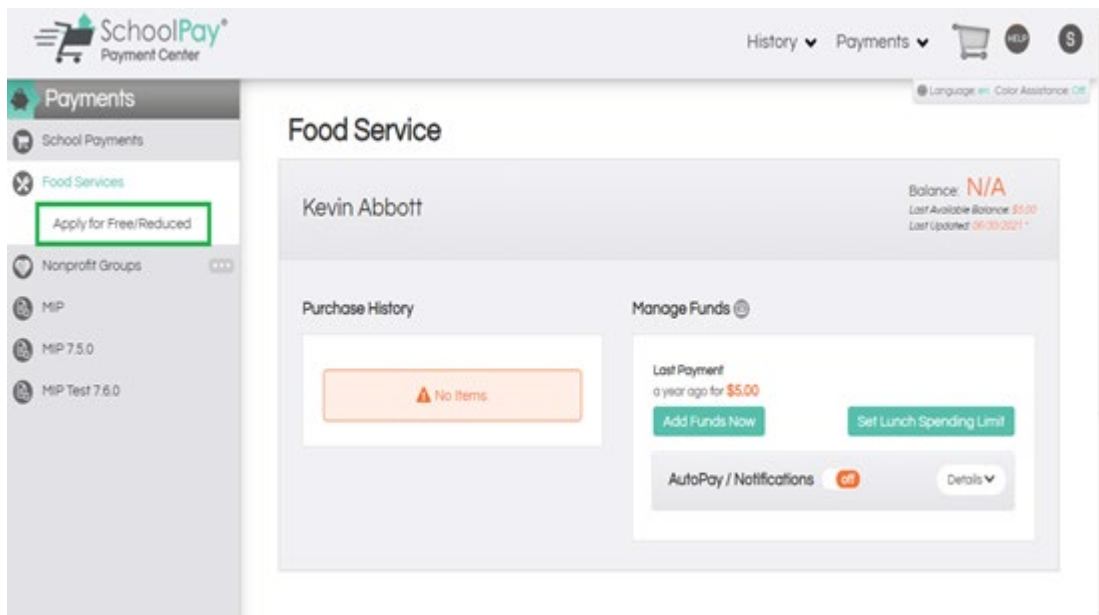


PaySchools Central Free & Reduced Application

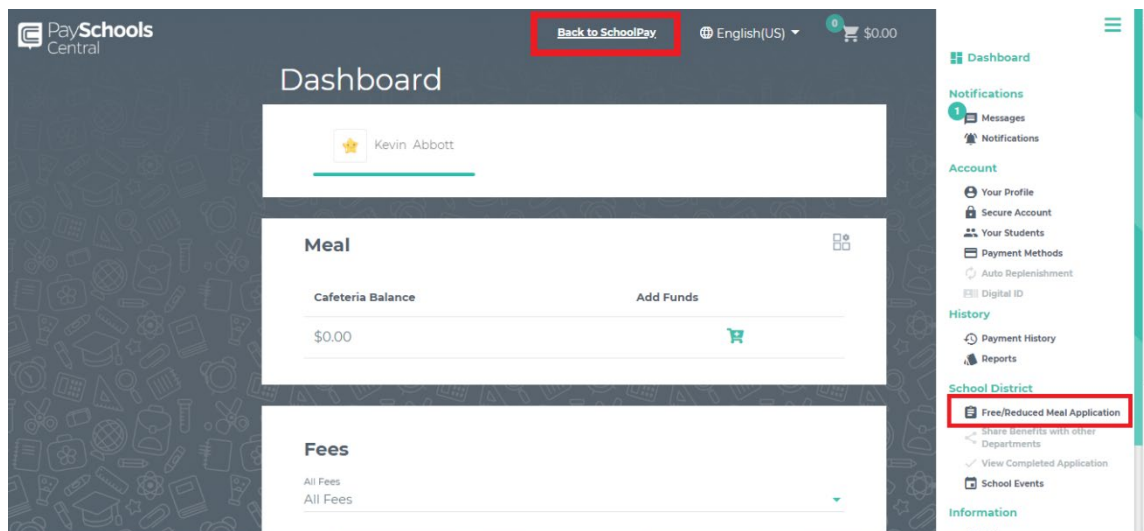
Step 1-

Log into SchoolPay > Click Food Services > Click Apply for Free/Reduced



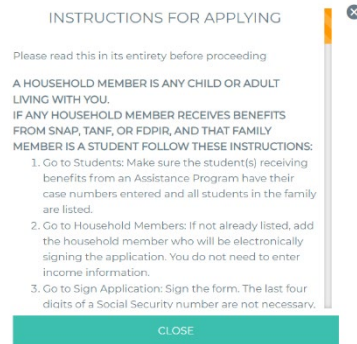
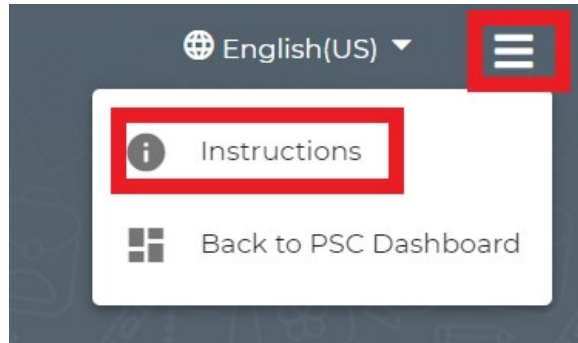
Step 2-

Select Free/Reduced Meal Application from your dashboard



Step 3-

Instructions on how to complete an application is located to the right of the screen



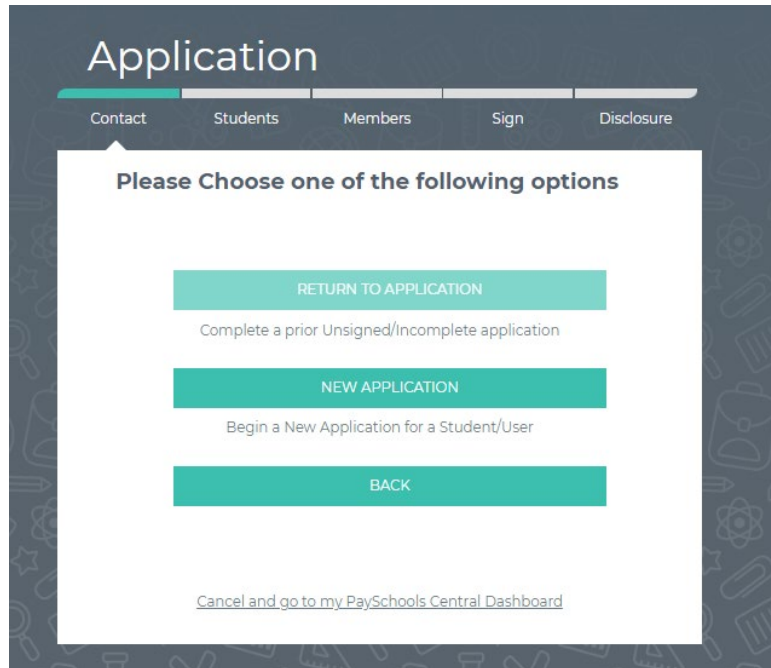
Step 4-

Your contact information is pre-filled with your profile information > verify and/or alter changes needed > Select preferred contact method; districts use to send determination letter > Click continue

A screenshot of a 'Contact Information' form. The form has a dark blue header with the title 'Contact Information' and a navigation bar with tabs for 'Contact', 'Students', 'Members', 'Sign', and 'Disclosure'. The 'Contact' tab is active. The main content area is titled 'YOUR CONTACT INFORMATION' and contains several input fields: 'First Name *', 'Last Name *', 'Email ID' (with a help icon), 'Address Line 1', 'Address Line 2', 'Zip Code', 'City', 'State' (with a dropdown arrow), 'Phone Number', and 'Mobile Number'. Below these fields is a section titled 'PREFERRED CONTACT METHOD' with a dropdown menu currently set to 'EMAIL FOR INSTANT CONTACT' and 'Email'. A paragraph of text explains that the preferred delivery method will be used to send the determination letter. At the bottom of the form is a green button labeled 'CONTINUE'.

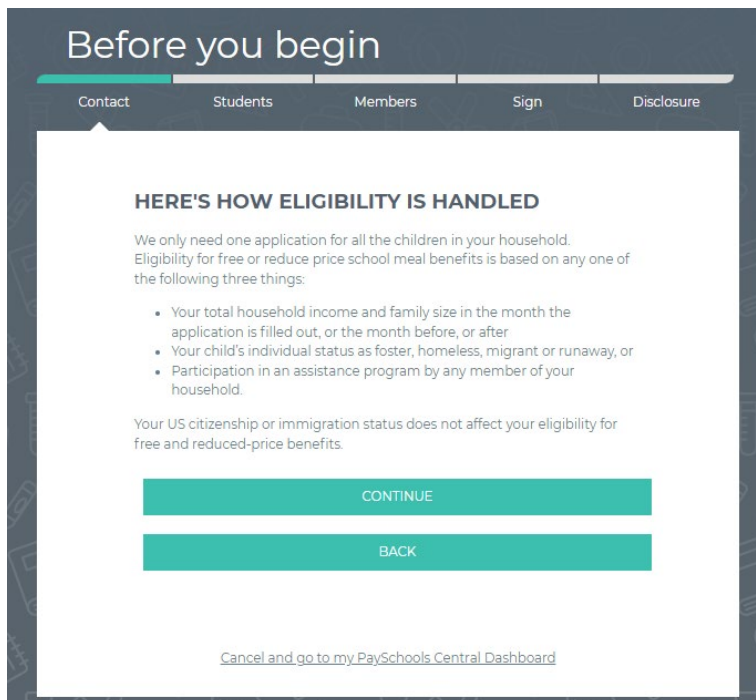
Step 5-

Return to Application allows you to complete an existing application. Select **NEW APPLICATION** to begin an application for current school year



Step 6-

Please read prompted message on how income should be entered. If no message appears- you will ONLY see the "Here's how eligibility is handled"



Step 7-

Add/Verify Students > data from student(s) account will be shown > You can remove students by clicking the "x" > Click Add Student if additional students are in household > When complete, Start Application

- If **Direct Certification** says "YES", no application is needed from your district
 - If all your students in your household are DC, you will be directed to the disclosure options to allow or prohibit sharing of your meal status- information is typically used in waiving certain district fees.
 - If some, but not all students are DC, you can extend benefits to the other children by using the EXTEND TO ALL option and selecting those currently on your application > redirected for disclosure options
- Select **FOSTER CHILD** only for any students in your household- no income or additional information will be needed for student(s)

The screenshot shows the 'Verify Students' page with a navigation bar (Contact, Students, Members, Sign, Disclosure) and a student profile for 'Suzie Smith'. The profile includes fields for Student ID (99999), District Name (ABC Local Schools), Grade (8), School Name (ABC Middle School), and Direct Certification (No). A checkbox for 'Is this a Foster Child?' is set to 'YES'. Below the profile are three buttons: 'ADD STUDENTS', 'START APPLICATION', and 'BACK'. At the bottom, there is a link: 'Save and Go to my Payschools Central Dashboard'.

The screenshot shows the 'ADD STUDENTS' form. It features a dropdown menu for 'OHIO', another dropdown for 'PLAIN LOCAL SCHOOLS', and a 'Select Grade' dropdown. Below these are input fields for 'STUDENT ID', 'Your First Name', and 'Your Last Name'. At the bottom are 'ADD' and 'CANCEL' buttons.

Step 8-

Select Assistance Type if applicable > Enter Case Number > Continue

OR

Select None of These > Yes or No to income > Enter Income if applicable > Continue

To save and return later- click save and go to PaySchools Central Dashboard

Student Assistance

Contact Students Members Sign Disclosure

Lets determine if your student has state assistance or sources of income.

Some common sources of income for children are:

- A full-time or part-time job, or
- Supplemental Security Income (SSI), if the child is disabled, Social Security benefits for children of a disabled, retired, or deceased parent, or
- Money regularly received from extended family or friends outside of the household, or
- Money from a pension, annuity, or trust

Do not include infrequent earnings, such as income from occasional babysitting or mowing lawns.

Please answer for each of your students / patrons below.

Suzie Smith

Lola Drlik

Select Assistance Type *
None of These

Select Special Situation *
None of These

Does Lola have income? Please select the checkbox to enter
Income details. Yes No

CONTINUE

BACK

[Save and Go to my Payscale Central Dashboard](#)

Step 9 -

Please read the information on what is considered to be a member in your household

- ✓ You are automatically added to application as member
- ✓ If application is file from prior year, members are automatically added
- ✓ Remove/Add members if needed

Verify Members

Contact Students **Members** Sign Disclosure

Students already added to the application from your school district **MUST NOT** be added in the members section.

You have been added automatically as a member to this application, but there may be additional members in your household.

Please remove or add members to this application based on this following definition.

A member is defined as:

- Students that are in grade 12 or below and attend school in another school district
- Children that attend all day care or preschool, or are not of school age, including infants
- Anyone 18 years of age or younger living in your household that does not currently attend school
- Grandparents or other extended family members that are living with you
- Also include people that are not currently living with you, but are only away on a temporary basis, like:
 - Kids that are away at college
 - Members of your family that are in the military, and are deployed

Include people regardless of age or whether they earn or receive income.

Parent Name

ADD MEMBER

CONTINUE

BACK

[Save and Go to my Payscale Central Dashboard](#)

Step 10-

Enter Member Assistance (SNAP/TANF) > OR None of These > Enter Income
Income must be complete for each field type selected > Continue

To save and return later- click save and go to PaySchools Central Dashboard

The screenshot shows a web form titled "Member Assistance" with a navigation bar containing "Contact", "Students", "Members", "Sign", and "Disclosure". The main heading is "Lets determine if your member has state assistance or sources of income". Below this, there are instructions: "Do the members have income from the following sources? Remember to report current, gross income. There are 4 types of Income that can be reported here." A list follows: 1. Employment Income - gross earning before deductions, include all jobs. 2. Welfare/Child support - Include welfare, child support and alimony payments. 3. Government Income - pension, social security, child SSI and permanent disability. 4. Other - Include withdrawals from savings account or any other income.

The form is titled "Member Name" and contains a dropdown menu for "Select Assistance Type*" with "None of These" selected. Below this is a question: "Does Lisa have income? Please select the checkbox to enter Income details." with radio buttons for "Yes" (selected) and "No".

There are four sections for income reporting, each with a "\$ Income *" field and a "Select Frequency *" dropdown:

- Income from Work (gross income)
- Welfare/Child Support/Alimony(gross income)
- Pension, Retirement, SSI, VA, SS(gross income)
- Other Income (PFD) (gross income)

At the bottom of the form are two buttons: "CONTINUE" and "BACK".

Step 11 -

- Read Use of Information & USDA Non-Discrimination Statement > Continue

Statements

Contact Students **Members** Sign Disclosure

USE OF INFORMATION

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 social security number of the adult household member who signs the application. The last four digits of 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.

USDA NON DISCRIMINATION STATEMENT

This institution is an equal opportunity provider

CONTINUE

BACK

[Save and Go to my Pyschools Central Dashboard](#)

Step 12 -

Review information entered > Edit if needed > Read & Certify > Continue

Summary and Review

Contact Students Members **Sign** Disclosure

YOUR APPLICATION IS ALMOST COMPLETE!

Please confirm the details below. Use the Edit links below to make changes, once done you will return to this screen, or you can use the Continue button to move to the final steps.

MEMBERS

Member Name
Income: 10000/Annual [EDIT](#)

STUDENTS

Suzie Smith [EDIT](#)

I Certify (promise) that all information on this application is true and that all income is reported.
I understand that this information is given in connection with the receipt of Federal Funds, and that school officials may verify (check) the information. I am aware that if I purposefully give false information, that my children may lose meal benefits. Deliberate misrepresentation of information may subject applicants to prosecution under applicable State and Federal law.

I Agree

CONTINUE

BACK

[Save and Go to my Pyschools Central Dashboard](#)

Step 13 -

Provide last 4 of SSN or check if not applicable > Enter preferred language > Enter YES (case sensitive) > Click Sign

SIGN YOUR APPLICATION

SIGNER: Sai345 Sai

Please provide the last four digits of your/the signer Social Security number. If you do not have a Social Security number, please check the box below labeled 'No SSN/Not Applicable.'

Last 4 of SSN: ****-**** Enter last 4 digit of SSN *

No SSN/Not Applicable

Preferred Language *
English(US)

ELECTRONIC SIGNATURE

I Certify (promise) that all information on this application is true and that all income is reported

Please Type YES to confirm *

SIGN

BACK

Step 14 -

Once application is submitted, an email will be sent with determination. Return to SchoolPay Dashboard by clicking at the top of the homepage screen.

Please do not hesitate to contact the PaySchools Support Staff for assistance
1-800-669-0792, support@payschools.com