QuikApps Parent Portal

Electronic Free or Reduced Meal Application Tracking

To create a parent or emancipated student user account for access to QuikApps, you need to click the "Register" link on the site's home page. The "Forgot Password" link allows you to reset their password.

New User Registration

Clicking the "Register" link brings up a screen that allows you to register as a Student or a Parent. A student user account should only be created by an emancipated child.
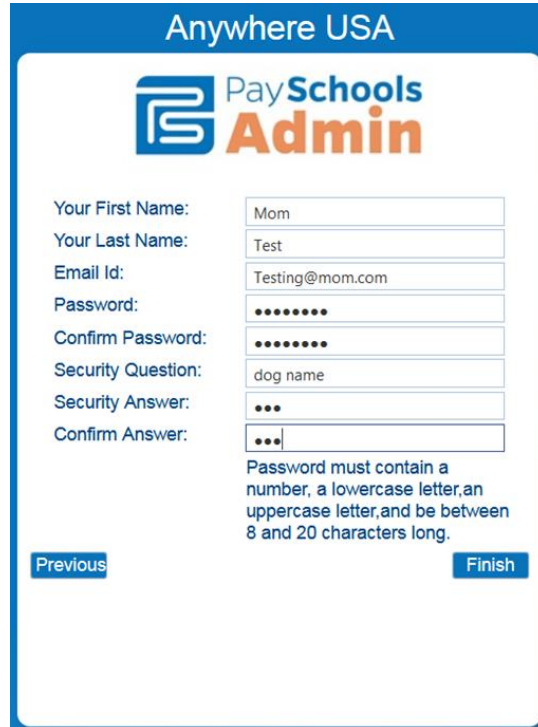
The next screen is where you will enter your First Name, Last Name, Email ID, password, and create a Security Question to verify your identity when a password reset is requested. Note that the password must conform to the security requirements specified.

When complete, click "Finish" to be redirected back to the site's login screen.

Related Students

The Portal home page lists all students related to your household. To add additional household members, click "Add Student" to search for other household members. If you are registered as a student, the option to add additional members is not available.

Home	Help	Logout						

Welcome to the Parent and Student Portal

Related Students

Student Id	Last Name	First Name	Middle Name	Grade	Birth Date	School	
No records to display.							

Add Student

Please be sure to add all your current students using the Add Student button prior to continuing.

Disclosure Category	Contact Information	Free\Reduced Meal Application

In the pop-up screen, enter your child's Student ID, first name, and last name as they were enrolled with the district.

Add Student

Student Information
In order to add a student you will need to know the first and last name and student id exactly as it is stored in your district's Student Information System.

Student Id: _____
Student First Name: _____
Student Last Name: _____

Continue   Cancel

Your newly added student will appear in the Related Students grid. You will need to repeat the Add Student Process until all your students in the district are listed on the screen. To remove a student from your household , click the X, then OK to confirm removing the student from your household .
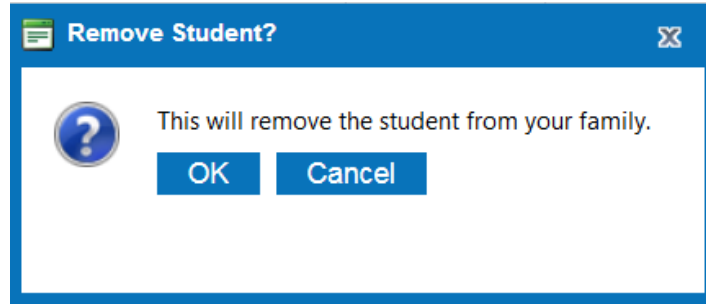
Welcome to the Parent and Student Portal

Related Students

Student Id	Last Name	First Name	Middle Name	Grade	Birth Date	School	
401586	Jones	Addison	Scott	1		Anywhere USA Intermediate	✖
286247	Jones	Brandon	Paul	11		Anywhere USA HS	✖
328063	Jones	Cindy	Nicole	8		Anywhere USA MS	✖
401593	Jones	Olivia	Lucille	3		Anywhere USA Intermediate	✖

Add Student

Please be sure to add all your current students using the Add Student button prior to continuing.

Disclosure Category	Contact Information	Free\Reduced Meal Application

Contact Information

You are required to enter or update your contact information prior to completing an application. Enter your information by clicking on "Contact Information".

Welcome to the Parent and Student Portal

Related Students

Student Id	Last Name	First Name	Middle Name	Grade	Birth Date	School	
401586	Jones	Addison	Scott	1		Anywhere USA Intermediate	✖
286247	Jones	Brandon	Paul	11		Anywhere USA HS	✖
328063	Jones	Cindy	Nicole	8		Anywhere USA MS	✖
401593	Jones	Olivia	Lucille	3		Anywhere USA Intermediate	✖

Add Student

Please be sure to add all your current students using the Add Student button prior to continuing.

Disclosure Category	Contact Information	Free\Reduced Meal Application

The address information is required. Email is pre-populated based on the Email Id your account. The phone number is optional.

Entering a New Application

When the Contact Information has been saved, you can now click on the "Free/Reduced Meal Application" button to enter a new application or edit an existing

application. You will be prompted to verify/update their Contact Information if not previously updated. Clicking "Save" will bring up the first QuikApps screen. In the example, there are no existing applications so a new application will be entered. When creating a new application, your first step is to confirm ALL students in your household have been entered. If needed, you may click the "Return to Add Students" button.

When Return to Add Students button is chosen you are sent back to this screen to add additional enrolled students to your household . When finished, click the Free/Reduced Meal application button.

<div align="center">Welcome to the Parent and Student Portal</div>

Student Id	Last Name	First Name	Middle Name	Grade	Birth Date	School	
401586	Jones	Addison	Scott	1		Anywhere USA Intermediate	✖
286247	Jones	Brandon	Paul	11		Anywhere USA HS	✖
328063	Jones	Cindy	Nicole	8		Anywhere USA MS	✖
401593	Jones	Olivia	Lucille	3		Anywhere USA Intermediate	✖

Add Student

Please be sure to add all your current students using the Add Student button prior to continuing.

Disclosure Category	Contact Information	Free\Reduced Meal Application

On the Select Application screen, click Create New Application.

On the Students screen, all patrons who are part of your household are listed. By checking the box next to the name, it will add them to the new application you are creating. If you do not select a patron here, you will need to edit the application later to add the patron. If one of your students has already been directly certified by a district Administrator, that student will not be available to be added as a Student on your application. You will need to add them as a Member to be counted if this is an Income based application.

If ALL students in your household are Foster children, they check the box indicating this. You will not be required to enter income.

Click Next. You will have the ability later to select Foster on individual students.

On the Members screen, you are included on the application by default. Additional guardians or members of the Household that were included on prior applications will be listed on this screen. In the example, Mom Test is the only guardian. If additional members are listed, they can be added to the application by checking the box next to their name and clicking Next.

You will be guided through the Student information screen for all students on the application. The assistance type, any special situation, foster child status and income are entered here. All fields must have a response in order to proceed to the next screen.

This is an example of the screen when All students were selected as Foster.

Next, you will be guided through the Member entry screen for all members added to your application. To enter income, click "Yes" by "Earns Income". You must enter the amounts and frequency for at least one income category and specify a frequency. The frequency selections are weekly, every two weeks, twice monthly, monthly and annual if the option is selected.

When complete, click "Finish". The required statements associated with the application process is displayed. Once the you read the instructions, click Continue.

Next, the Instructions screen displays containing detailed information on how to correctly report benefits and income, along with a detailed definition of each benefit/income type. This information is contained in the application in window with a scroll bar. A link for translated Applications is listed at the bottom of the instructions. Once you have read the instructions, click Continue.

Free and Reduced Application Processing

Application Not Signed

| Statements |
| Instructions |
| Students |
| Members |
| Summary |
| Sign |

INSTRUCTIONS FOR APPLYING

Please read this in it's entirety before proceeding

A HOUSEHOLD MEMBER IS ANY CHILD OR ADULT LIVING WITH YOU.

IF ANY HOUSEHOLD MEMBER RECEIVES BENEFITS FROM SNAP, TANF, OR FDPIR, AND THAT FAMILY MEMBER IS A STUDENT FOLLOW THESE INSTRUCTIONS:

Go to Students: Make sure the student(s) receiving benefits from an Assistance Program have their case numbers entered and all students in the family are listed.

Go to Household Members: If not already listed, add the household member who will be electronically signing the application. You do not need to enter income information.

Go to Sign Application: Sign the form. The last four digits of a Social Security Number are not necessary, you can select No SSN. Contact information is optional but recommended if we need to contact you.

IF ANY HOUSEHOLD MEMBER RECEIVES BENEFITS FROM SNAP, TANF, OR FDPIR, AND THAT FAMILY MEMBER IS NOT A STUDENT FOLLOW THESE INSTRUCTIONS:

Go to Students: Make sure all students in the family are listed. You do not need to enter income information for students.

Go to Household Members: If not listed, add the family member who is receiving the benefits and add them including their case number.

  If not already listed, add the household member who will be electronically signing the application. You do not need to enter income information.

Go to Sign Application: Sign the form. The last four digits of a Social Security Number are not necessary you can select No SSN. Contact information is optional but recommended if we need to contact you.

IF NO ONE IN YOUR HOUSEHOLD GETS SNAP, TANF, OR FDPIR BENEFITS AND IF ALL CHILDREN IN THE HOUSEHOLD ARE HOMELESS, A MIGRANT OR RUNAWAY FOLLOW THESE INSTRUCTIONS:

Go to Students: Make sure all students in the family are listed. Indicate which of the above situation applies to each student. You do not need to enter income information.

Go to Household Members: Add the household member who will be electronically signing the application. You do not need to enter income information.

Go to Sign Application: Sign the form. The last four digits of a Social Security Number are not necessary you can select No SSN. Contact information is optional but recommended if we need to contact you. Contact the school liaison for further assistance.

IF NO ONE IN YOUR HOUSEHOLD GETS SNAP, TANF, OR FDPIR BENEFITS AND IF ANY, BUT NOT ALL, OF THE CHILDREN IN YOUR HOUSEHOLD ARE HOMELESS, A MIGRANT OR RUNAWAY FOLLOW THESE INSTRUCTIONS:

Go to Students: Make sure all students in the family are listed. Indicate which of the above situation applies to the student. If the child earns a steady income enter that information.

Go to Household Members: Add the household member who will be electronically signing the application. You do not need to enter income information.

Go to Sign Application: Sign the form. The last four digits of a Social Security Number are not necessary you can select No SSN. Contact information is optional but recommended if we need to contact you.

IF NO ONE IN YOUR HOUSEHOLD GETS SNAP, TANF, OR FDPIR BENEFITS AND IF NO CHILD IS HOMELESS, A MIGRANT OR RUNAWAY, AND IF ANY, BUT NOT ALL CHILDREN ARE FOSTER CHILDREN FOLLOW THESE INSTRUCTIONS:

Go to Students: Make sure all students in the family are listed. Indicate which student(s) is a foster child. If the student earns a steady income enter that information.

Go to Household Members: Enter all household members that are not students. Enter any steady income received for each family member.

Go to Sign Application: Sign the form and list the last four digits of their Social Security Number or mark No SSN if you do not have one. Contact information is optional but recommended if we need to contact you.

ALL OTHER HOUSEHOLDS, INCLUDING WIC HOUSEHOLDS, FOLLOW THESE INSTRUCTIONS:

Go to Students: Make sure all students in the family are listed. If the child earns a steady income enter that information.

Go to Household Members: Enter all household members that are not students. Enter any steady income received for each family member.

Go to Sign Application: Sign the form and list the last four digits of their Social Security Number or mark No SSN if you do not have one. Contact information is optional but recommended if we need to contact you.

DEFINITIONS OF INCOME

Income Of A Child

Only include income if it is from a steady source. Occasional babysitting or odd jobs should not be included.

Income From Work

Wages, salaries, tips, commissions
Net income from self-owned business and farms
Strike benefits, unemployment compensation, and worker's compensation
Welfare, Child Support, Alimony

Public assistance payments/welfare benefits (e.g., TANF, General Assistance, General Relief)
Alimony or child support payments
Note: Benefits under SNAP and FDPIR are not counted as income.
Pension, Retirement, SSI, VA, Social Security
Pensions, retirement income, veterans' benefits
Social security
Supplemental security income
Disability benefits
Other Income
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
Any other money that may be available to pay for the child(ren)'s meals

If you would like a paper application, please contact your district administration office.

Translated applications can be found here.

[Finish Later]   [Continue]

The Students screen lists the students that will be included in your current application. On this screen, clicking the Pencil icon will allow you to edit your student's information. Clicking the X will allow you to remove your student from the application.

Application Not Signed

Verify all **students that are part of the family and attend the school district you are applying to** are listed below and all the information about them is correct.

Statements	Add Available Student	Add New Student							
Instructions									
Students	**Id**	**Name**	**Grade**	**School**	**Categorical?**	**Income?**	**Foster?**	**Other Source?**	
Members	328063	Jones, Cindy	8	Anywhere USA MS	No	No	No	No	✏ ✖
Summary	286247	Jones, Brandon	11	Anywhere USA HS	No	No	No	No	✏ ✖
Sign	401586	Jones, Addison	1	Anywhere USA Intermediate	No	No	No	No	✏ ✖

Finish Later   Previous   Continue

In the Edit screen, you must click "Update" before you click "Continue" to save any updated information. The Finish Later button allows you to log back in later and finish your application in progress.

Application Not Signed

Verify all **students that are part of the family and attend the school district you are applying to** are listed below and all the information about them is correct.

Statements	Add Available Student	Add New Student						
Instructions								
Students	**Id**	**Name**	**Grade**	**School**	**Categorical?**	**Income?**	**Foster?**	**Other Source?**
Members	328063	Jones, Cindy	8	Anywhere USA MS	No	No	No	No ✏ ✖
Summary								
Sign								

First Name   Last Name
Cindy   Jones
Assistance Type
None of These ▾
Special Situation:
None of These ▾
Foster Child
○ Yes ⦿ No
Earns Income
○ Yes ⦿ No

Update   Cancel

Finish Later   Previous   Continue

The Add Available Student button will allow you to add students to your application that were added when creating the household. Clicks the checkbox next to your student's name to add them, then click Add Selected. You will need to edit your newly added students before proceeding.

Note: If your student is not listed, click Finish Later, add your student to your household, and return to this screen.

The Member screen allows for editing member information and adding additional members. You should include any non-district and Direct Certified students as members on your application. Once completed, click Continue.

This is an example of an emancipated Student on the member screen.

The summary page will require you to verify and confirm the household size and income for your household by checking the box then Continue. This is not a requirement for an application that has an assistance type/case number.

Application Not Signed

Please confirm the details below. Click Previous to make any changes or Continue to sign.

☐ By checking this BOX, you certify that 4 people are in your household and all family income is listed.

Statements
Instructions
Students
Members
Summary
Sign

Family Members
Mom Test
Income Information
Income: $500.00 / Every Two Weeks

Students
Addison Jones

Brandon Jones

Cindy Jones

Finish Later   Previous   Continue

Free and Reduced Application Processing

Application Not Signed

Please confirm the details below. Click Previous to make any changes or Continue to sign.

Statements
Instructions
Students
Members
Summary
Sign

Family Members
Mom Test
Categorical
TANF - Case Number: 123456789

Students
Addison Jones

Brandon Jones

Cindy Jones

Once all students, members, and guardians have been added to your application and verified, it is ready to be electronically signed. Your user will be selected as the signer. On an income based application, you must enter the last four digits of your Social Security number or click the checkbox "No SSN/Not Applicable".

You may choose which language youy prefer, English or Spanish. This will cause any correspondence regarding your application to be generated in the chosen preferred language, when available.

You must enter the password specified when you registered for your account. This confirms the electronic signer of your application. Clicking "Sign" completes the process.

Free and Reduced Application Processing

Application Not Signed

You MUST click Sign to complete your application.

Statements
Instructions
Students
Members
Summary
Sign

Signer: **Mom Test**

Last 4 of SSN: ***-**- 9999   ☐ No SSN/Not Applicable

Preferred Language: English ▾

Electronic Signature
By entering **my password** below I certify (promise) that all the information on this application is true and that all income is reported. I understand that the school will get Federal funds based on the information I give. I understand that school officials may verify (check) the information. I understand that if i purposely give false information, my children may lose meal benefits, and I may be prosecuted.

Password: [   ]

Finish Later   Previous   Sign

This is an example of a Non-income application and last 4 digits of SSN is not required.

Disclosure Choices

Once your application has been electronically signed, you will be prompted to make Disclosure Choices if they have been defined in the system.

You can select the program(s) you would like to disclose meal status information to by checking the box next to the program. Please read the instructions carefully as some states and districts require that the parent OPT OUT instead of OPT IN. Opting Out lets the user's district know you do not wish to share information with a program.

You can also use the selected choices for all remaining students on your application by checking the box indicated in red below.

You will then be required to electronically sign the Disclosure Choices then click Finish.

The Confirmation screen shows your application was successfully signed along with the date and timestamp of your signature. At this point, your application is complete and you can download, if available, the Disclosure Letter by clicking "Download Disclosure" and the Determination Letter by clicking the "Download Determination" link.
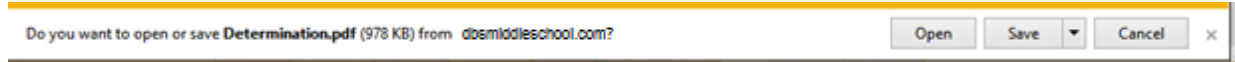
Application Signed

The process is complete. Thank you!

Download Disclosure
Download Determination

You will be prompted to open or save the letter.

Do you want to open or save **Determination.pdf** (978 KB) from dbsmiddleschool.com? | Open | Save | ▼ | Cancel | ✕

This is an example of the Disclosure Letter that will be generated for your records.

7/21/2015

Jane Smith
1234 Anywhere St
Anywhere, CO 80000

Your disclosure options are listed below. You can change your choices at any time by contacting:

Mary Walker, Administrator
1234 First St
Anywhere, CO 80000
mary.walker@dbsschooldistrict.org

Student Id	Name	School
44444	Alexandria Smith	DBS Middle School
Opt In Opt Out	2016 DBS School District (Bus transportation fee, Band, Drama)	
55555	Joe Smith	DBS Preschool
Opt In Opt Out	2016 DBS School District (Bus transportation fee)	

This is an example of the Determination Letter that will be generated for your records.

7/21/2015

Jane Smith
1234 Anywhere St.
Anywhere, CO 80000

PLEASE KEEP THIS LETTER FOR YOUR RECORDS. If a duplicate letter is required, one may be provided for a fee of $3.00 and must be picked up at the Nutrition Office at 10850 E. Woodman Rd., Falcon, Co 80831. An emailed copy can be sent at no charge. Students approved for reduced price meals in grades Pre-school to fifth will receive lunch at no charge for the 2014-2015 school year. Students approved for reduced price meals in grades 6-12 will be charged $.40 for lunch. All students approved for reduced price meals will receive free breakfast, where breakfast is served, for the 2015-2016 school year.

If you do NOT want your child(ren) to receive Free meals or have questions, please contact James Dobbs at 555-555-3333 .

If you have any questions about this decision, please call: Carol Walker

If your application was denied, you may reapply for benefits at any time during the school year. If you are not eligible now, but have a decrease in income, an increase in household size, or qualify for food stamps, you may complete another application at that time.

Name	Benefit Level	Reason
Alexandria Smith (44444) - (DBS Middle School)	Free	Income Within Limits
Joe Smith (55555) - (DBS Preschool)	Free	Income Within Limits

If you still do not agree with the decision, and would like to appeal, you may discuss it with a school official, Mrs. Jones, at 555-555-2121

Sincerely,

Carol Walker
DBS School District
5432 E. School St.
Anywhere, CO 80000
555-555-2222

*Categorical - Someone in the family is receiving federal or state assistance
**Other Source - The child is foster, homeless, migrant, runaway or part of a Head Start program.

Non-Discrimination Statement:
    This explains what to do if you believe you have been treated unfairly. "In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."
    The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).
    Persons with disabilities who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). USDA is an equal opportunity provider and employer.

Clicking the "Home" button on the menu will return you back to the original screen.

Welcome to the Parent and Student Portal

Related Students

Student Id	Last Name	First Name	Middle Name	Grade	Birth Date	School	
401586	Jones	Addison	Scott	1		Anywhere USA Intermediate	✖
286247	Jones	Brandon	Paul	11		Anywhere USA HS	✖
328063	Jones	Cindy	Nicole	8		Anywhere USA MS	✖
316164	Jones	Eric		10		Anywhere USA HS	✖
401593	Jones	Olivia	Lucille	3		Anywhere USA Intermediate	✖

Add Student

Please be sure to add all your current students using the Add Student button prior to continuing.

Disclosure Category	Contact Information	Free\Reduced Meal Application

You can view a signed application or add a new application by clicking the Free/Reduced Meal Application button.

Select Application

Select the application you want to work on. Or select Create New Application to start entering a new one.

○ Application Signed On: 5/16/2017 3:01:00 AM

○ Create New Application

Continue   Cancel

When a signed application is chosen, your application's information screen is displayed. This screen shows the students included on your application, the determination status, and member income information. By clicking on the links in the upper right corner of the screen, you can print the application, determination letter, or disclosure letter. At a later date, you may choose to decline benefits based on this application. Clicking the "Decline Benefits" button will cause this application to be disregarded when determining your student's meal status.

Current Application Information

Application Id: 565	Entered By: Mom Test	Download Application
Status: Free	Signed By: Test, Mom	Download Determination
		Print Disclosure

Students

Student Id	Name	Status	Reason	Income	Welfare Inc	Pension Inc	Other Inc	Other Source	Assistance Type	Case Number
401586	Jones, Addison	F	Categorical	None	None	None	None	None	None	None
286247	Jones, Brandon	F	Categorical	None	None	None	None	None	None	None
328063	Jones, Cindy	F	Categorical	None	None	None	None	None	None	None

Family Members

Name	Income	Welfare Inc	Pension Inc	Other Inc	Assistance Type	Case Number
Test, Mom	None	None	None	None	None	12345678910

Decline Benefits   Cancel

You can click "Logout" to end the session.

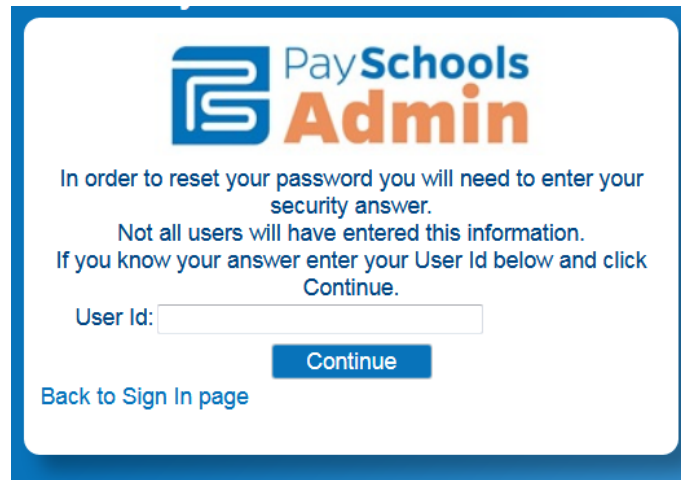## Password Recovery

If you have forgotten your password, click "Forgot Password" from the main login screen to start the reset process.

You will be prompted to enter your user ID, this should be your email address.
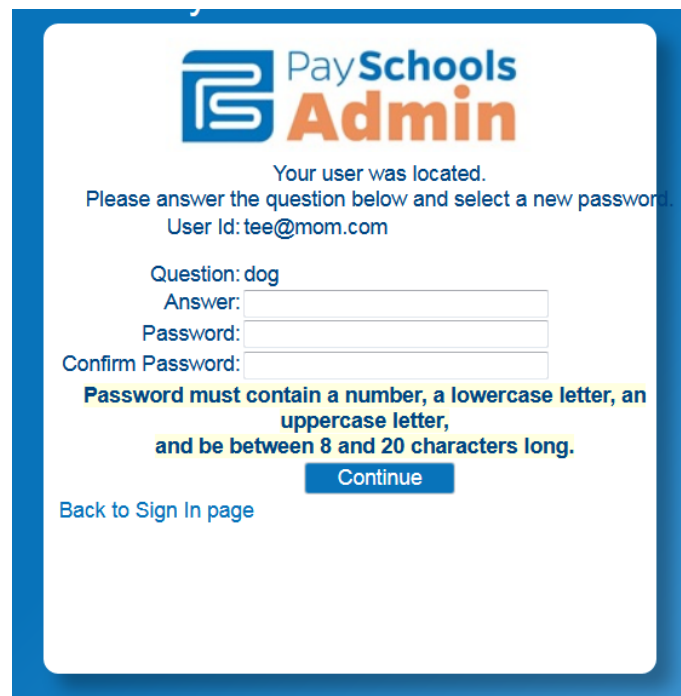
Once your user name is confirmed, the next screen prompts you to enter the answer for the security question you entered when first creating the account and a new password.

If the information entered is correct, clicking "Continue" redirects you back to the site's login page. You can now enter your newly set password to login.

PaySchools Admin

tee@mom.com

password

Login

Register | **Forgot Password** | **Help**