



# **Online Free and Reduced Applications**

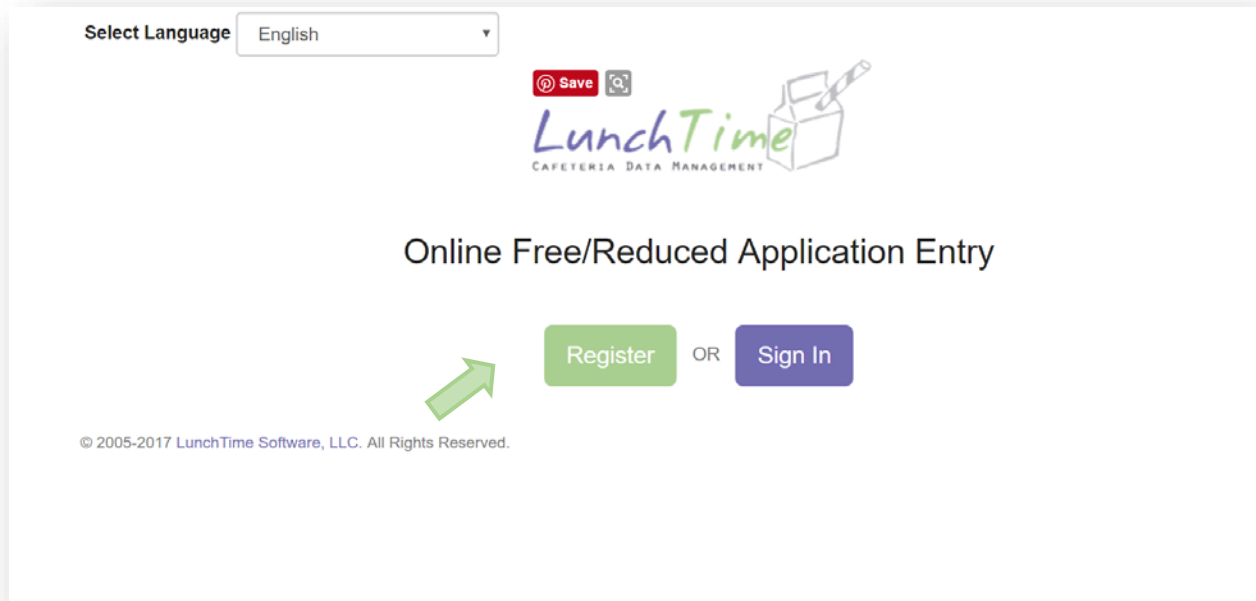
## **Parents' Guide to Getting Started**

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## Creating a New Account

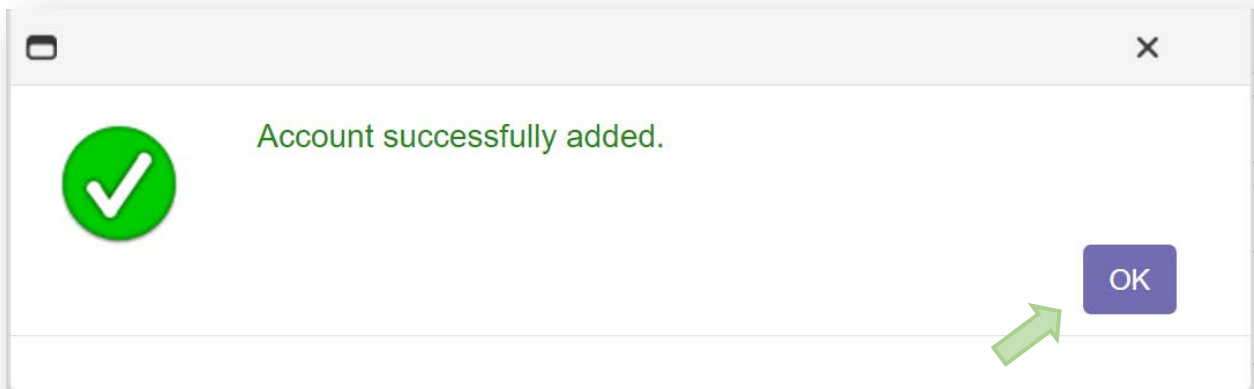
To create a *new* account, click the **Register** button.



Fill in the information:

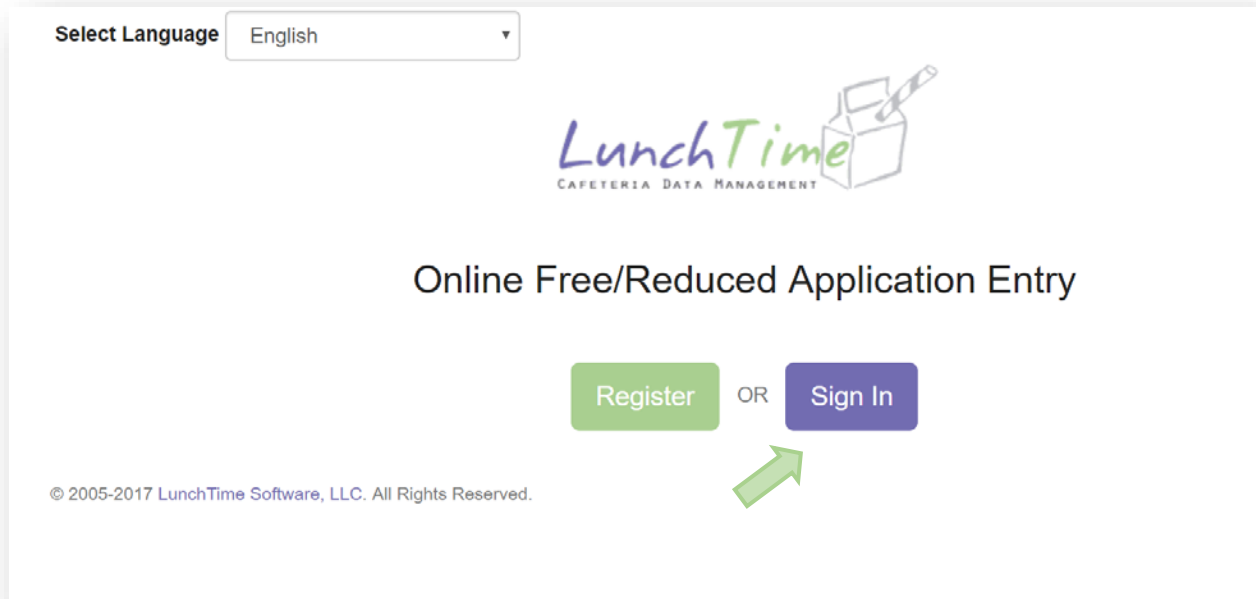
The screenshot shows the 'LunchTime CAFETERIA DATA MANAGEMENT' logo at the top left. Below it is a purple header bar with the text 'Online Free/Reduced Application Entry'. The main heading is 'Register'. A note states '\* denotes required field'. The form contains the following fields: 'First Name\*' (text input with a clear button), 'Middle Name' (text input), 'Last Name\*' (text input), 'Name Suffix' (text input), 'Email Address\*' (text input), 'Password\*' (text input with a strength indicator, note: '(must be 6 characters)'), 'Confirm Password\*' (text input with a strength indicator), 'Last 4 SSN\*' (text input), 'No SSN' (checkbox), 'Address\*' (text input), 'Address 2' (text input), 'Household Size\*' (spin box with '0' and up/down arrows), 'Home Phone' (text input), 'Work Phone' (text input), and 'Mobile Phone' (text input). At the bottom left is a green 'Cancel' button, and at the bottom right is a purple 'Register' button, which is highlighted by a green arrow.

Click the **Register** button.



Once the New Account has been successfully created, click the **OK** button. The Log In Screen will appear.

## Logging into the Online Free Reduced Portal



Click on the **Sign In** button.



 Logout Successful

username@mailhost.com

.....

Remember Me

[Forgot Password](#)

[Sign In](#)



[Home](#)

Enter your credentials and Click the **Sign In** button.

## Site Logout

The screenshot shows the LunchTime website interface. At the top left is the logo for "LunchTime CAFETERIA DATA MANAGEMENT" featuring a drawing of a lunchbox. At the top right, it says "Logged in as Eugene Hossenpfeffer | Log Out" with a yellow highlight on "Log Out" and a green arrow pointing to it. Below the logo is a purple banner with the text "Online Free/Reduced Application Entry". To the right of the banner are links for "Nondiscrimination Statement" and "Privacy Statement". The main heading is "Your Students", followed by the instruction "Please add students to your account before starting a new application." Below this is a table with three columns: "Name", "District Name", and "Grade". The table is currently empty, showing a red error icon and the text "No Students". A blue "Add Student" button is located at the bottom right of the table area.

Logged in as Eugene Hossenpfeffer | **Log Out**

Online Free/Reduced Application Entry

Nondiscrimination Statement | Privacy Statement

### Your Students

Please add students to your account before starting a new application.

Name	District Name	Grade
No Students		

Add Student

In the upper right corner, click on **Log Out** to end your session



## Nondiscrimination & Privacy Statements

Click the links in the upper left to view the Nondiscrimination and Privacy Statements.

## Parents' Guide

Click the link in the upper left to view this guide.

## Online Free/Reduced Application Help

Click the link in the upper left for detailed instructions for additional help resources.

## Adding Students to Account

On the Home Page, Click the **Add Student** button.

**LunchTime**  
CAFETERIA DATA MANAGEMENT

Online Free/Reduced Application Entry

[Nondiscrimination Statement](#) | [Privacy Statement](#) | [Download Parent's Guide](#) | [Online Free/Reduced Application Help](#)

### Your Students


Please add students to your account before starting a new application.

Name	District Name	Grade
No Students		

[Add Student](#)

Enter the Zip Code of your first students' school.

Logged in as Eugene Hossenpfeffer | Log Out



Online Free/Reduced Application Entry

### Locate Your Student


To add a student to your account, first start by entering the zip code of the school your student attends.

School Search

School Zip Code

[Cancel](#) [Continue](#)

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Click the **Continue** button on the bottom.

Available schools will be displayed. Click on the blue **SELECT** to the left of your students' school.


### Locate Your Student

Click the SELECT link next to the school your student attends.

Select School

	School	City	State	Zip Code
<a href="#">SELECT</a>	Middle School	State College	PA	16803
<a href="#">SELECT</a>	South Elementary	State College	PA	16803

[Start Over](#)



Enter the Required information and Click on the **Continue** button in the lower right.

### Locate Your Student

Student Information

School Middle School


First Name

Last Name

Date of Birth

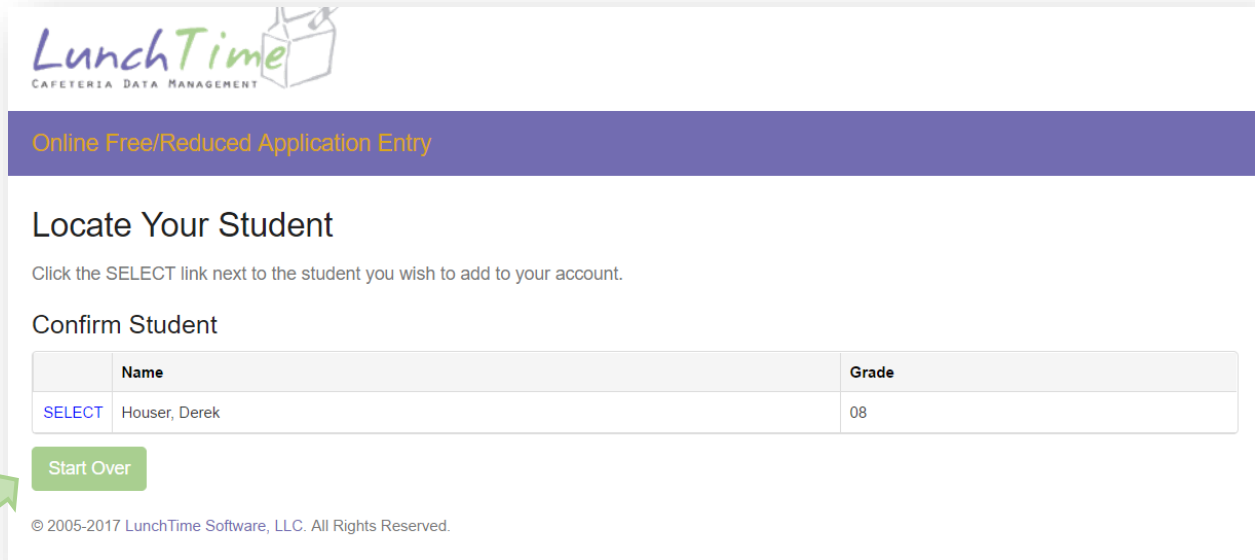
Student ID

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**Note:** each school may establish their own criteria for Locating Your Student. Please contact the school if the search function is unable to Locate Your Student.

Verify the information and Click on the blue **SELECT** to the left of your students' name.



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CAFETERIA DATA MANAGEMENT

Online Free/Reduced Application Entry

### Locate Your Student

Click the **SELECT** link next to the student you wish to add to your account.

#### Confirm Student

	Name	Grade
<a href="#">SELECT</a>	Houser, Derek	08

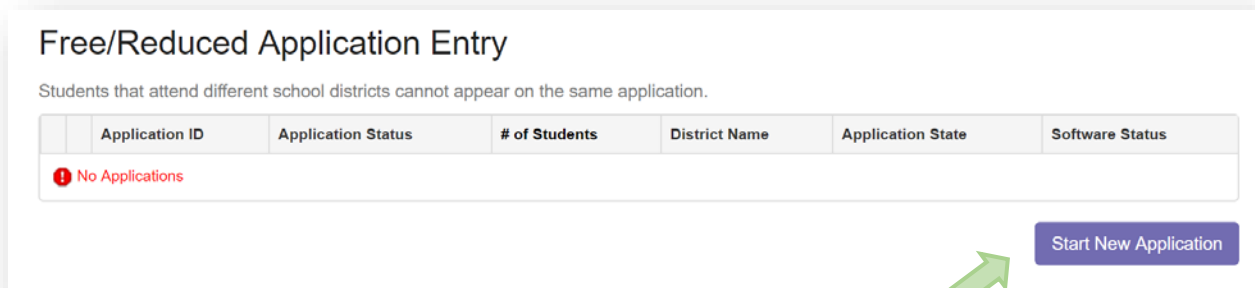
[Start Over](#)

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You will be returned to the Home page. You can continue to add additional students as needed.

## Start a New Application

On the Home Screen, click the **Start New Application** button.



### Free/Reduced Application Entry

Students that attend different school districts cannot appear on the same application.

	Application ID	Application Status	# of Students	District Name	Application State	Software Status
! No Applications						

[Start New Application](#)

## Enter Demographics

Complete all required fields (as indicated by **\***) in the Demographics Page.

### Online Free/Reduced Application Entry


## Demographics

*\* denotes required field*

Application ID	New Application
First Name*	<input type="text" value="Eugene"/>
Middle Name	<input type="text"/>
Last Name*	<input type="text" value="Hossenpheffer"/>
Name Suffix	<input type="text"/>
Last 4 SSN*	<input type="text" value="_____"/>
No SSN	<input checked="" type="checkbox"/>
Address*	<input type="text" value="123 Main St"/>
Address 2	<input type="text"/>
City*	<input type="text" value="Hometown"/>
State*	<input type="text" value="PA"/>
Zip Code*	<input type="text" value="12345"/>
Household Size*	<input type="text" value="6"/> <input type="button" value="▲"/> <input type="button" value="▼"/>

Click the **Continue** button to move to the next section.

City*	<input type="text" value="Hometown"/>
State*	<input type="text" value="PA"/>
Zip Code*	<input type="text" value="12345"/>
Household Size*	<input type="text" value="6"/> ▲▼
Home Phone	<input type="text"/>
Work Phone	<input type="text"/>
Mobile Phone	<input type="text"/>
<input type="button" value=" &lt;&lt; Back"/>	<input type="button" value=" Cancel"/>
	<input type="button" value=" Continue"/>



## Children's Racial and Ethnic Identities (OPTIONAL)

Click on the appropriate boxes, or click Continue to skip these questions.

### Children's Racial and Ethnic Identities (OPTIONAL)

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced price meals.

#### Ethnicity (check one):

Hispanic or Latino     Not Hispanic or Latino

#### Race (check one or more):

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

<< Back

Cancel

Continue

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## Assistance Programs

Enter details regarding assistance programs if applicable. This information is not required. If the family does not participate in these assistance programs or prefers not to include these details, click the **Continue** button.

### Assistance Programs

If anyone in your household participates in SNAP, TANF, or FDPIR, all students on your application are eligible to receive free meals.

A household is defined as a group of people, related or unrelated, that usually live together and share income and expenses. This includes grandparents or other extended family members that are living with you. It also includes people that are not currently living with you, but are only away on a temporary basis, like kids that are away at college. It includes people regardless of age or whether they earn or receive income.

If anyone in your household (including you) currently participates in any of the following programs, please select one or more of the checkboxes below. If not, press **CONTINUE**.

Supplemental Nutrition Assistance Program (SNAP)

Temporary Assistance for Needy Families (TANF)

Food Distribution Program on Indian Reservations (FDPIR)

<< Back

Cancel

Continue

If an Assistance Program was selected in the previous screen, the Household Members and Income sections below will be skipped.

## Assign Students

From the list of students, click on the [SELECT](#) link to the left of each student to be added to the application. If students attend different school districts, submit one application for each district. Only the student(s) in the submitting district needs to be SELECTED. Non-district children will be reflected in the Household size number.

### Assign Students

Click the [SELECT](#) link next to the student you wish to add to this application. When completed, click Continue.

	Name	District Name	Grade
<a href="#">SELECT</a>	Houser, Alana	Anytown USA School District	08
<a href="#">SELECT</a>	Houser, Derek	Anytown USA School District	08

## Special Living Situations

If the student is a Foster Child, is Homeless, is a Runaway, or is Migrant use the [EDIT](#) link next to the student name to indicate these special situations.

Use the [REMOVE](#) link if the student is to be deleted from the application.

### Students on this Application

For special living situations that may exist for a student (e.g. Foster Child, Homeless, Migrant, Runaway, etc.), click the [EDIT](#) link next to the student you wish to modify.

		Name	District Name	Grade	Living Situations
<a href="#">EDIT</a>	<a href="#">REMOVE</a>	Houser, Derek	Anytown USA School District	08	None Entered

<< Back

Cancel

Continue



## Living Situations

Check any Living Situations that apply for the given student. Click the **Update Student** button when complete.


### Living Situations

**Name** Houser, Derek

**Living Situations**

- Foster Child
- Homeless
- Migrant
- Runaway
- Residential Institutionalized Child
- Resident in Family Childcare Household
- Resident in Indian Reservation

[<< Back](#) [Update Student](#)



Once the Living Situations have been entered (if applicable) click the **Continue** button.

## Household Members

Begin to enter the Household Members by clicking the **Add Household Member** button. Please include all members of the household including those with zero incomes and small children. Note: this section are not applicable if an assistance program was selected.

Online Free/Reduced Application Entry

### Household Members


In this section, please list all members of your household. The total number of people listed on this screen must be the same as the household size specified on the demographic screen.

			Name	Annual Income
EDIT	INCOME	REMOVE	hoss , bob	\$46,000.00
TOTAL:				\$46,000.00

<< Back   Cancel   **Add Household Member**


Click continue to advance to the Student Selection part of the application.

**Continue**




## Error Message

You may receive an error message if the total number of Household Members is not equal to the Household size indicated in your [Demographics Screen](#). Continue to add Household Members until the total matches the Household size.

 The total number of people listed on this screen must be the same as the household size specified on the demographic screen.

**OK**



## Household Member Information

Enter the Name of the first Household Member. All household members in the household must be reported. Click on the **Save Household Member** button to continue.

### Household Member Information

*\* denotes required field*

First Name\*

Middle Name

Last Name\*

Name Suffix

Last 4 SSN

<< Back

Save Household Member



## Income Amounts, Frequencies and Types

Enter the first income for the selected Household Member. Indicate the Income Amount, Frequency, and Type. If the Household Member has a zero income, enter 0.00. Click the **Save Income** button to continue.

### Income Information

**Name** Cleaver, June

Enter the income amount, frequency and type for this household member. If this household member does not have any income to report, enter 0.00.

**Income**

**Frequency**

- Once a Year
- Twice a Year
- Quarterly
- Every Two Months
- Monthly
- Twice Per Month
- Every Two Weeks
- Weekly
- One Time Only

**Type**

- Work Earnings Amount
- Self Employed Income
- Welfare, Child Support, Alimony
- Pensions, Retirement, Social Security
- Other Income

Cancel

Save Income



## Additional Income Sources

If the household member has additional sources of income, click on the **Add Additional Income** button to continue.


### Income Information

**Name** Hossenpfeffer, Eugene

Income for the selected household member is shown below. Click "Add Additional Income" to enter a new source of income for this household member.

	Income	Frequency	Type
<a href="#">REMOVE</a>	\$1,500.00	Twice Per Month	Work Earnings Amount

[Add Additional Income](#)




Once all sources of income are entered for this household member, click the **Continue** button under the Household Income Summary.

### Household Income Summary

Click Continue to return to the Income Summary screen.

[Continue](#)



## Household Members Summary

Continue to add additional Household Members and Income Sources as needed.

Use the [EDIT](#) link to update, or modify details about the Household member.

Use the [INCOME](#) link to update, edit, modify or delete sources of income for this household member.

Use the [REMOVE](#) link if this household member is no longer a member of the household.

### Household Members

In this section, please list all members of your household. The total number of people listed on this screen must be the same as the household size specified on the demographic screen.

			Name	Annual Income
<a href="#">EDIT</a>	<a href="#">INCOME</a>	<a href="#">REMOVE</a>	Hossenpfeiffer , Eugene	\$36,000.00
				TOTAL: \$36,000.00

<< Back

Cancel

Add Household Member



## Application Summary

Review all the information in the Application. Use the Back button to go back to a previous section to make any necessary changes.

### Application Summary

Please review the information below and click 'Submit Application' to complete your application.

#### Demographics

First Name	Eugene
Middle Name	
Last Name	Hossenpheffer
Name Suffix	
Last 4 SSN	
Address	123 Main Street
Address 2	
City	Hometown
State	PA

## Submit Application

Assign Students


Name	District Name	Grade	Living Situations
Houser, Derek	Anytown USA School District	08	None Entered

By checking this box you confirm that the information provided above is accurate and true to the best of your knowledge.

<< Back   Cancel   Submit Application

Review all information. Click the checkbox to confirm that the information provided is accurate and true to the best of your knowledge. Click the **Submit Application** button to finalize the application and submit it to the school district.

A final screen will be displayed. By clicking the **Yes** button, no further editing will be permitted. Confirm that you wish to submit the application by clicking the **Yes** button.



Submitting this application will transfer this information to the school district for processing. No further editing of the application will be permitted.

Do you want to submit the application information now?

No   Yes

## Application Submitted

A Thank You screen will provide details regarding the next steps. And email indicating the determination for your application should arrive within 24-48 hours. Be sure to check Spam and Junk folders if you do not see this email. Schools will also follow up with a written letter sent by US Postal Services.



## Addition Applications

If additional applications are required for other school districts, use the **Start New Application** button.

Return to this section to see any updates in Status.

### Free/Reduced Application Entry

Students that attend different school districts cannot appear on the same application.

Application ID	Application Status	# of Students	District Name	Application State	Software Status
102		1	Anytown USA School District	SUBMITTED	PENDING

[Start New Application](#)

