QuikApps Parent Experience

Electronic Free or Reduced Meal Application Tracking

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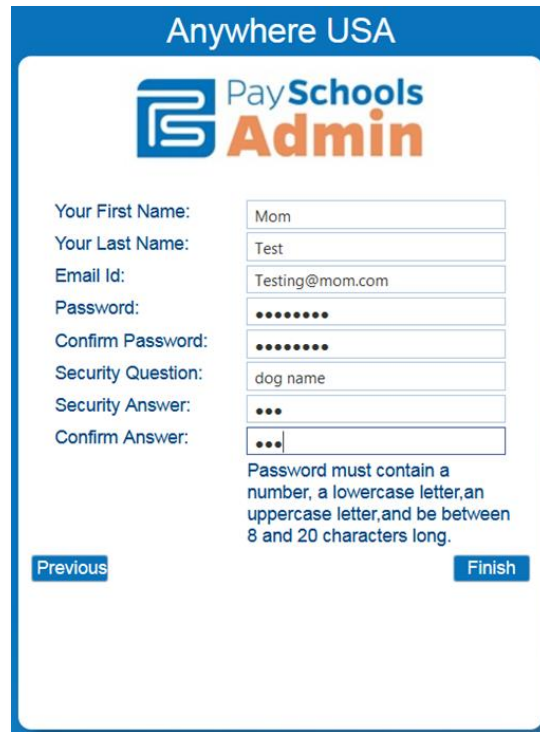

New User Registration

Clicking the "Register" link brings up a screen that allows the user to select whether they are a Student or a Parent. A student user account should only be created by an emancipated child.

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The next screen is where the user will enter their First Name, Last Name, Email ID, password, and create a Security Question to verify the user's 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 the parent in PaySchools Admin. To add additional family members, click "Add Student" to search for other family members that are students. If the user is registered as a student, the option to add additional members is not available.

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

The newly added student will now appear in the grid. Repeat the Add Student Process until all students are listed on the screen. Click on "Contact Information" to verify/update information.

Welcome to the Parent and Student Portal

Related Students

Student Id	Last Name	First Name	Middle Name	Grade	Birth Date	School	
401109	Brown	Bradley		1		Anywhere USA Elementary	✖
401576	Brown	Jada	Helene	6		Anywhere USA MS	✖
289630	Brown	Lisa	Breann	12		Anywhere USA HS	✖

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

The user is required to enter or update contact information prior to completing an application. The address information is required. Email is pre-populated based on the Email Id of the portal account. The phone number is optional.

Contact Information

Enter / Confirm Contact Information

Please enter your contact information and preferred delivery method.

Preferred Delivery Method: Mail ▾

Address:

City / State / Zip:

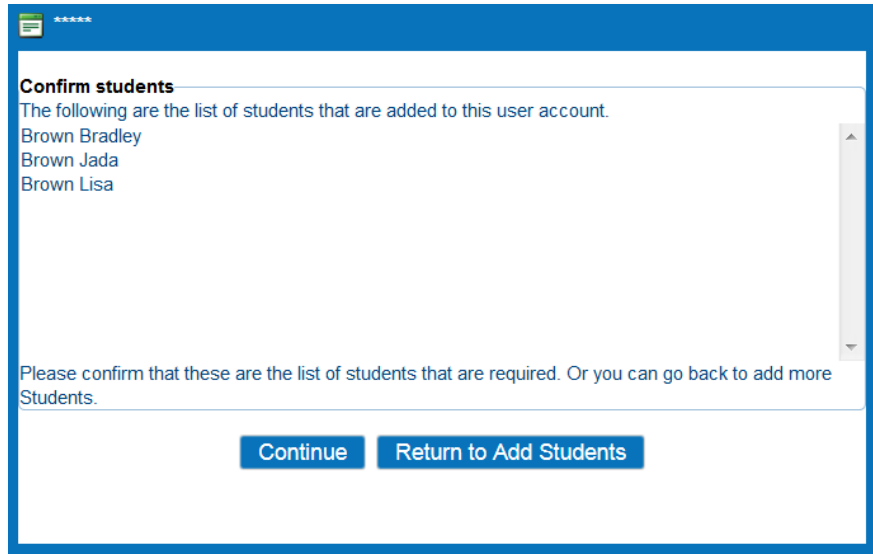Email Address: test@mom.com

Phone Number:

Save   Cancel

Entering a New Application

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

application. The user will be prompted to verify/update their Contact Information if not previously updated. In the example, there are no existing applications so a new application will be entered. When creating a new application, the first step is to confirm

ALL students in the family have been entered. If needed you may click the "Return to add Students" button. All students need to be added prior to entering the application.

If all students are listed then Click Continue.

Confirm students
The following are the list of students that are added to this user account.
Brown Bradley
Brown Jada
Brown Lisa

Please confirm that these are the list of students that are required. Or you can go back to add more Students.

Continue   Return to Add Students

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

Welcome to the Parent and Student Portal

Related Students

Student Id	Last Name	First Name	Middle Name	Grade	Birth Date	School	
401109	Brown	Bradley		1		Anywhere USA Elementary	✖
401576	Brown	Jada	Helene	6		Anywhere USA MS	✖
289630	Brown	Lisa	Breann	12		Anywhere USA HS	✖

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.
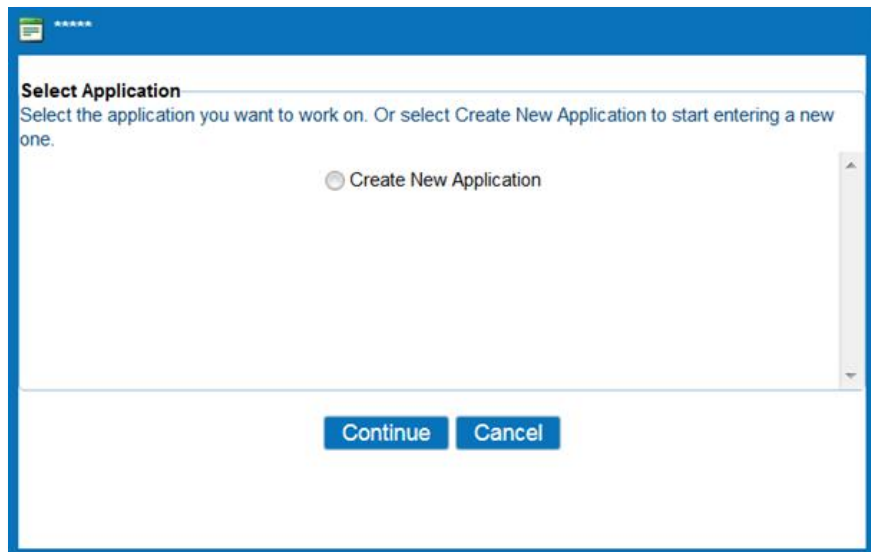
On the Students screen, all patrons who are part of the family are listed. Checking the box next to the name will add them to the new application the user is creating. If the user does not select a patron here, they will need to edit the application later to add the patron. If a student has already been set by a district Administrator as Direct Certification, those students will need to be added to the Members to be counted on an Income based Application. Any questions concerning Direct Certified students, the user should contact the district.

If ALL students in your family are Foster children, please check this box. In the event not all students are Foster simply select your students and click Next. You will have the ability later to select Foster on individual students.

On the Members screen, the parent creating the application is included on the application by default. Additional guardians or members of the family that were included on prior applications will be listed on this screen. In the example, Mom Test is the only guardian.

The next screen contains required information for the student. 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.

The guardian entry screen contains required information for the guardian. To enter income, click "Yes" by "Earns Income". The user 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.

After clicking "Finish", the screen displays the required statements associated with the application process.

The Instructions screen contains 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. All details have been listed from that window. A link for translated Applications is listed at the bottom of the instructions.

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 the current application. On this screen, clicking the Pencil icon will allow the user to edit the student's information. Clicking the X will allow you to remove the student from your application.

The "Add Available Student" button will add additional Students from the family to the application. The student will need to be added to the family first. If all students are not listed, click on the Add New Student button. After adding additional students, click the Add Available Student". In this example all students in the family are already on the current application.

In the Edit screen, the user must click "Update" before clicking "Continue" to save any updated information.

The Member screen allows for editing member information and adding additional members. Make sure to include any non-district and Direct Certified students as part of the members. Once completed click Continue.

The summary page will require the user to verify and confirm the household size and income for the family by checking the box then Continue.

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

The user can choose which language they prefer, English or Spanish. This will cause any correspondence regarding this application to be generated in the chosen preferred language, when available.

The user must enter the password they specified when they registered for their account. This confirms them as the electronic signer of the application. Clicking "Sign" completes the process.

Disclosure Choices

Once the application has been electronically signed, the user is prompted to make Disclosure Choices if they have been defined in the system by their district administrator.

The user can select the program(s) they would like to disclose meal status information to by checking the box next to the program. Please read the screen carefully as some States and Districts require that the parent OPT OUT instead of OPT IN. Opting Out lets your district know you do not wish to Share.

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

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

The Confirmation screen shows the application was successfully signed along with the date and timestamp of the signature. At this point, the application is complete and the user can download the Disclosure Letter by clicking "Download Disclosure" and/or the Determination Letter by clicking the "Download Determination" link.
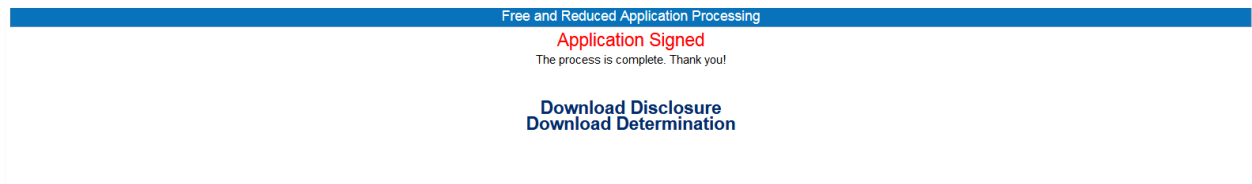
The user will be prompted to open or save the letter.
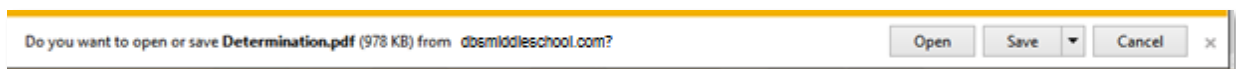
If the user ONLY entered Disclosure choices for their children, the following screen will display to download the Discloser Choice Letter. The user is not required to enter a Free and Reduced Application to complete the disclosure choices.

Disclosure Choices

Disclosures signed

The process is complete. Thank you!

Download Disclosure

Close
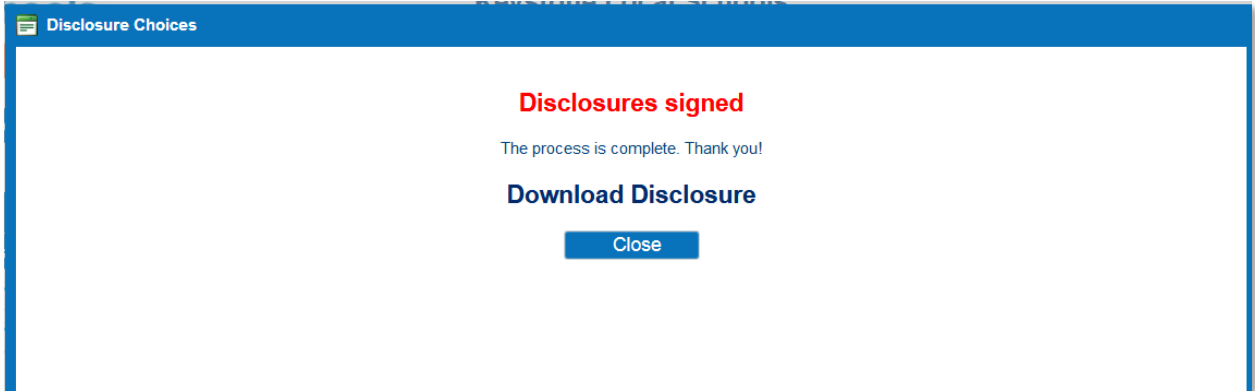
This is an example of the Disclosure Letter that will be generated for the user's records.

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)	

At any time in the future, the user can log back in to the portal account and modify the
choices for the Disclosure categories by clicking the "Disclosure Category" Button. The
previous selections will be displayed and can be modified as needed. The user will be
required to re-sign to complete the new selections chosen.

Disclosure Category	Contact Information	Free\Reduced Meal Application

This is an example of the Determination Letter that will be generated for the user's 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 the user back to the original screen.

Clicking the Free/Reduced Meal Application button will allow the user to create a new application or view the signed application.

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

Current Application Information

Application Id: 559
Status: Free

Entered By: Mom Test
Signed By: Test, Mom
Last 4 SSN: 9999

Download Application
Download Determination

Students

Student Id	Name	Status	Reason	Income	Welfare Inc	Pension Inc	Other Inc	Other Source	Assistance Type	Case Number
289630	Brown, Lisa	F	Income	None	None	None	None	None	None	None
401109	Brown, Bradley	F	Income	None	None	None	None	None	None	None

Family Members

Name	Income	Welfare Inc	Pension Inc	Other Inc	Assistance Type	Case Number
Test, Mom	$500.00 Every Two Weeks	None	None	None	None	None
Brown, Jada	None	None	None	None	None	None

Decline Benefits   Cancel

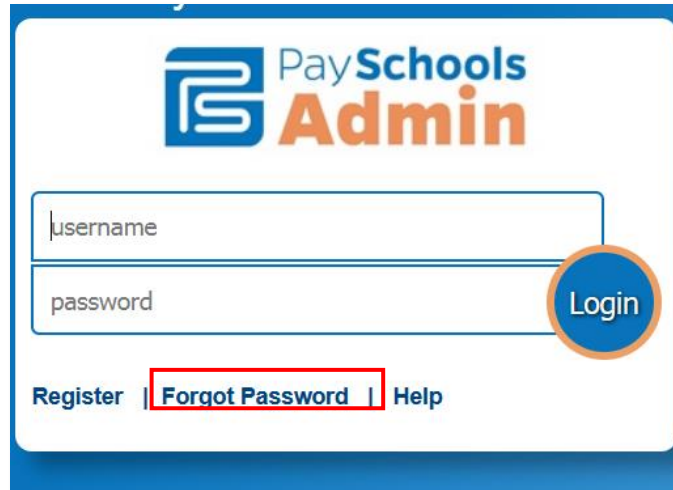The user can click "Logout" to end the session.

Home   Help   +] Logout

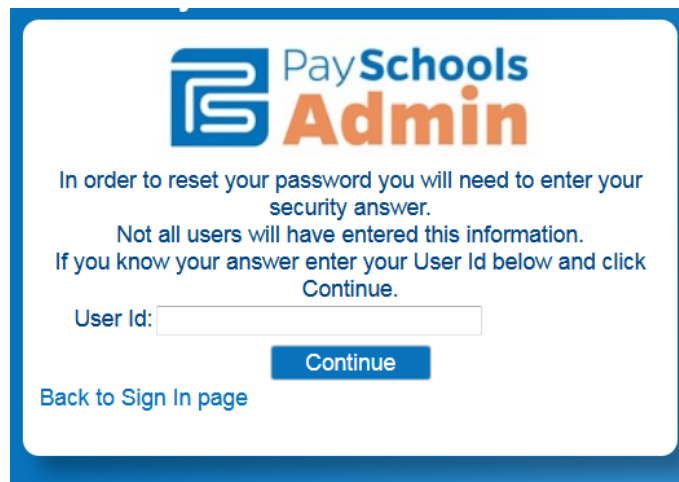**Welcome to the Parent and Student Portal**

Related Students

Password Recovery

If the user has forgotten their password, they can click "Forgot Password" from the main login screen to start the reset process.

The user is prompted to enter their user ID.

Once the user name is confirmed, the next screen prompts the user to enter the answer to the security question they entered when first creating the account and a new password is entered.

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

We hope this Tutorial has been helpful, and we are continuously expanding our library of tutorials. For technical assistance or any additional questions you might have, please contact PayForIt (operated by PaySchools) customer service at pfiadmin@payforit.net. You can also call 800-572-6642 between 8:30 a.m. to 7:30 p.m. ET Monday-Friday.