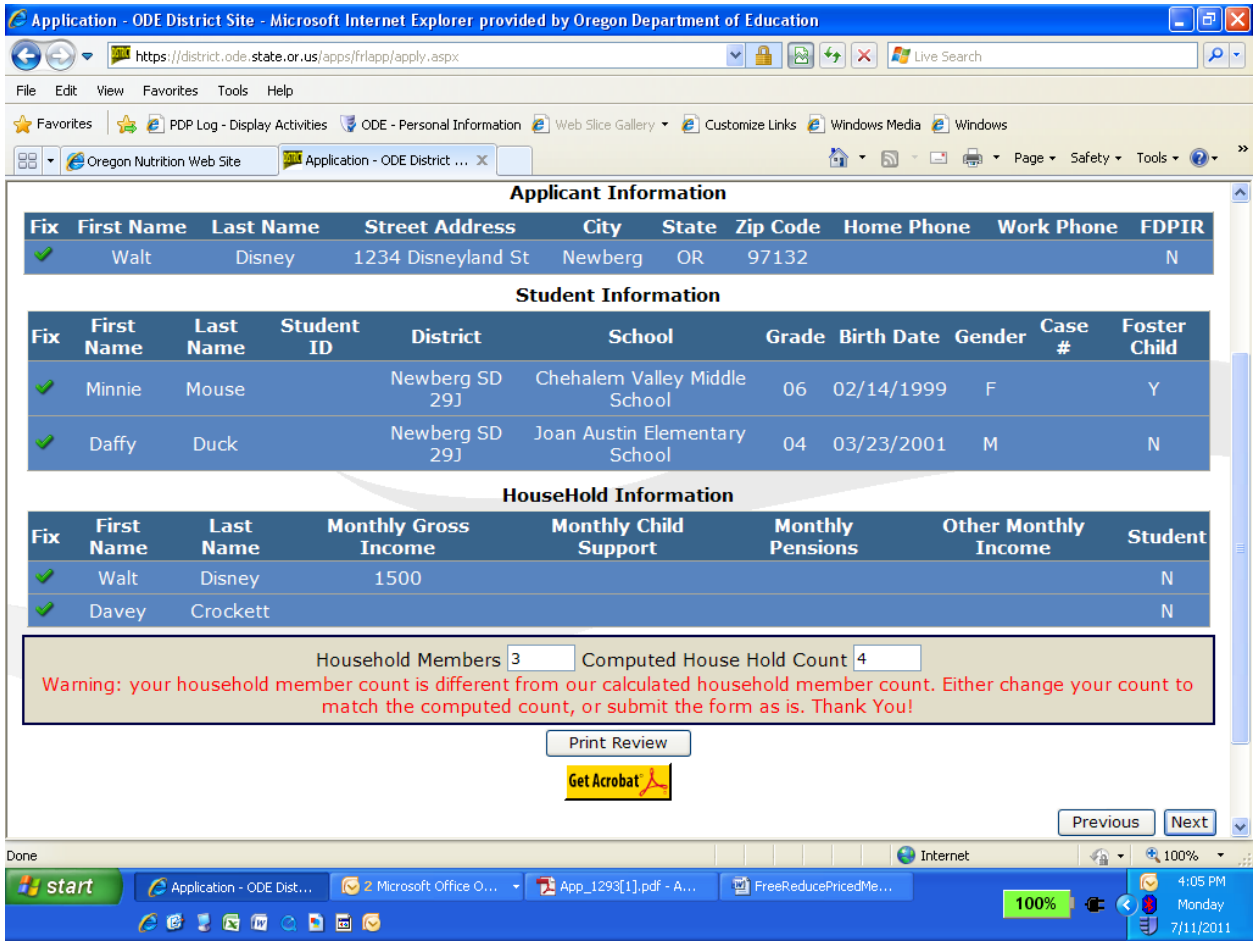
The Household Ethnicity information and district written communication options can be entered on this screen.

This information is optional.

Health Insurance

If you do not want Health Insurance Information shared you must check the box "I do not want my information….."

Click on the "Next" button to proceed with the application or the "Previous" button to go back to the prior screen.



Review Application Information

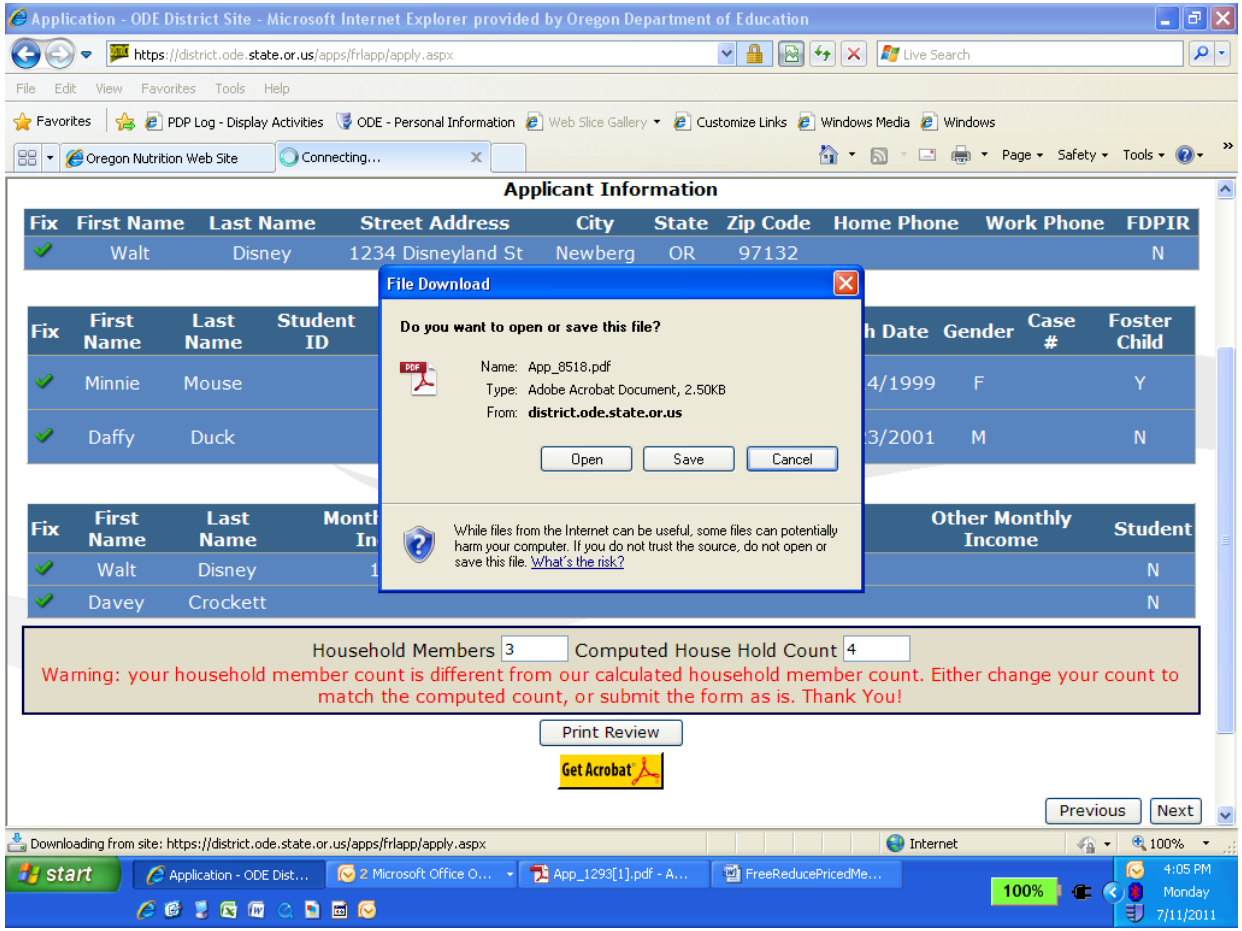
This is the review screen for the Households Qualifying Via Income application.

Clicking on the “Print Review” button will create a PDF version of the application, which can be saved or printed by the applicant.

To change information for the applicant or a student already entered, click on the green checkmark ( ) to the left.

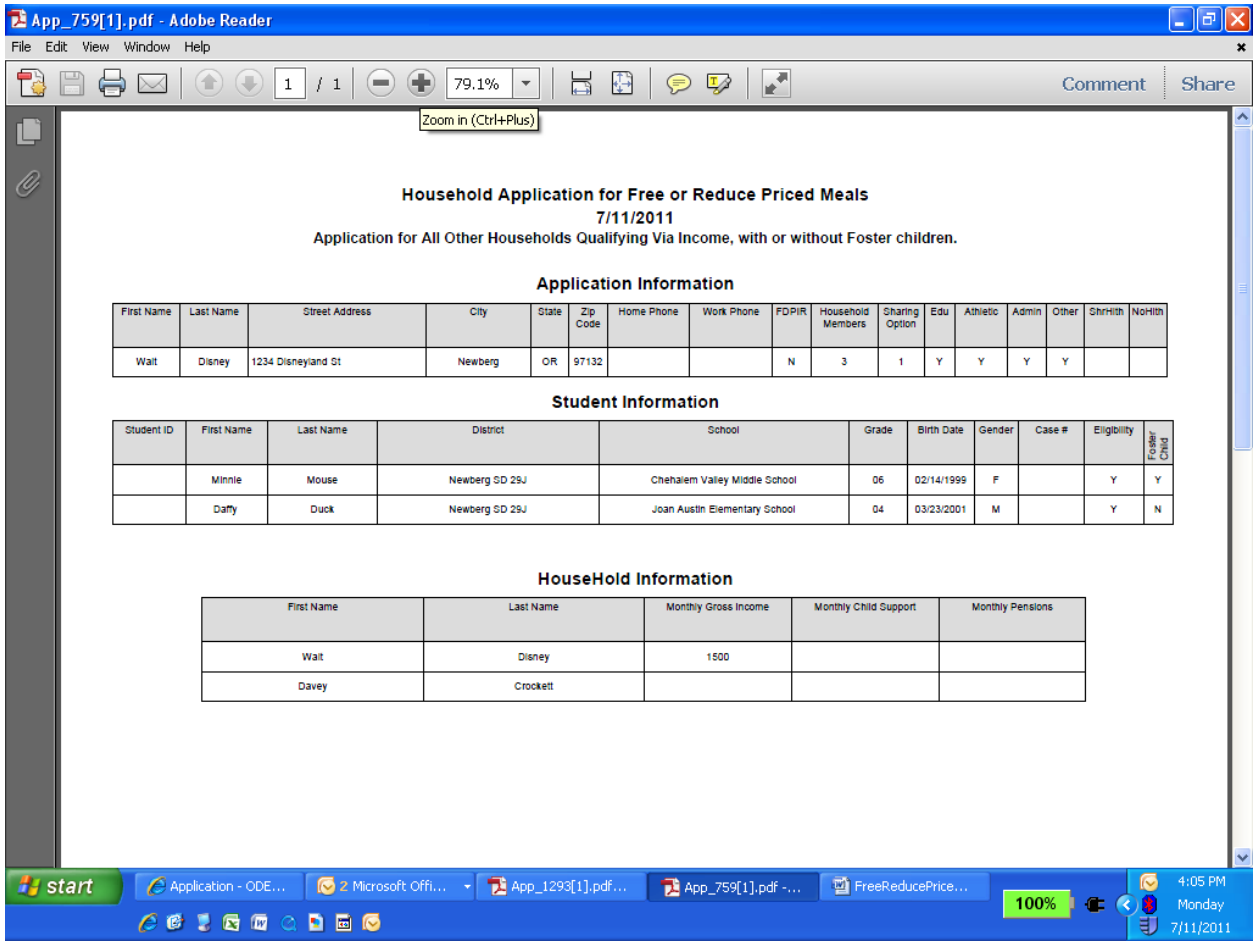
Click on the “Next” button to proceed with the application or the “Previous” button to go back to the prior screen.

Note the household count warning. This is where you can correct the math count.



Print Review

If the Print Review is selected, the file download pop-up screen will be displayed direction you to Open or Save.



Household Application Print Review Report

This is a sample review report for an Application for All Other Households Qualifying Via Income.

You can save or print this report for your records.

Clicking on the “Print Review” button will create a PDF version of the application, which can be saved or printed by the applicant.

To change information for the applicant or a student already entered, click on the green checkmark ( ) to the left.

Click on the “Next” button to proceed with the application or the “Previous” button to go back to the prior screen.

Application Acceptance

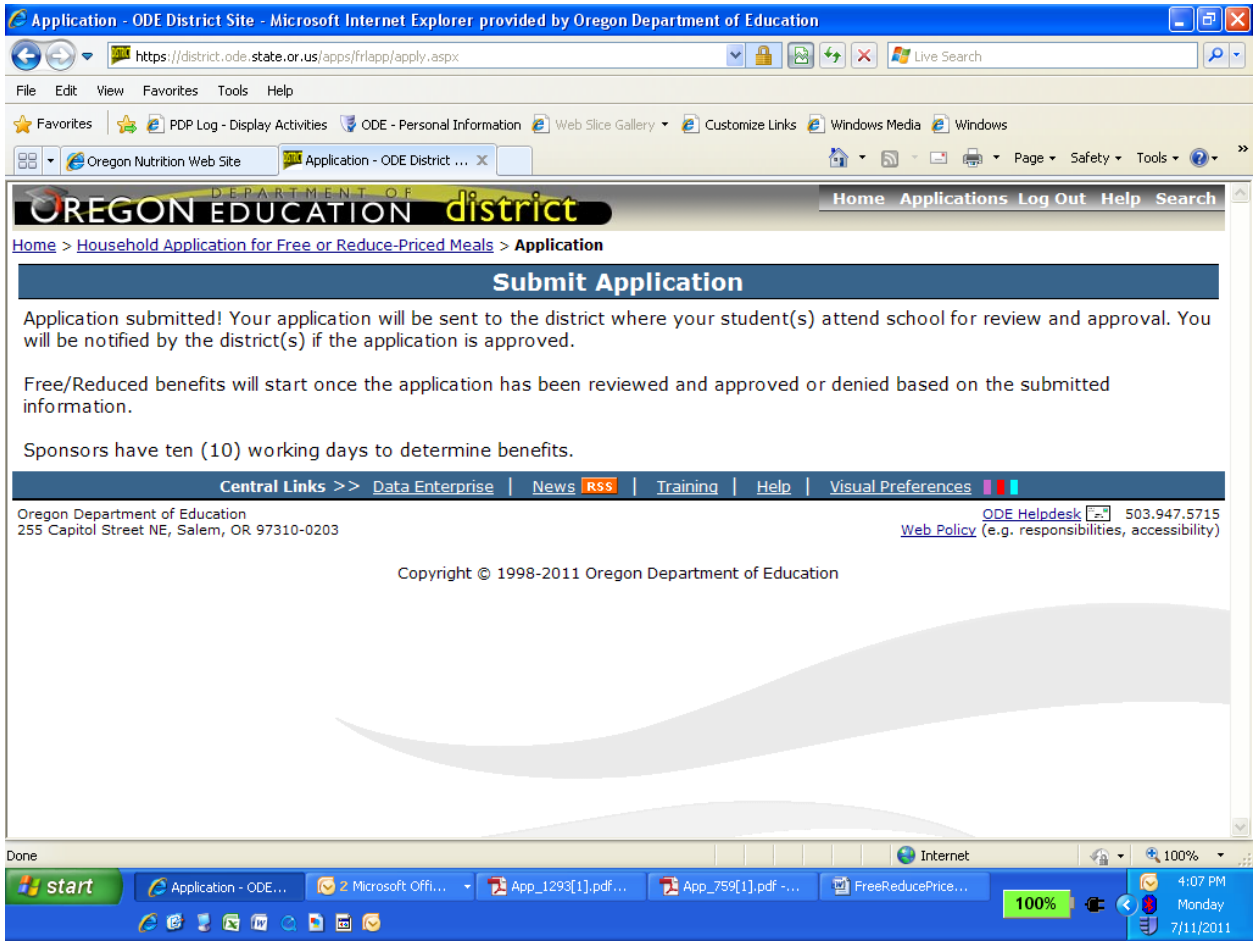
This is the application acceptance screen where the applicant can submit the application.

The last 4 digits of the applicant's social security number are **required** on applications that Qualify Via Income.

OR

If you do not have a social security # check the box "I do not have a Social Security Number."

Click on "Submit" button to submit the application or click on "Previous" to go back to the prior screen.



Application Received

This is the Application Received screen.

The application has been accepted by ODE and is available for download to the school district where the students attend.

All applications are reviewed and approved by the school district where the students attend school.

To start a new application click on the menu option, Family Application for Free or Reduced Price Meals next to “Home”.