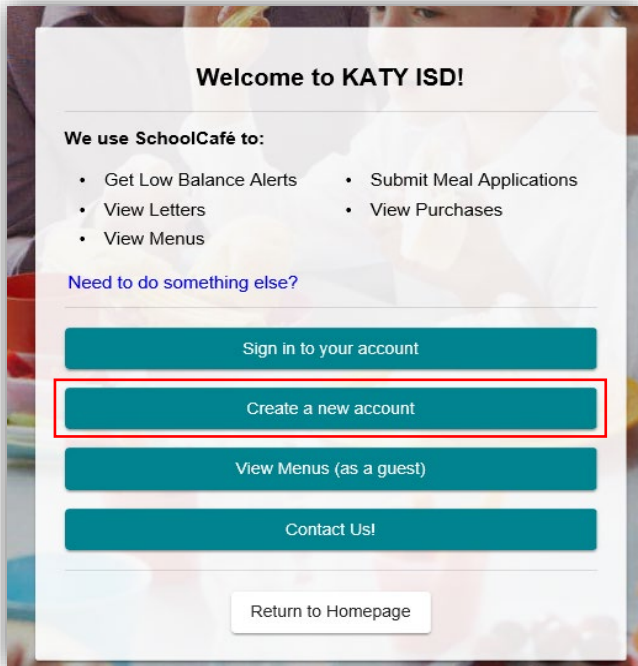


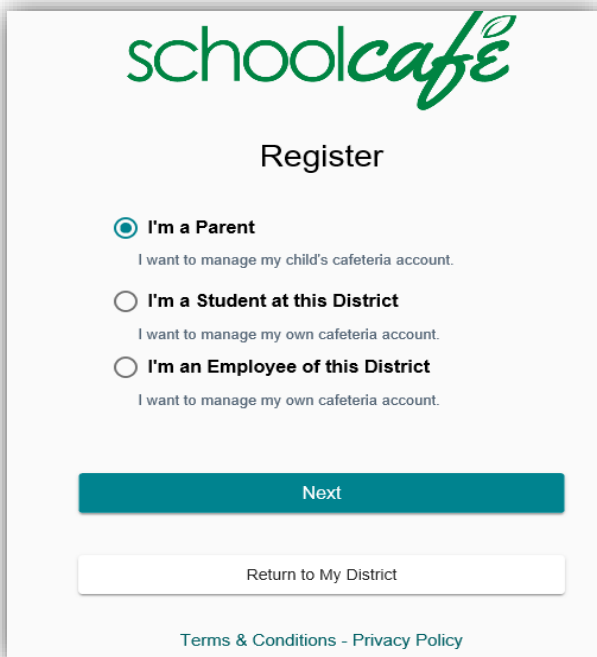
How to Create an Account in SchoolCafe

<https://www.schoolcafe.com/katyisd>

- When using SchoolCafe for the first time, select **Create a new account**.



- Next step will ask if you are the parent, student in the district or an employee in the district. Select what pertains to you and select next.



- If a parent is creating an account, complete the basic information requested. Use your name, not the students.
- The preview screen is to set the password. The username is your email (the one already entered). Password has to be at least 8 characters long, must contain at least one capital letter and one number.
- Select a Security Question from the drop down menu. This helps to reset your password if you forget it in the future. Check the box to accept the Terms and Conditions, then Create My Account.

schoolcafé

Let's gather some basic information.

We will not share this information with anyone.

Continue with Google

By continuing, you agree to SchoolCafé's [Terms & Conditions - Privacy Policy](#)

(Parents: Please enter **your** name, not the student's)

First Name First name is required.

Last Name

Email

Phone Number

Next

Step 2 of 3

[Return to My District](#)

You're almost there! Let's set up your account credentials.

Username

Password A password is required.

Password Strength

Weak Strong

A strong password usually has:

- More than 8 characters
- Both upper and lowercase letters
- At least one number

Confirm Password

Select a Security Question

Answer

English

I accept the [Terms & Conditions](#)

Create My Account

Step 3 of 3

[Return to My District](#)

- Next step the system will make you aware you must verify the email.

Connect your child cafeteria account with your SchoolCafé account, apply for free or reduce benefits.

In order to continue receiving emails from SchoolCafé -- low balance alerts, payment acknowledgements, etc.-- please verify your email address first. [Click here to verify.](#)

Apply for Benefits

Apply for Free or Reduced Benefits

Student(s)

Add a Student

Connect your child cafeteria account

Enter verification code

We sent a code to:

In order to receive emails and alerts, please enter the security code that we have sent to your email address.

Enter the 6-digit code

Please enter the verification code

This message may take few moments to arrive. You may also need to check your spam folder.

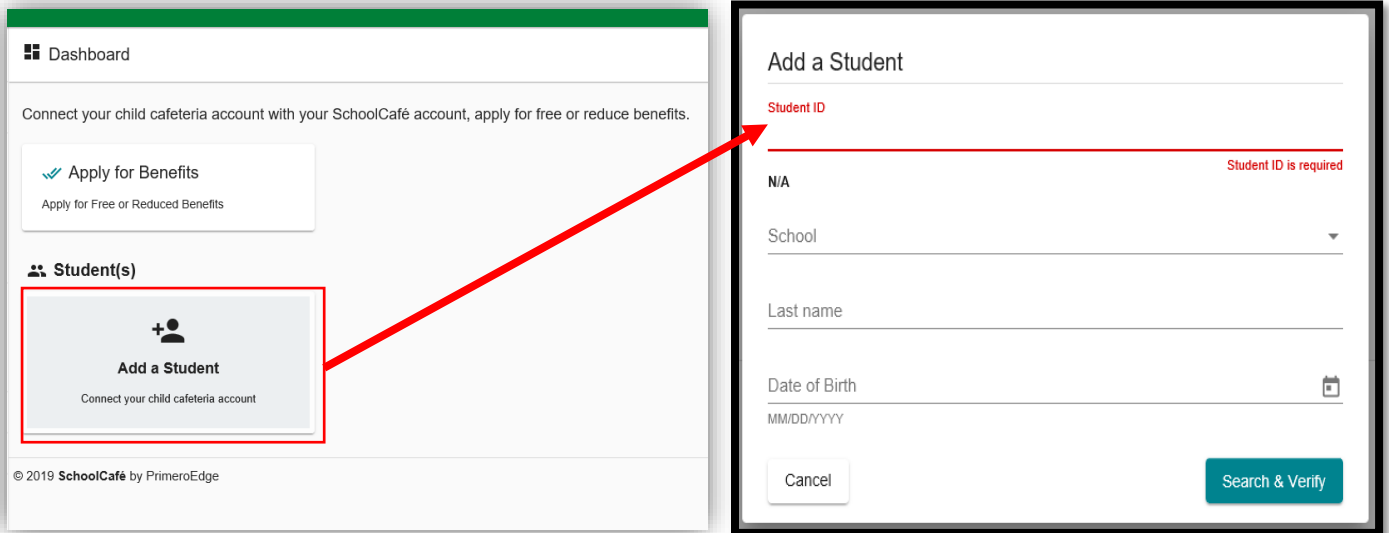
Need to change your email address? [Click here to go to your profile.](#)

Didn't receive an email? [Click here to resend it.](#)

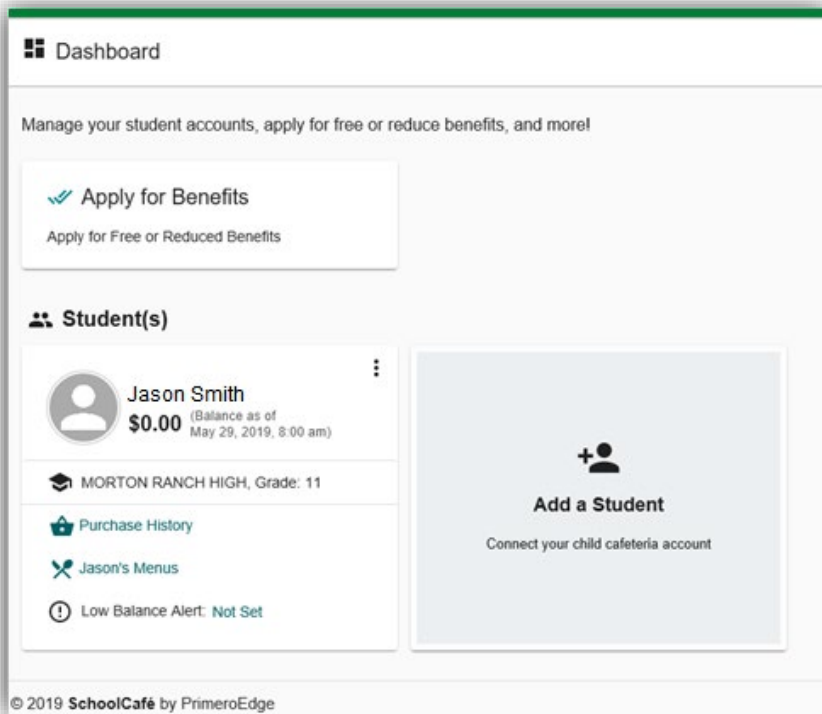
Verify

© 2019 SchoolCafé by PrimeroEdge

- **Add a Student** to the account. Use the Student ID, Last Name and Date of Birth. Contact the school registrar if you do not have the student ID. Date of Birth must be in MM/DD/YYYY format example April 3rd, 2013 would be 04/03/2013. Once you select **Search & Verify**, the student will be added to the account.



- After adding your student, you have access to adding additional students, applying for benefits and viewing student purchase history.



- If you would like to apply for free or reduced meal benefits, select the option that says **Apply for Benefits** to begin the application.

How to Apply for Free or Reduced Meal Benefits in SchoolCafe

<https://www.schoolcafe.com/katyisd>

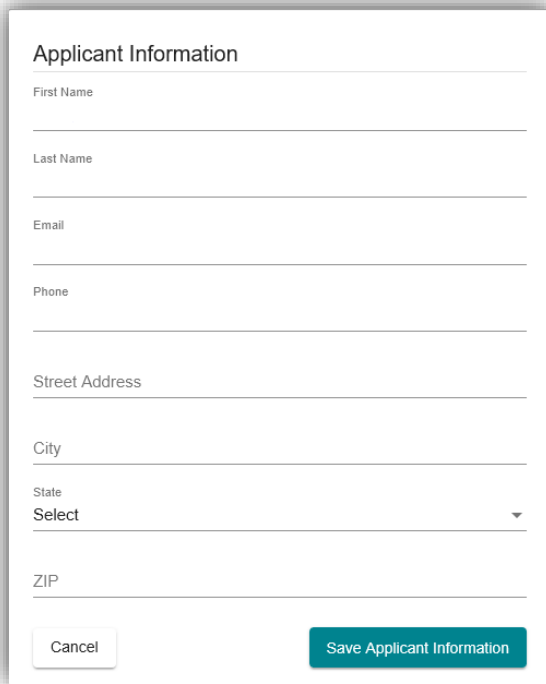
- You must have an account through SchoolCafe to apply for Free or Reduced Meal benefits. If you do not have an account, select the option to Create a New Account to begin.
- Once logged in, select **Apply for Benefits**.

The screenshot shows the SchoolCafe Dashboard. At the top, there is a green header with a white 'Dashboard' title. Below the header, a message reads 'Manage your student accounts, apply for free or reduce benefits, and more!'. A red rectangular box highlights a button labeled 'Apply for Benefits' with a checkmark icon and the subtext 'Apply for Free or Reduced Benefits'. Below this, the 'Student(s)' section displays a card for 'Jason Smith' with a balance of '\$0.00' (Balance as of Jun 3, 2019, 8:00 am) and school information 'MORTON RANCH HIGH, Grade: 11'. A list of links includes 'Purchase History', 'Purchase Restrictions', 'Jason's Menus', and 'Low Balance Alert: Not Set'. To the right, there is a large light blue box with a plus sign icon and the text 'Add a Student' and 'Connect your child cafeteria account'.

- The letter to household will display explaining how the program works and frequently asked questions. Select **Next**.

The screenshot shows the 'Apply for Free or Reduced Benefits' page. At the top, there is a checkmark icon and the title 'Apply for Free or Reduced Benefits'. Below this, there is a 'Contact' link and a language dropdown menu set to 'English'. The main section is titled 'Household Letter' and contains the text: 'This letter, provided by your district, lists all of the rules, expectations, and other important information you will need while filling out your application.' Below this text, it states 'Household letter is not available in this language.' At the bottom left, there is a 'Previous' button, and at the bottom right, there is a green 'Next' button. At the very bottom, there is a footer with the text 'Use of Information Statement | Non-Discrimination Statement'.

- The Applicant Information will populate based on the information you provided when creating the account in SchoolCafé. Verify the information is correct and click **Save Applicant Information**.



The screenshot shows a form titled "Applicant Information" with the following fields: First Name, Last Name, Email, Phone, Street Address, City, State (a dropdown menu currently showing "Select"), and ZIP. At the bottom of the form, there are two buttons: "Cancel" and "Save Applicant Information".

- Check the box to certify you are entering the correct information. Select **Next**.



The screenshot shows a "Certify" step in an application process. At the top, it says "Please provide honest acknowledgement of the terms and conditions for this application before proceeding." Below this, there is a summary box for "Samantha Smith" with contact information: "281-396-6240" and "SamanthaSmith@hotmail.com". There is an "Edit" button next to this box. Below the summary box, there is a checkbox that is checked, followed by the text: "I certify (promise) that all information on this application is true and that all income is reported (where required). I understand that the school will receive the information I gave. I understand that school officials may verify (check) the information. I understand that if I purposely give false information, my children will lose benefits, and I may be prosecuted." At the bottom of the form, there are "Previous" and "Next" buttons. The "Next" button is highlighted with a red box. At the very bottom, there is a "Start Over" button and a link for "Use of Information Statement | Non-Discrimination Statement".

- Below are questions about your student who was already in the SchoolCafé account. It will ask if the student received any benefits or fall under any of those categories. All these answers are required. Make sure to select the student at the top.

Contact

Select students from your SchoolCafé account

Please select any students you have already added to your account and answer a few basic questions in order to speed up the application process!

Jason Smith

Are there any other students in your household?
 Yes No

Do any of the students in your household receive income?
 Yes No

Are any of these students Foster, Homeless, Migrant, Runaway, or Head Start children?
 Yes No

Do you receive any assistance from SNAP, TANF, or FDPIR?
 Yes No

- In the example, we selected that the student does receive SNAP benefits, so in this case it will ask for the case number which is known as the EDG (eligibility ground number). This number is an 8 or a 9-digit number and the 8-digit number cannot start with a 0.

Contact

Students Assistance Household Review Details Submit

★ Assistance

Do you receive any assistance from SNAP, TANF, or FDPIR?
 Yes No

Benefits Received

What type of benefits do you receive?
 SNAP TANF

What is your case number?
Case Number
012345678

Previous

- If you type too many digits or not enough digits, the system will let you know that the format is not correct as seen below.

Case Number
0123456780

The number is not in correct format

- Add additional students to the application if any are missing. Try to enter the best and most accurate information so that the student can match faster when the application is being processed.

Add a Student

Student ID

First Name * required

Last Name * required

Middle Name

Date of Birth (MM/DD/YYYY)

School

Is this student a Foster, Homeless, Migrant, Runaway, Head Start child?
 Yes No * required

Does this student receive income?
 Yes No * required

To ensure that we can match your students, please enter as many details as possible.

Cancel Add this Student

- Once all students have been entered, household member information will be needed. It will ask for each household member added if they receive any income.

Update Applicant

Name:
Joseph Smith

Does this member receive income?
 Yes No * required

Cancel Add this Member

- If yes is selected, type the income for the member and the frequency that pay is received. Make sure to enter the income in the appropriate section: work pay, assistance pay or other pay.

Update Applicant

Name:
Joseph Smith

Does this member receive income?

Yes No

If this household member receives income, please enter the **GROSS (pre-tax)** amount and frequency.

\$ Income (Work)	Frequency	▼	×
\$ Income (Assistance)	Frequency	▼	×
\$ Income (Other)	Frequency	▼	×

Cancel Add this Member

- You can always select any of the sections below if you need to add any information. Toward the end of the application, it will let you go back to whatever section you need to edit the information.

Students
 Assistance
 Household
 Review
 Details
 Submit

- Additional information is requested, but is optional. If you do not wish to complete this section, it will let you move on to the next step.

Ethnicity

Hispanic or Latino
 Not Hispanic or Latino

Racial Identity

Asian
 American Indian or Alaskan Native
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White

Consent to Release Meal Eligibility

At this time, no optional programs exist that might request your information, so you can ignore this section.

Information Sharing

By checking this box, you voluntarily consent to let your child(ren)'s school share your child(ren)'s meal eligibility with any program(s) indicated (checked) above. You acknowledge that you have read and understood all information listed.

Previous

- The adult household member must sign. If you have a social security number, select Yes and add the last 4 numbers of the social security number. If you do not have a social security number, select no.

The screenshot shows a web interface for submitting an application. At the top, there is a navigation bar with tabs for 'Students', 'Assistance', 'Household', 'Review', 'Details', and 'Submit'. The 'Submit' tab is active. Below the navigation bar, the name 'Samantha Smith' is displayed. The main content area contains the following text: 'Before submitting, please fill in a few details about yourself. This information will not be shared but helps the food service office contact you with the results of your application. An adult household member must electronically sign the application. If the household member inform section is completed, the adult signing this application should have a social security number or mark the "I do not have a SSN" box. Law requires us to capture the last 4 digits of your social security number for applying. If you do not have a social security number you may indicate that below.' Below this text, there is a question 'Do you have an SSN?' with radio button options for 'Yes' and 'No'. Underneath, it says 'Please select the applicant signing the application:' followed by a checkbox labeled 'Samantha Smith'. At the bottom left is a 'Previous' button, and at the bottom right is a 'Submit My Application' button.

- Once you submit the application, the message below will display. If your student is enrolled and active in the school system, and all the information has matched, the system will inform you at that time of the processed eligibility (free, reduced or denied/full pay). Please allow the system 24 to 48 hours for those benefits to take affect at your children's school.

The screenshot shows a 'Summary' message box. The title is 'Summary'. The main text reads: 'You have successfully completed your online application! Your application for free and reduced-price meals for your child(ren) has been Approved for free meals. based on Income.' Below this, it says: 'Your application number is 10. You can find the details of your information on the My Applications page. When processing is completed, you will receive a letter officially notifying you of the results from your district. Those results will be available on the Eligibility Notifications page.' At the bottom, there is a button with a left-pointing arrow and the text 'I need to apply for more students. Start another application.'