



Lunch Application User Manual



Education Management Systems, Inc.

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1.0 Welcome to LunchApplication.com

1.1 Welcome

LunchApplication.com

English ▾

- Apply Now
- Home
- Terms of Use
- Privacy Policy
- Contact Us
- FAQ

LOGIN

Username:

Password:

[Sign In](#)
[Forgot Login Info?](#)

SECURE DATA ENCRYPTED
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Welcome to LunchApplication.com!

Now you can apply on-line for your children to receive free or reduced price school meals. Your application will be sent from our secure web site directly to your school district, so you don't need to worry about filling out a paper form that could be lost or misplaced.

We have designed LunchApplication.com to make it easy for you to know exactly what information you need to provide and to guide you through the process. Your school district will determine your eligibility and send you a letter with the results.

LunchApplication.com is an easy, secure and convenient way to apply for free or reduced lunch.

*Apply Today for
a Healthy School Meal*

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1.2 Home

- Click here to return to the **Home** page at any point.

1.3 Terms of Use

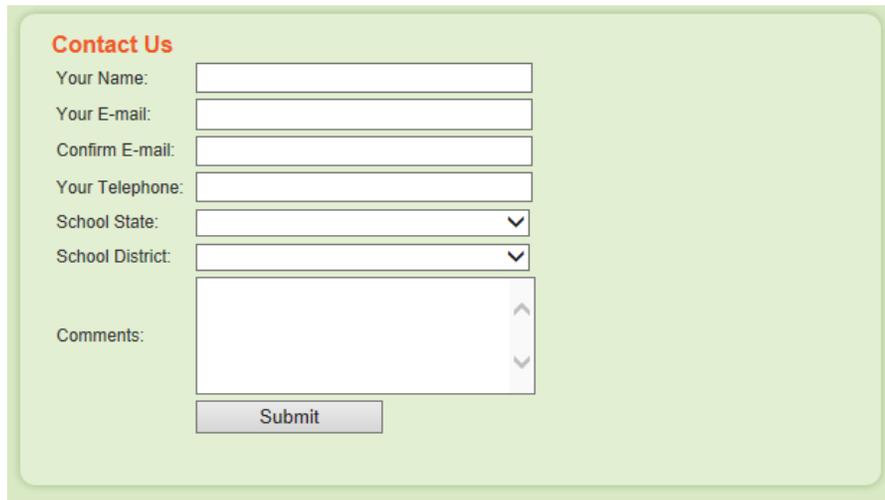
- Click here to read LunchApplication's **Terms of Use**.

1.4 Privacy Policy

- Click here to read the LunchApplication's **Privacy Policy**.

1.5 Contact Us

- Click here to contact *Meals Plus*.



Contact Us

Your Name:

Your E-mail:

Confirm E-mail:

Your Telephone:

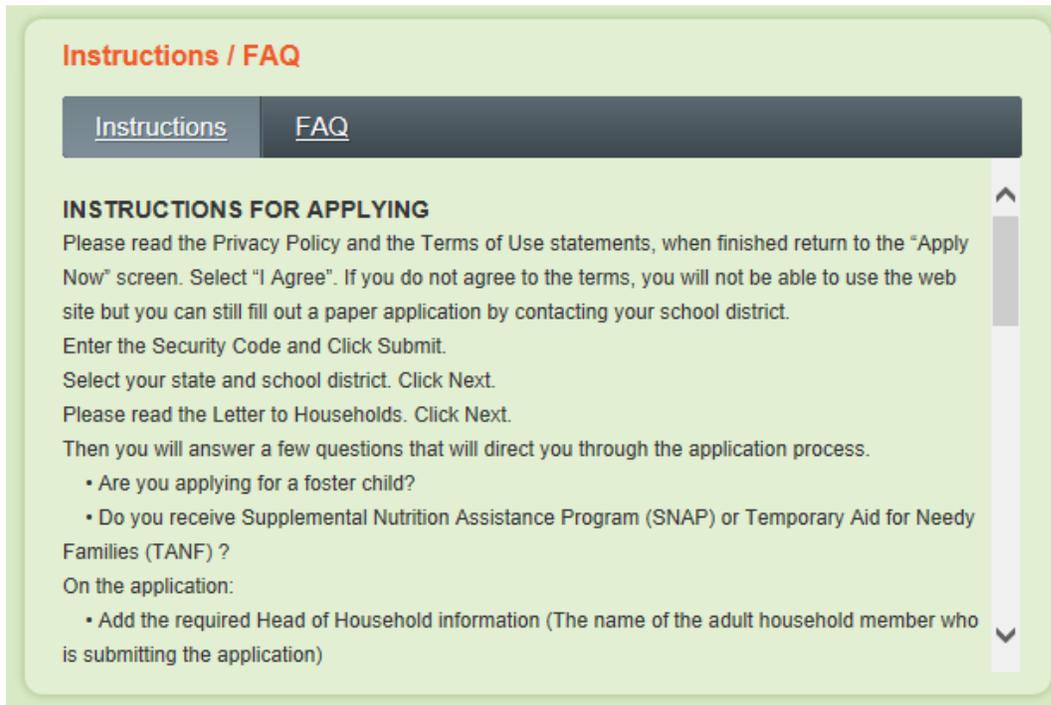
School State:

School District:

Comments:

1.6 FAQ

This screen has two tabs: **Instructions** and **FAQ**. The **Instructions** tab displays quick instructions on how to complete the application. The **FAQ** tab displays frequently asked questions and answers.



Instructions / FAQ

Instructions FAQ

INSTRUCTIONS FOR APPLYING

Please read the Privacy Policy and the Terms of Use statements, when finished return to the "Apply Now" screen. Select "I Agree". If you do not agree to the terms, you will not be able to use the web site but you can still fill out a paper application by contacting your school district.

Enter the Security Code and Click Submit.

Select your state and school district. Click Next.

Please read the Letter to Households. Click Next.

Then you will answer a few questions that will direct you through the application process.

- Are you applying for a foster child?
- Do you receive Supplemental Nutrition Assistance Program (SNAP) or Temporary Aid for Needy Families (TANF) ?

On the application:

- Add the required Head of Household information (The name of the adult household member who is submitting the application)

1.6.1 Instructions

This screen displays quick instructions on completing an application.

****The application must be completed and submitted and/or printed before it will actually be saved. You cannot save a section of the application and return later to finish it.****

Please read the **Privacy Policy** and the **Terms of Use** statements. When finished return to the **Apply Now** screen. Select **I Agree**. If you do not agree to the terms, you will not be able to use the website, but you can still fill out a paper application by contacting your school district.

- Enter the Security Code and Click **Submit**.
- Select your state and school district. Click **Next**.
- Please read the Letter to Households. Click **Next**.

If your district requires a paper copy of the application to be printed and mailed to them, you will receive a Printer Access Warning message:

“When the application is completed, you must send a printed copy of the application to the school. Please ensure you are connected to a printer before continuing. If you cannot print, you will not be able to complete the application process.”

- Only click **Next** if you’ll be able to print the application once completed.

The next screen includes a Letter to Households and District FAQ section.

- The **Letter to Households** includes important information of who should complete an application and how it works.
- The **District FAQ** section includes frequently asked questions for your district.

Then you will answer a few questions that will direct you through the application process.

Assistance Programs:

- Are you applying for a foster child?
- Do you receive Food Stamps or Temporary Aid for Needy Families (TANF)?

Application Information:

- Add the required Head of Household information (The name of the adult household member who is submitting the application)
 - First Name, Last Name
 - SSN or No SSN

- Address 1, City, State, Zip
- Income or No Income (not available on SNAP/TANF or Foster applications)
- Add the required student information for each student.
 - First Name, Last Name
 - School
 - Student Number
 - Grade
 - Income or No Income
 - None, Homeless, Migrant or Runaway
- Add any additional household member information. (not available on SNAP/TANF applications)
 - First Name, Last Name
 - Income or No Income (not available for Foster application.)

How to enter income:

- **Salary:** List the gross income this 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. Make sure you select the correct frequency of the persons salary.
- **Welfare, Alimony, Child Support:** List the amount this person receives from welfare, child support and alimony along with the frequency of the income.
- **Retirement, Pensions, Social Security:** List the amount this person receives from retirement, pensions and social security along with the frequency of the income.
- **Other:** In the Other column, include 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. Report net income for self-owned business, farm, or rental income. If you are in the Military Housing Privatization Initiative do not include this housing allowance. Report the frequency of the income.

The order in which you add the information does not matter.

It will give you a message if you skip something that is required.

- Review the application and make corrections if you need to. After your **Review**, Click **Signature**.

- Read the **Adult Head of Household Information** and then “sign” your application by entering your name and agreeing to the Intent of Signature, click **Submit**.
 - You can print a copy of your application for your records.
- Click **Finished** to complete the application. The application will be sent to your school district. You will get a letter from them with the results within about two weeks.

Submitted Applications

Once you log back into your account after saving and submitting an application, an In Progress bar will display where in the process your application is.

- If you see **Application in Progress** or **Created** in the **In Progress** bar, it means that LunchApplication.com has received your application and has sent it to your district, but they have not imported it into their system yet.
- If you see **Application has been Submitted** or **Under Review** in the **In Progress** bar, it means that your application is being processed by your district.
 - Once it has been processed and **Completed**, you will be able to sign in again and view the letter.

1.6.2 Frequently Asked Questions

What information will I need to provide?

- For each student you are applying for, you will need to enter their name and select their school and grade. Students’ Social Security Numbers and Student ID numbers are optional, but will help us to process your application. Please enter this if you can.
- If you receive Food Stamps or TANF, you will need to enter a case number for each student.
- If you do not receive Food Stamps or TANF, you will need to list all the people who live in your household and everyone’s monthly gross income. You will need to enter the Social Security number for the adult who submits the application (or indicate that they don’t have one).
- If you are applying for a foster child, you will need to list the child’s personal income or indicate that the child has no income. Each foster child will need a separate application.

Who can I contact if I have more questions?

Click [here](#) to send your school district a question.

Can I apply if I don’t want to use the website?

Yes. Please contact your school district if you prefer to fill out a paper application.

Do I need to give my social security number?

Yes, you must include the social security number of the adult household member who submits the application (or indicate that they don't have one), unless you provide a Food Stamp or TANF case number or you are applying for a foster child.

What if some of my children receive Food stamps/TANF and some do not?

Please contact your school district for instructions.

How long does it take to find out if my child is approved?

You will get a letter from the school district within about two weeks.

What does *Gross Income* mean?

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.

* [Additional Frequently Asked Questions can be added by districts for the parents to view here.](#)

2.0 Parent Functions

2.1 Apply Now

To access the site as a parent, click on **Apply Now** at the top left of the www.LunchApplication.com **Welcome** page.

The screenshot shows the LunchApplication.com website interface. At the top, there is a green header with the site name. Below the header is a banner image of children in a cafeteria. A navigation menu on the left includes links for 'Apply Now', 'Home', 'Terms of Use', 'Privacy Policy', 'Contact Us', and 'FAQ'. The main content area is titled 'Apply: Free And Reduced Family Application'. It contains a checkbox for 'I Agree', a text box for the IP address (192.168.10.81), a CAPTCHA image showing the code 'JGG AQ', and a text box for entering the code. There are 'Cancel' and 'Submit' buttons. A red warning message states: 'If an application has already been submitted, please contact your school district before submitting a second application.' A 'LOGIN' section on the left has fields for 'Username:' and 'Password:', a 'Sign In' button, and a 'Forgot Login Info?' link. At the bottom, there is a 'networksolutions' logo with 'SECURE DATA ENCRYPTED' and a copyright notice: '© Copyright 2014 Education Management Systems, Inc. All Rights Reserved.'

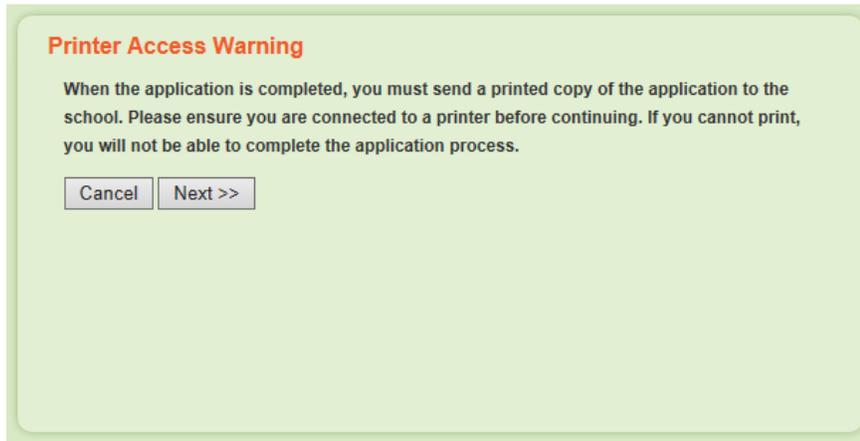
- Click the **Terms of Use** and **Privacy Policy** links to read the corresponding documents.
- Then check the **I Agree** box.
- Enter the **Code** in the text box.
- Click **Submit**.

- The **District** screen appears.

- Select a state from the **Select a State** dropdown list.
- Select a school district from the **Select a District** dropdown list.
 - Each school district has one of the following capabilities:
 - **Import**—the parent can complete the application online and submit to the district via www.lunchapplication.com.
 - **Print Import**—the parent can complete the application online and the district can see the information in STU; however, it must be printed and delivered to the school.
 - **Print Only**—the parent can complete the application online; however, it must be printed and delivered to the school.

If you are unsure which district type you're assigned to, just look for the **Printer Access Warning**. If that appears, you **MUST** print out and provide the printed copy to the school for processing.

- Click **Next**. The **Print Access Warning** screen displays if the district is **Print Import** or **Print Only**.



2.1.1 Sign In/Create Account (Import Districts)

This screen is where new users will be able to create an account. Existing users can sign in with the Login fields. Only parents assigned to a **Import-enabled** district site can create an account.

- Parents assigned to a **Print Import-** or **Print Only-**enabled district site will bypass this screen.

Sign In / Create Account

Signing up for an account is quick and easy. These are some of the benefits

- Electronic notification of application results.
- Ability to view and reprint notification letters.

If you already have an account, you may login using the login form.

Create an Account

Username:

Password:

Confirm Password:

First Name:

Last Name:

Notifications Via:

Email:

Mobile Number for Text Notifications:

Mobile Carrier:

Cancel Create Account Continue Without Creating An Account >>

Apply Now

- Home
- Terms of Use
- Privacy Policy
- Contact Us
- FAQ

LOGIN

Username:

Password:

Sign In

[Forgot Login Info?](#)

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- Enter a unique username in the **Username** text field.
- Enter the password you want to set for this account in the **Password** text field.

- Enter the password again in the **Confirm Password** text field.
- Enter your (the parent) first name in the **First Name** text field.
- Enter your (the parent) last name in the **Last Name** text field.
- Select **Email, Text Message** or **Both** from the **Notifications Via** dropdown list. Notifications will be sent to you based on your selection here.
 - If you selected **Text Message** or **Both** the last two fields will become active.
- Enter your email address in the **Email** text field.
- Enter your mobile number in the **Mobile Number for Text Notifications** field, if active.
- Select your cell phone provider in the **Mobile Carrier** dropdown list.
- Click **Create Account** button to continue.

Or,

- Click the **Continue Without Creating An Account** button to continue without filling out the fields.

2.1.2 Letter to Households (All Districts)

LunchApplication.com

English ▾

- Apply Now
- Home
- Terms of Use
- Privacy Policy
- Contact Us
- FAQ

DISTRICT LOGIN
 Username:
 Password:
 Sign In
[Forgot Login Info?](#)

Letter to Households And FAQ:

[Letter to Households](#) | [District FAQ](#)

Dear Parent/Guardian:
 Children need healthy meals to learn. Your child's school offers healthy meals every school day. Your children may qualify for free meals or for reduced price meals.

- DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD?** No. You can use one Free and Reduced Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to one of your children's school.
- WHO CAN GET FREE MEALS?** All children in households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP), the Food Distribution Program on Indian Reservations or, in some States Temporary Assistance for Needy Families (TANF), can get free meals regardless of your income. Also, your children can get free meals if your household's gross income is within the free limits on the Federal Income Eligibility Guidelines.

<< Previous Cancel Next >>

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LETTER TO HOUSEHOLDS TAB

Sample Letter to Households:

Letter to Households And FAQ:

Letter to Households

District FAQ

FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE SCHOOL MEALS

Dear Parent/Guardian:

Children need healthy meals to learn. Lindsays Test Distract offers healthy meals every school day. Your children may qualify for free meals or for reduced price meals.

1. WHO CAN GET FREE OR REDUCED PRICE MEALS?

- All children in households receiving benefits from Supplemental Nutrition Assistance Program (SNAP), the Food Distribution Program on Indian Reservations (FDPIR) or Temporary Assistance for Needy Families (TANF), are eligible for free meals.
- Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children participating in their school's Head Start program are eligible for free meals.
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- Children may receive free or reduced price meals if your household's income is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced price meals if your household income falls at or below the limits on the chart below.

2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven't been told your children will get free meals, please call or e-mail 910-000-0000, jj@aol.com.

3. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. Use one Free and Reduced Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information.

4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS? No, but please read the letter you got carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact John Doe
123 School Dr

Wilmington NC 28409
910-555-1212
lindsay@mealsplus.com
immediately

5. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child's application is only good for that school year and for the first few days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year.

6. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Please send in an application.

7. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.

8. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.

9. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing to:
Jane Doe
123 School Dr

Wilmington NC 28409
910-000-0002
jd2@aol.com

10. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.

11. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.

12. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.

13. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, or receive Family Subsistence Supplemental Allowance payments, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.

14. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for (SNAP) or other assistance benefits, contact your local assistance office or call 910-555-1212.

If you have other questions or need help, call 910-555-1212.

Sincerely,
John

Household Size	Yearly	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	21775	1815	908	838	419
2	29471	2456	1228	1134	567
3	37167	3098	1548	1430	715
4	44863	3739	1870	1726	863
5	52559	4380	2190	2022	1011
6	60255	5022	2511	2318	1159
7	67951	5663	2832	2614	1307
8	75647	6304	3152	2910	1455
Each additional person:	7696	642	321	296	148

Site	Breakfast		Lunch	
	Reduced Price	Full Price	Reduced Price	Full Price
Columbia Elementary School	0.00	0.00	0.00	0.00
Fiuanna County High School	0.00	0.00	0.00	0.00
Heide Trask High School	0.00	0.00	0.00	0.00
Pender Elementary	0.00	0.00	0.00	0.00
Pender Elementary	0.00	0.00	0.00	0.00
Surf City Elementary	0.00	0.00	0.00	0.00
Topsail North Elementary	0.00	0.00	0.00	0.00
Washington Elementary	0.00	0.00	0.00	0.00

Non-discrimination Statement: **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) 632-9952 (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.

DISTRICT FAQ TAB

Letter to Households And FAQ:

[Letter to Households](#) [District FAQ](#)

What information will I need to provide?

For each student you are applying for, you will need to enter their name and select their school and grade. Students' Social Security Numbers and Student ID numbers are optional, but will help us to process your application. Please enter this if you can.

If you receive SNAP or TANF, you will need to enter a case number for each student.

If you do not receive SNAP or TANF, you will need to list all the people who live in your household and everyone's monthly gross income. You will need to enter the last four digits of the Social Security number for the adult who submits the application (or indicate that they don't have one).

If you are applying for a foster child, you will need to list the child's personal income or indicate that the child has no income.

Who can I contact if I have more questions?

Click [here](#) to send your school district a question.

Can I apply if I don't want to use the web site?

Yes. Please contact your school district if you prefer to fill out a paper application.

Do I need to give my social security number?

Yes, you must include the last 4 digits of the adult household member's social security number who submits the application (or indicate that they don't have one), unless you provide a SNAP or TANF case number or you are applying for a foster child.

What if some of my children receive SNAP/TANF and some do not?

Please contact your school district for instructions.

How long does it take to find out if my child is approved?

You will get a letter from the school district within about 2 weeks.

What does "Gross Income" mean?

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.

<< Previous Cancel Next >>

- Click **Next**. The **Assistance Programs** screen appears.

2.1.3 Assistance Programs (All Districts)

This screen is used to indicate when a family receives government assistance (i.e. Food Stamps) or Temporary Aid for Needy Families.

Assistance Programs

Do you receive government assistance such as SNAP or Temporary Assistance for Needy Families (TANF)?

Click "No" if you are applying based on household income.
You will need to enter all household members' names and their monthly gross income.

No

If you click "Yes", you will need to enter a case number and select a case type.

Yes

Case Number: Case Type:

<< Previous Cancel Next >>

- Select **Yes** or **No** from the radio buttons.
 - If **Yes** is selected, enter the **Case Number** and select a **Case Type**.
- Click **Next**. The Application Information screen appears.

2.2 Application Information (All Districts)

This screen is used to add the application information.

Apply Now

Home

Terms of Use

Privacy Policy

Contact Us

FAQ

DISTRICT LOGIN

Username:

Password:

Sign In

[Forgot Login Info?](#)

Application Information:

Head of Household: [Add](#)

Student Information: [Add Student](#)

All other Household Members: [Add Member](#)

Number of Household Members: 0

Cancel Application Next >>

- Click **Add** in the **Head of Household** section to enter information.

2.2.1 Head of Household (All Districts)

Adult Head of Household Information:

First Name: Last Name:

Last 4 Digits of Social Security Number: Enter the last four digits of your Social Security Number (or mark the box if you do not have one).

Check here if you do not have a Social Security Number.

Address1: Address2:

City: State:

Zip:

Home Phone: Work Phone:

Check if "No Income" or "Applying for Foster Child Only"

Head of Household Gross Income	Salary	Welfare / Alimony / Child Support	Retirement / Pension / Social Security	Other
Income Amount:	<input type="text" value="1500.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Frequency:	<input type="text" value="Monthly"/>	<input type="text" value="Monthly"/>	<input type="text" value="Monthly"/>	<input type="text" value="Monthly"/>

Mark one racial/ethnic identity: (optional: You are not required to answer this question. No child will be discriminated against because of race, color, sex, national origin, age, or disability.)

American Indian or Alaska Native
 Asian
 Black or African American
 Hispanic or Latino
 Native Hawaiian or Other Pacific Islander
 Other
 Not Hispanic or Latino
 No Response
 White

- Enter the first and last name of the head of household (HoH) in the **First Name** and **Last Name** text fields.

- Enter the last four digits of the HoH's social security number in the **Last 4 Digits of the Social Security Number** text field or check the box if the HoH does not have a SSN.
- Enter the HoH's address in the **Address1** and **Address2** fields.
 - **Address1** should contain the house/building number and the street name.
 - **Address2** should contain the apartment or lot number, if applicable.
- Enter the HoH's **City**, **State**, and **Zip Code** in the appropriate text fields.
- Enter the HoH's home and work phone numbers in the **Home Phone** and **Work Phone** text fields.
- Click **Save**. The main **Application Information** screen appears.

2.2.2 Student Information (All Districts)

- Click **Add Student** in the Student Information section.

Student Information:

First Name: Last Name:

Teacher: School:

Student Number: (optional)

Grade:

Check if the child you are applying for is a Foster Child .

If the child you are applying for is homeless, migrant, runaway, or Head Start check the appropriate box and call your school, homeless liaison, migrant coordinator at phone #

None Homeless Migrant Runaway Head Start

Check if "No Income".

Student Gross Income	Salary	Welfare / Alimony / Child Support	Retirement / Pension / Social Security	Other
Income Amount:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Frequency:	<input style="border: none; background-color: #f0f0f0; border-bottom: 1px solid #ccc;" type="text" value="Monthly"/>	<input style="border: none; background-color: #f0f0f0; border-bottom: 1px solid #ccc;" type="text" value="Monthly"/>	<input style="border: none; background-color: #f0f0f0; border-bottom: 1px solid #ccc;" type="text" value="Monthly"/>	<input style="border: none; background-color: #f0f0f0; border-bottom: 1px solid #ccc;" type="text" value="Monthly"/>

- Enter the student's **First** and **Last Name**, **Teacher** name and **Student Number** in the appropriate text fields.
- Select a school from the **School** dropdown list.

- Select a grade from the **Grade** dropdown list.
- Check the **Foster Child** box if the application is for a Foster Child.
- Select the **None, Homeless, Migrant** or **Runaway** from the radio buttons.
- Check the **No Income** box if student has no income.
- Enter an amount in the **Income Amount** text fields where applicable.
- Select the pay frequency from the **Frequency** dropdown lists.
- Click **Save**. The main **Application Information** screen appears.

2.2.3 Other Household Members (All Districts)

- Click **Add Member** in the **All Other Household Members** section.

All Other Household Members:

First Name: Last Name:

Check if "No Income" or "Applying for Foster Child Only"

Member	Welfare /	Retirement /	
Gross	Salary	Alimony /	Pension /
Income		Child Support	Social Security
Income			
Amount:	<input type="text" value="400.00"/>	<input type="text"/>	<input type="text"/>
Frequency:	<input type="text" value="Monthly"/> ▼	<input type="text" value="Monthly"/> ▼	<input type="text" value="Monthly"/> ▼

- Enter the household member's **First** and **Last Name** in text fields.
- **Enter the** household member's social security number in the Social Security Number text fields. This is optional.
- Check the box if **No Income** or **Applying for Foster child Only** applies.
- Enter an amount in the **Income Amount** text fields where applicable.
- Select the pay frequency from the **Frequency** dropdown lists.
- Click **Save**. The main **Application Information** screen appears.

- The **Application Information** is summarized here.

Application Information:

Head of Household: [Edit](#)

Last Name: SMITH
 First Name: JENNY
 Address 1: 200 Trinity Ave.
 Address 2:
 City State Zip: Wilmington, CA 28403
 SSN: 8888
 Home: 910-686-4255
 Work Phone: 910-352-0418
 Total Annual Income: \$18,000.00

Student Information: [Add Student](#)

First Name	Last Name	Student #	School	Total Annual Income	
Delete	Edit	AMELIA	SMITH	School 1	\$0.00

All other Household Members: [Add Member](#)

First Name	Last Name	Total Annual Income	
Delete	Edit	NANCY SMITH	\$4,800.00

Number of Household Members: 3

Click Signature to sign and submit your application.

[Cancel Application](#) [Signature](#)

- Click **Next** to proceed with the application or **Cancel Application** to cancel.

2.2.4 Release Categories (All Districts)

This section is optional. It can be used if your application form has a place where the family can give permission to release information to outside agencies.

The Release Categories displayed are determined by your district.

Release Categories:

ADULT CONSENT: Your child(ren) may qualify for one of the following benefits. We must have your permission to share your meal application information with school officials to determine if your child(ren) qualifies. Answering this question will not change whether your children will get free or reduced price meals.

Extended Meal Benefits

Dental Benefits

Health Care Benefits

AP Test Fee Redu. Grant 2011

[Next >>](#)

- Check the box(es) of the benefits you would give consent for your district to release your child(ren)'s information for qualification.
- Click **Next**.

2.3 Complete My Application

2.3.1 Import Districts

Complete My Application

Privacy Act Statement: This explains how we will use the information you give us. The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the adult household member social security number who signs the application. The social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

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.

I certify (promise) that all 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. I understand the information provided on this application may be used to verify my household's eligibility for benefits in the National School Lunch Program with Medicaid agencies as part of the state's participation in the Medicaid Verification Study.

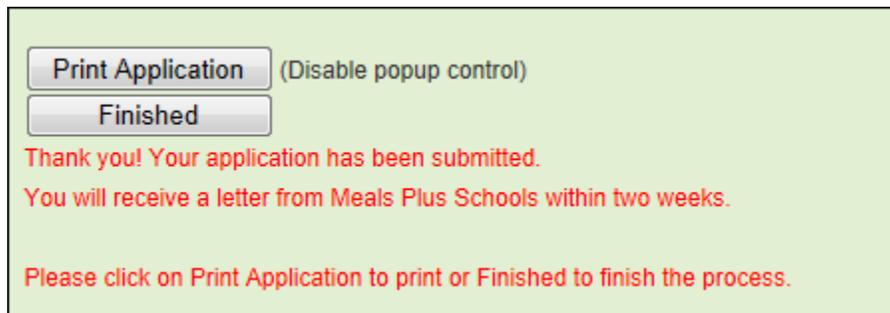
To sign the application, please enter **JENNY SMITH** in the Signature box.

Signature:

Intent of Signature:

- Review the information on this screen before entering your name in the **Signature** text field.

- Select your signature intention from the **Intent of Signature** dropdown list.
- Click **Submit**.
- The following message will appear at the bottom of the page.



- Click **Print Application** to print the document.
- Click **Finished** to exit this screen.

Submitted Applications

Once you log back into your account after saving and submitting an application, an In Progress bar will display where in the process your application is.

- If you see **Application in Progress** or **Created** in the **In Progress** bar, it means that LunchApplication.com has received your application and has sent it to your district, but they have not imported it into their system yet.
- If you see **Application has been Submitted** or **Under Review** in the **In Progress** bar, it means that your application is being processed by your district.
 - Once it has been processed and **Completed**, you will be able to sign in again and view the letter.

2.3.2 Print Import and Print Only Districts

Complete My Application

Privacy Act Statement: This explains how we will use the information you give us. The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the adult household member social security number who signs the application. The social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly.

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 if 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.

(Disable popup control)

- Review the information on this screen before clicking **Print Application**. Ensure any popup blockers are disabled.
 - You must provide the printed application to your school for processing.

- The Application displays in another window in PDF format.
 - You can save or print the application from this window.
 - The printed application matches the USDA's form.
- Click **Finished** once the application has successfully printed. You will not be able to access the application once this button is clicked.
 - When **Finished** is clicked, the user will be logged out of their account for security reasons.

Submitted Applications

Once you log back into your account after saving and submitting an application, an In Progress bar will display where in the process your application is.

- If you see **Application in Progress** or **Created** in the **In Progress** bar, it means that LunchApplication.com has received your application and has sent it to your district, but they have not imported it into their system yet.
- If you see **Application has been Submitted** or **Under Review** in the **In Progress** bar, it means that your application is being processed by your district.
 - Once it has been processed and **Completed**, you will be able to sign in again and view the letter.

3.0 District Functions

More options are available at the District level.

- Enter your **District Username** and **Password** in the Login fields to access the District functions.

LunchApplication.com

Welcome JennyEMS!! Sign Off English ▾

Apply Now

- Home
- Terms of Use
- Privacy Policy
- Contact Us
- FAQ
- Districts
- Sites
- Users
- Activity Report
- Family Application Report
- E-mail History

Welcome to LunchApplication.com!

Now you can apply on-line for your children to receive free or reduced price school meals. Your application will be sent from our secure web site directly to your school district, so you don't need to worry about filling out a paper form that could be lost or misplaced.

We have designed LunchApplication.com to make it easy for you to know exactly what information you need to provide and to guide you through the process. Your school district will determine your eligibility and send you a letter with the results.

LunchApplication.com is an easy, secure and convenient way to apply for free or reduced lunch.

Apply Today for a Healthy School Meal

SECURE DATA ENCRYPTED
networksolutions

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- The additional **Districts, Sites, Users, Activity Report, Family Application Report** and **E-mail History** will display in the menu on the left.

3.1 District

This screen allows the user to edit a **District's** information.

District:

District Id: Enabled Standard Letter

District Name:

Address1: Address2:

City: State:

Zip: Type: v

Require Student Number on Application

Require Grade on Application

Show Kin-GAP on Application

Contact:

Name: Phone:

E-mail:

Hearing Official:

Name: Phone:

E-mail:

Migrant Coordinator:

Name: Phone:

E-mail:

Household Categorical Case Types:

Medicaid

TANF

SNAP

FDPIR

Other

- The **District ID** and **District Name** text fields are read-only.
- The **Enabled** box will be checked for all “active” districts.
- Check the **Standard Letter** box if you would like to use the standard letter to send to parents.
 - Leave the box unchecked if you are going to use a customized letter for parents.
- Enter the district’s **Address, City, State** and **Zip Code** in the appropriate fields.
- Select **Print, Import** or **Print Import** from the Type dropdown list.

- This determines whether the parent will need to print their application at the end to submit to the school.
- Check the **Require Student Number on Application** box to add the student's number on the application.
- Check the **Require Grade on Application** box to add the student's grade on the application.
 - Unchecking the box will add **(Optional)** after grade on the Student Information screen.

 A screenshot of a web form element. It consists of a light green rectangular box. On the left side of the box, the text "Grade: (optional)" is displayed in a small, dark font. To the right of this text is a white rectangular input field with a small downward-pointing arrow on its right side, indicating a dropdown menu.

- Check the **Show Kin-GAP on Application** button to display Kin-GAP on the student's application. This ensures they'll be appropriately marked as Kin-GAP in **Student Eligibility**.

3.1.1 Contact Information

District

- Enter the **Name, Phone Number** and **E-mail** address for the contact person in the appropriate fields.

Hearing Official

- Enter the **Name, Phone Number** and **E-mail** address for the **Hearing Official** in the appropriate fields.

Migrant Coordinator

- Enter the **Name, Phone Number** and **E-mail** address for the **Migrant Coordinator** in the appropriate fields.

3.1.2 Case Types

- Select any or all of the **Household Categorical Case Types** from this section.
 - The selected case types will be available to the parent for selection on their application.
 - Case Types displayed are the same as **Student Eligibility: Administration: Control File: Household Categorical Case Type Tab**, but can be disabled from showing on LunchApplication.com from the District's Admin page.

3.1.3 Non-Discrimination Statement and Certify Statements

A Non-Discrimination and Certify Statement have been provided in English and Spanish.

Non-Discrimination Statement:	
English:	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
Spanish:	Agricultura de los E.U. el Departamento de Nutrición al Niño no discrimina en base a raza, color, origen, sexo, edad ni incapacidad. Para presentar una queja por discriminación escriba a USDA Director, Office of Civil Rights (Oficina de Derechos Civiles), Room 326-W Whitten
Certify Statement:	
English:	I certify (promise) that all 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
Spanish:	Declaro que toda la información que hay en esta solicitud es cierta y que he informado de todos mis ingresos. Entiendo que al colegio recibirá fondos federales basados en la información que he proporcionado

- Enter updated information to reflect what is required by your state.

3.1.4 FAQ

Frequently Asked Questions can be added to the application at the district level. These questions will appear under the **FAQ** tab on the [Letter to Households](#) screen.

FAQ (English):	
1)	
2)	
3)	
4)	
5)	
FAQ (Spanish):	
1)	
2)	
3)	
4)	
5)	

- Enter the **FAQ** information in the appropriate text fields for English and Spanish.
- Click **Save** once the form is complete.

3.2 Sites

This screen allows you to manage your school sites and pricing.

- The **State** and **District** filters are read-only and the sites shown in the grid are based on your district login.

Sites: [Add Site](#)

Filter by State:

Filter by District:

Delete	Edit	Site	District	Breakfast Reduced Price	Breakfast Full Price	Lunch Reduced Price	Lunch Full Price
Delete	Edit	Pender Elementary	A New District	0.00	0.00	0.00	0.00
Delete	Edit	Pender Elementary	A New District	0.00	0.00	0.00	0.00
Delete	Edit	Trask High School	A New District	0.00	0.00	0.00	0.00
Delete	Edit	Pender Elementary	A New District	0.00	0.00	0.00	0.00
Delete	Edit	Pender Elementary	A New District	0.00	0.00	0.00	0.00
Delete	Edit	Surf City Elementary	A New District	0.00	0.00	0.00	0.00
Delete	Edit	Topsail North Elementary	A New District	0.00	0.00	0.00	0.00
Delete	Edit	Washington Elementary	A New District	0.00	0.00	0.00	0.00

- Click **Delete** to delete a Site.
- Click **Edit** to view and modify the Site information. The screen is the same as **Add a Site** below.
 - You will need to enter amounts for **Breakfast Reduced Price, Breakfast Full Price, Lunch Reduced Price** and **Lunch Full Price** here for *each* site when setting up LAP the first time.
 - These prices display in the **Sites** grid.
 - These prices do not automatically populate from **Point of Sale**.
 - These prices may need to be updated yearly if the prices change.
 - Click **Save** once they are entered.

3.2.1 Add a Site

- Click **Add Site** if you need to create a new school.

- The **State** and **District** fields are read-only and based on your district login.
- Enter an Id number in the **Site Id** text field.
- Enter a site name in the **Site Name** text field.
- Enter an amount in the **Breakfast Reduced Price** text field.
- Enter an amount in the **Breakfast Full Price** text field.
- Enter an amount in the **Lunch Reduced Price** text field.
- Enter an amount in the **Lunch Full Price** text field.
- Click **Save**.

3.3 Users

This is where you manage the users who have access to LunchApplication.com.

Delete	Edit	First Name	Last Name	User Name
Delete	Edit	50419	50419	district50419
Delete	Edit	Lindsa	Keslerr	lindsay
Delete	Edit	test	test	testtt

- Click **Delete** to delete a user.
- Click **Edit** to view and modify the user information.

FILTER OPTIONS

- Select a district from the **Filter by District** dropdown list.
- Select a user's role (i.e. Parent, District, etc.) from the **Filter by Role** dropdown list.

3.3.1 Add A User

- Click **Add User** to enter information on a new user.

User:

Role:

State:

District:

Username:

Password: Confirm Password:

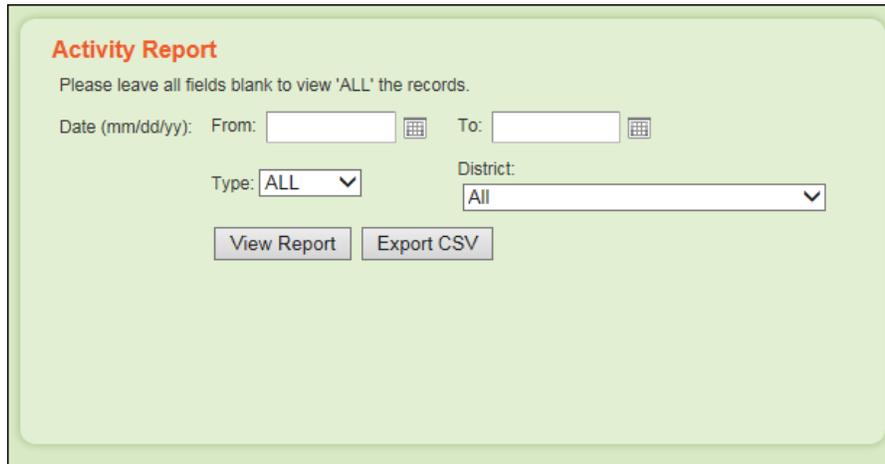
First Name: Last Name:

E-mail:

- Select a role from the **Role** dropdown list.
- Select a state from the **State** dropdown list.
- Select a district from the **District** dropdown list.
- Enter a user name in the **Username** text field.
- Enter a word in the **Password** text field.
- Enter the password again in the **Confirm Password** text field.
- Enter a name in the **First Name** text field.
- Enter a name in the **Last Name** text field.
- Enter an email address in the **E-mail** text field.
- Click **Save** to save the user.

3.4 Activity Report

This report will display the activities of a student.



Activity Report

Please leave all fields blank to view 'ALL' the records.

Date (mm/dd/yy): From: To:

Type: District:

- Select a date range from the **From** and **To** fields.
- Select a type from the **Type** dropdown list.
 - **Inactive** displays applications that have been imported into *Student Eligibility*
 - **Active** displays applications that have not been imported into *Student Eligibility* yet.
 - **ALL** displays both inactive and active applications.
- Select a district from the **District** dropdown list.
- Click **View Report** to view the report.
- Click **Export CSV** to export the activity report(s) to an Excel file.
 - This allows you to easily track the number of applications received by date.
 - Once exported, the file can be opened, saved or canceled.

Sample Activity Report:

Date: 4/13/2011	www.LunchApplication.com	Page 1 of 1
Time: 8:52:44AM	Activity Report	
	District: Meals Plus Schools	
	From 2/1/2011 To 4/11/2011;; District = 123	

Household Last Name	Household First Name	Family Size	Imported	Application Date & Time
BLACK	LOUIS	3	No	3/3/2011 11:34:12 AM
BLOGGER	LINDSAY	2	No	4/5/2011 3:14:47 PM
BREWER	LISA	2	No	3/31/2011 9:35:29 AM
BUSCH	SID	2	Yes	2/18/2011 2:01:20 PM
BUSCH	SID	4	No	4/6/2011 11:40:15 AM
GREENE	DORIS	2	No	4/5/2011 2:48:00 PM
HARRIS	SHARON	2	No	2/21/2011 11:25:29 AM
HOOKS	BEN	4	No	3/31/2011 11:16:15 AM
JONES	SAM	3	No	4/5/2011 11:40:03 AM
NASH	LISA	2	Yes	2/17/2011 9:15:43 AM
SMITH	WILLIAM	3	Yes	2/16/2011 4:20:10 PM
STOHL	JUDD	2	No	3/3/2011 2:42:15 PM
STOHL	JUDD	2	No	03/03/2011 14:50:50
STOHL	JUDD	2	No	3/3/2011 2:59:32 PM
STOHL	JUDD	2	No	3/4/2011 8:27:07 AM
STOHL	JUDD	2	No	3/4/2011 8:35:09 AM
WOOD	SARAH	4	No	3/23/2011 11:26:27 AM

Total Applications: 17

3.5 Family Application Report

This report will display a summary of the family's application.

Family Application Report

Head of Household
 Student

Head of Household:
 Last Name:
 First Name:

Application Date:
 From:
 To:

District:

- Select **Student** or **Head of Household** from the radio buttons.
- Enter the **Last Name** and **First Name** in the appropriate text fields.
- Enter dates in the **From** and **To** fields.
- Select a district from the **District** dropdown list.

- Click **Search**. The results will display.

Your search returned 12 rows.

	Last Name	First Name	Family Size	Application Date & Time
View	AGUAYO	S	3	02/01/2016 10:14:53
View	BAHENA	B	2	02/01/2016 10:14:53
View	BAILEY	PARENT	3	08/21/2015 13:20:51
View	CAMPBELL	DAVID	2	02/02/2016 07:00:34
View	CAMPBELL	PARENT	2	08/21/2015 13:26:10
View	DABBS	PARENT	2	08/21/2015 13:29:23
View	EAGLE	PARENT	2	08/21/2015 13:41:02
View	FINCH	PARENT	2	08/21/2015 13:55:13
View	FRIDAY	PARENT	2	08/28/2015 13:41:48
View	GAINES	PARENT	2	08/21/2015 13:58:14
View	SMITH	REID	2	07/14/2015 16:42:01
View	USER	CHROME	2	10/28/2015 11:27:45
Download All				

- Click **View** to view the report for that family. You can print the individual report from here.
- Click **Download All** to download all of the applications in the grid into a zip file.
 - You will be able to view and print all the downloaded applications from Windows Explorer.

Sample Family Application Report:

Date:	4/13/2011	Inactive Application				Page 1 of 1					
Time:	8:54:23AM	District: Meals Plus Schools									
		Application Date: 2/17/2011									
Head of Household Information						Total Annual Income: 0.00					
Last Name	First Name	SSN	Family Size	Family Number	Language	Homeless/Migrant/Runaway					
NASH	LISA	333-33-3333	2		English						
Address			Home Phone	Work Phone	Release Info	Verification					
101 S. W. D Street			(777) 999-9999		None	LA					
Mickey Mouse, NC 36868											
Income:		0.00 Monthly	0.00 Monthly	0.00 Monthly	0.00 Monthly						
Student Information											
Last Name	FirstName	SSN	Student #	Site	Grade	Status	Temp	Exp. Date	Case#	DC	Foster
MILLER	TRICIA	333-33-3333	10684	300	02	I			100005549799		N
		0.00 Monthly	0.00 Monthly			0.00 Monthly			0.00 Monthly		

3.6 E-mail History

This will display a log of emails sent to an email address.

E-mail History

From: To:

Email Address:

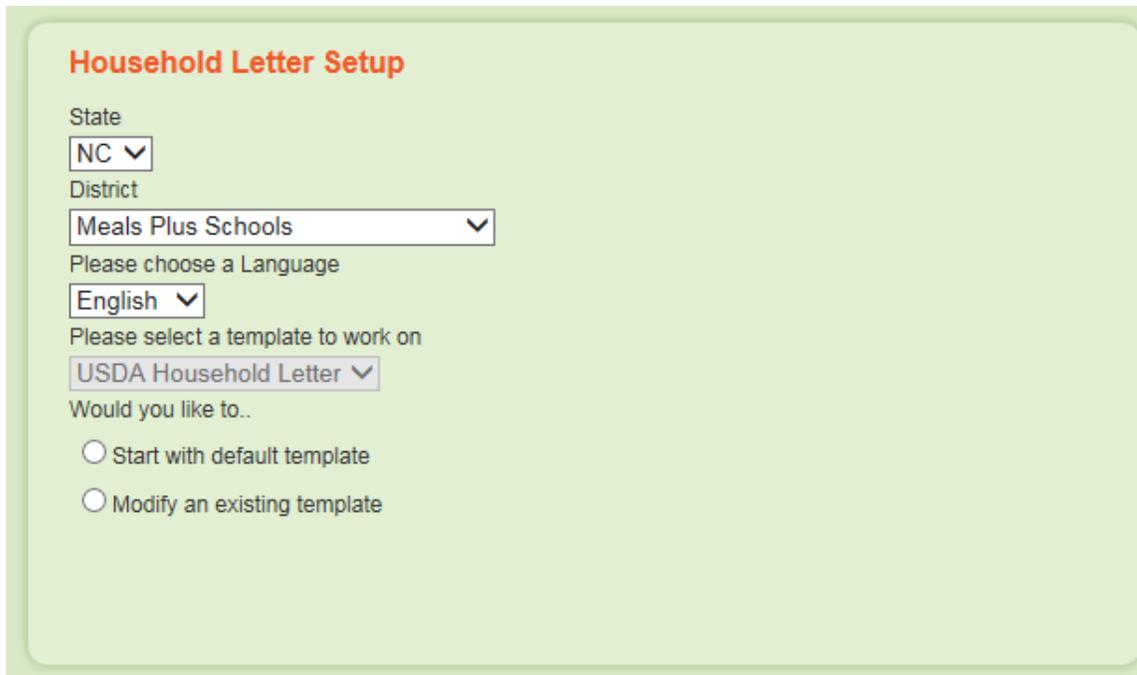
- Select a date in the **From** and **To** text fields.
- Enter an email address in the **Email Address** text field.
- Click **Display Report**.

SAMPLE E-MAIL HISTORY REPORT

Date: 4/19/2016	www.LunchApplication.com	Page 3 of 3
Time: 10:50:45AM	Search Sent EMail ID ALL DATES	
Date / Time	EMail ID	Subject
Total by day : 40		
On: 2/2/15		
2/2/2015 4:51:05PM	lindsay@mealsplus.com	LunchApplication.com Requested Information.
2/2/2015 4:57:17PM	lindsay@mealsplus.com	LunchApplication.com Requested Information.
2/2/2015 5:07:35PM	lindsay@mealsplus.com	LunchApplication.com Requested Information.
2/2/2015 5:07:35PM	lindsay@mealsplus.com	LunchApplication.com Requested Information.
2/2/2015 5:07:35PM	lindsay@mealsplus.com	LunchApplication.com solicitado informacón.
2/2/2015 5:07:36PM	lindsay@mealsplus.com	LunchApplication.com solicitado informacón.
Total by day : 6		
On: 2/3/15		
2/3/2015 8:36:40AM	trish@mealsplus.com	LunchApplication.com Requested Information.
2/3/2015 8:17:07AM	trish@mealsplus.com	LunchApplication.com Requested Information.
2/3/2015 9:19:26AM	trish@mealsplus.com	LunchApplication.com Requested Information.
2/3/2015 9:25:33AM	krista@mealsplus.com	LunchApplication.com Requested Information.
2/3/2015 10:19:44AM	krista@mealsplus.com	LunchApplication.com Requested Information.

3.7 Household Letter Setup

This is where you set up the English and Spanish versions of the Household Letter that parents see when they begin the application process. You can start with a default template or modify an existing template.



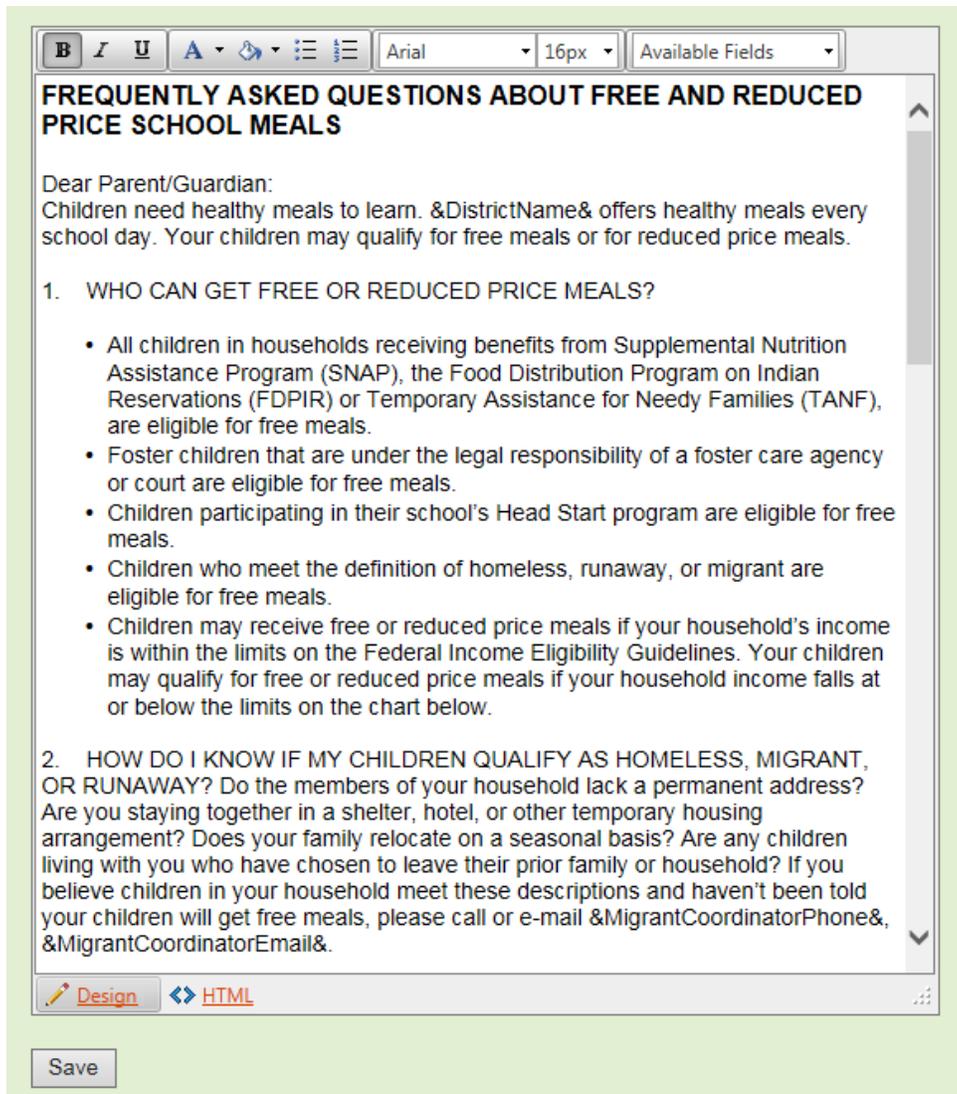
The screenshot shows a form titled "Household Letter Setup" with a light green background. The form contains the following fields and options:

- State:** A dropdown menu with "NC" selected.
- District:** A dropdown menu with "Meals Plus Schools" selected.
- Please choose a Language:** A dropdown menu with "English" selected.
- Please select a template to work on:** A dropdown menu with "USDA Household Letter" selected.
- Would you like to..** Two radio button options:
 - Start with default template
 - Modify an existing template

- Select your state from the **State** dropdown list.
- Select your district from the **District** dropdown list.
- Select English or Spanish from the **Language** dropdown list.
 - You will need to set up letters for each language.
- If you have multiple letter template saved, you can select a template from the **Template** dropdown list.
- You have two options:
 - Start with default template
 - Modify an existing template

START WITH DEFAULT TEMPLATE

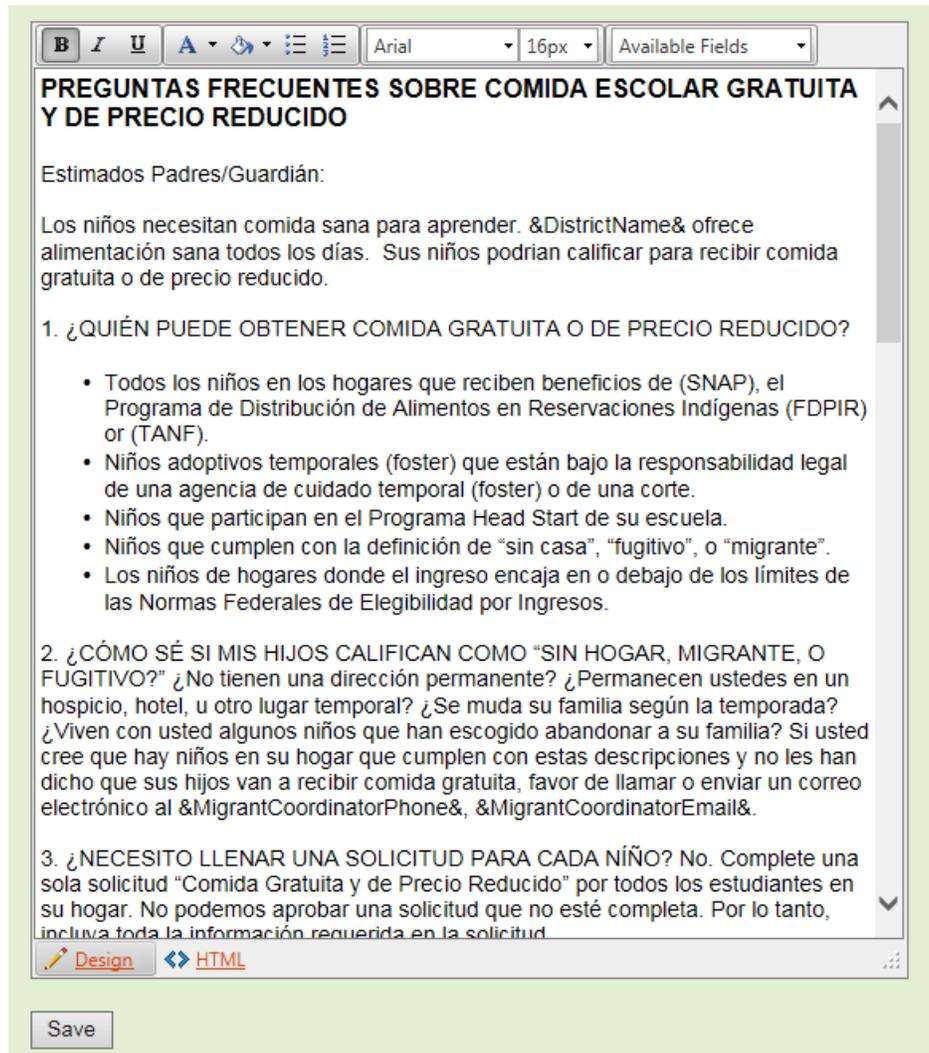
Select this option if you are starting a new letter. A default letter has been pre-installed and can be easily edited.



- Use the top toolbar to edit the font, bulleted items or available fields to the letters.
 - This is setup similar to **Letter Setup** in **Student Eligibility**.
- When you are finished editing the letter, click **Save**.

MODIFY AN EXISTING TMLATE

Select this option if you are updating a modified letter.



- Use the top toolbar to edit the font, bulleted items or available fields to the letters.
 - This is setup similar to **Letter Setup** in **Student Eligibility**.
- When you are finished editing the letter, click **Save**.