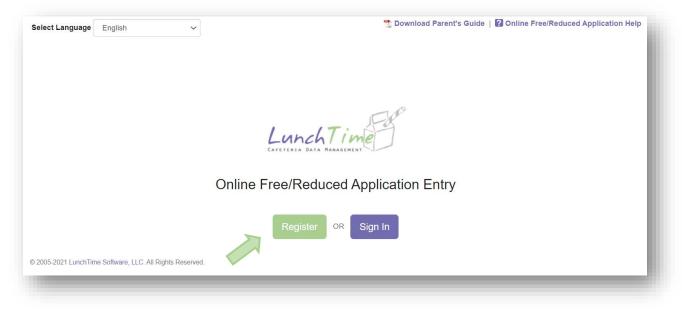


# Online Free and Reduced Applications

# Screen by Screen Mullica School District

### **Creating a New Account**



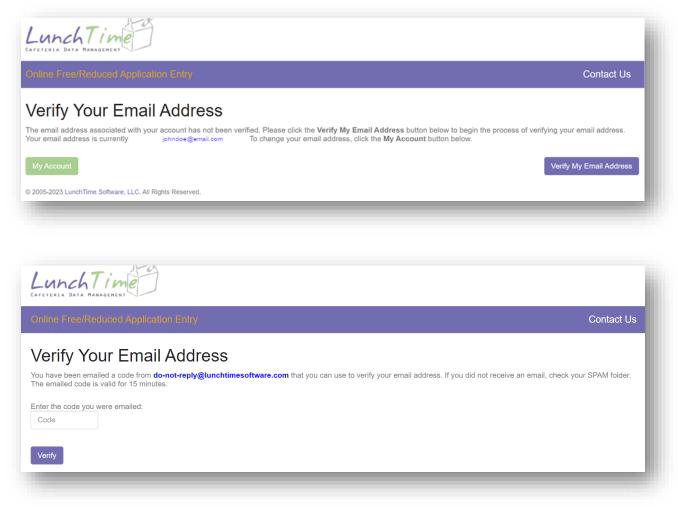
## Demographic Information

nline Free/Reduced Applicati	a Entry	
egister		
lenotes required field		
rst Name*	1	E
ddle Name		
st Name*		
ime Suffix		
nail Address*		
ssword* (must be 6 characters)		
nfirm Password*		0
st 4 SSN*		
SSN		
ldress*		
ddress 2		

Household Size*		
Home Phone		
Work Phone		
Mobile Phone		
Cancel	Register	

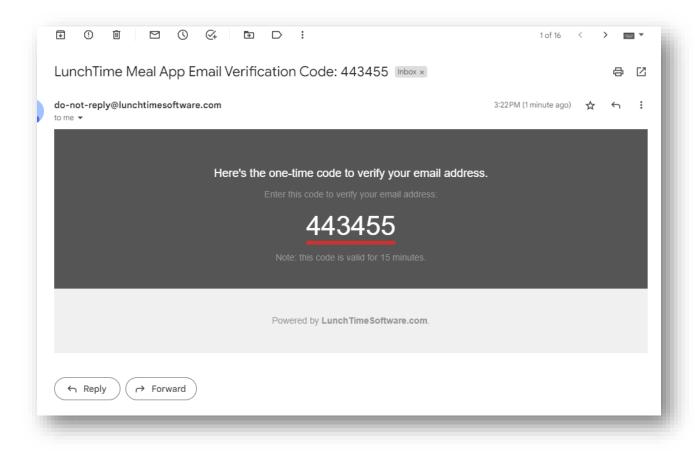
•		×
	Account successfully added.	ОК

Users will be returned to the login screen. Log in to begin the verification process. An email will be sent to the email account used.

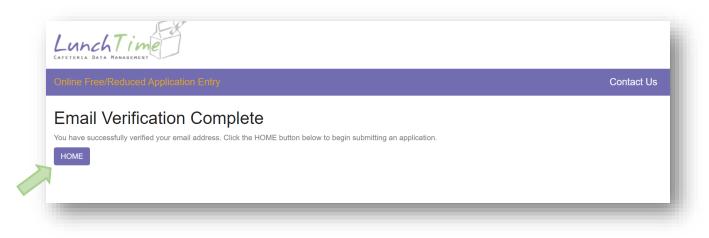


Check your email for the code that was emailed to you. Enter the code on the screen.

Sample Email:



Once the correct code has been entered, the email address is verified. This process will only need to be completed once. Click the HOME button to continue.



#### Main Screen

LunchTime		
Online Free/Reduced A	pplication Entry	
	Nondiscrimination Statement   Privat	cy Statement   📆 Download Parent's Guide   🛿 Online Free/Reduced Application Help
Your Students Please add students to your ad	ccount before starting a new application.	
Name	District Name	Grade
No Students		
		Add Student

#### **Nondiscrimination Statement:**

#### Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

×

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

 mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or

(2) fax: (833) 256-1665 or (202) 690-7442; or

(3) email: program.intake@usda.gov

This institution is an equal opportunity provider.

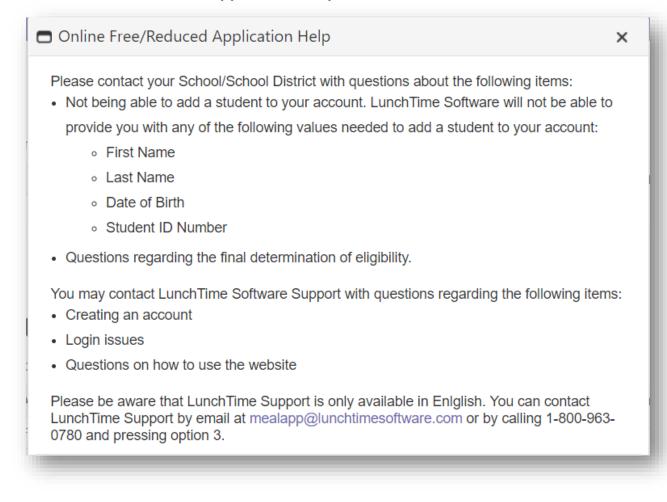
#### **Privacy Statement**:

#### Privacy Statement

The Richard B. Russell National School Lunch Act requires that we use information from this application to see who qualifies for free or reduced price meals. We can only approve complete forms. We may share your eligibility information with education, health, and nutrition programs to help them deliver program benefits to your household. Inspectors and law enforcement may also use your information to make sure that program rules are met. Please be sure to provide the last four numbers of the Social Security number of the adult household member who signs the application. If the adult does not have one, 'Check if no Social Security Number.' Applications for a foster child do not need to list a Social Security number. Applications for children in households receiving Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF) or Food Distribution Program on Indian Reservations (FDPIR) do not need to list a Social Security number. Some children qualify for free meals without an application. Please contact your school to get free meals for a foster child, and children who are homeless, migrant, or runaway.

×

#### **Online Free and Reduced Application Help**



## Adding Students

LunchTim	e	Logged in as Jane Doe   Log Ou
Online Free/Reduced	Application Entry	
Locate Your Stu To add a student to your acco School Search	Ident ount, first start by entering the zip code	of the school your student attends.
School Zip Code	08037	
Cancel © 2005-2019 LunchTime Software	e, LLC. All Rights Reserved.	Continue

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

elect	School			
	School	City	State	Zip Code
SELECT	Mullica Township Elementary	Hammonton	NJ	08037
SELECT	Mulica Township Middle School	Hammonton	NJ	08037

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

Student Information		
School	Mullica Township Elementary	
First Name	1	
Last Name		
Start Over		Continue
© 2005-2020 LunchTime Software, LL	C. All Rights Reserved.	

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

	EXECT link next to the student you wish to add to your ac	count.	
Confirr	n Student		
	Name	Grade	
SELECT	Dottore, Dylan	11	
Start Ov	ver		

You will be returned to the Home page. Add additional students as needed.

## New Application

Application ID	Application Status	# of Students	District Name	Application State	Software Status
----------------	--------------------	---------------	---------------	-------------------	-----------------

#### **Review Demographics**

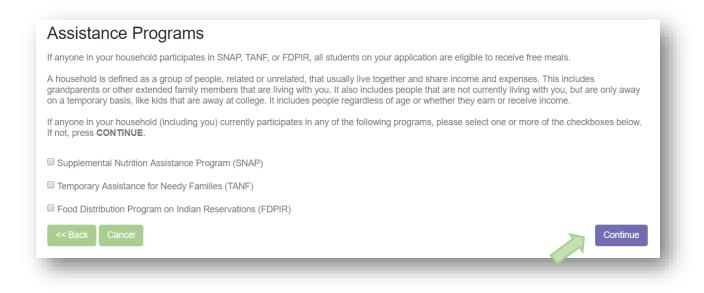
Complete all required fields (as indicated by \*) in the Demographics Page.

This information was initially entered as part of creating an account. This page is intended for Review and Confirmation.

* denotes required field		
Application ID	New Application	
First Name*	Jane	A
Middle Name	L.	
Last Name*	Doe	
Name Suffix		
Last 4 SSN*	9934	
No SSN		
Address*	500 Elwood Rd	
Address 2		
City*	Hammonton	
State*	NJ	
Zip Code*	08037	
Household Size*	4	
Home Phone	856-555-1212	
Work Phone		
Mobile Phone		
<< Back Cancel		Continue

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

If a family participates in an assistance program, completion of the Household Income section is not required.



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.

lick the S	SELECT link next to the s	tudent you wish to add to this application. When comple	ted, click Continue.
	Name	District Name	Grade
SELECT	Dottore, Britney	Mullica Township School District	12
SELECT	Dottore, Dylan	Mullica Township School District	11

#### **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.

		Name	District Name	Grade	Living Situations
EDIT	REMOVE	Dottore, Britney	Mullica Township School District	12	NONE ENTERED
EDIT	REMOVE	Dottore, Dylan	Mullica Township School District	11	NONE ENTERED

#### **Living Situations**

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

Name Dottore, Dyla	in	
Living Situations	Foster Child	
	Homeless	
	Migrant	
	Runaway	
<< 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.

Onlin	e Free/f	Reduced	Application Entry	Contact Us
			mbers	
In this screen		ease list al	members of your household. The total number of people listed on this scre	en must be the same as the household size specified on the demographic
			Name	Annual Income
EDIT	INCOME	REMOVE	Dottore , Dylan	\$0.00
			TOTAL:	\$0.00
<< B		ancel advance to	the Application Summary.	Add Household Member Continue

#### **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.

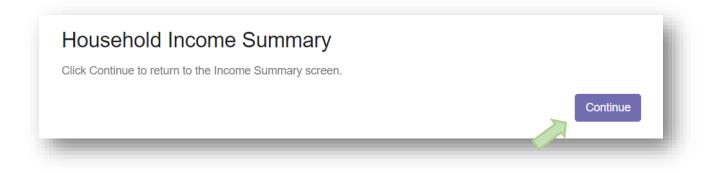
Income Informati	on
Name Doe, Jane	
Enter the income amount, frequ	ency and type for this household member. If this household member does not have any income to report, enter 0.00.
Income	Ξ
Frequency	<ul> <li>Once a Year</li> <li>Monthly</li> <li>Twice Per Month</li> <li>Every Two Weeks</li> <li>Weekly</li> </ul>
Туре	<ul> <li>Work Earnings Amount</li> <li>Self Employed Income</li> <li>Welfare, Child Support, Alimony</li> <li>Pensions, Retirement, Social Security</li> <li>Other Income</li> </ul>
Cancel	Save Income

#### **Additional Income Sources**

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

lame	Doe, Jane	e	
	the selected he this household		v. Click "Add Additional Income" to enter a new source
	Income	Frequency	Туре
REMOVE	\$250.00	Every Two Weeks	Work Earnings Amount

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



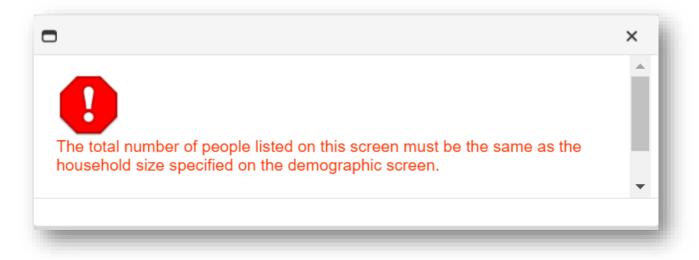
#### **Household Members Summary**

Review, Edit or Change as needed. <mark>NOTE: The number of Household members listed here must equal the number of Household member in the Demographics section – Step 5. See error message below.</mark>

n this s	section, pl	ease list all	mbers members of your household. The tot size specified on the demographic sc	al number of people listed on this screen must be reen.
			Name	Annual Income
EDIT	INCOME	REMOVE	Doe , Jane	\$7,400.00
			TOTAL:	\$7,400.00
<< B	ack C	ancel		Add Household Member

#### **Error Message**

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



Continue to add Household Members until the number of members listed equals the specified household size in the demographics screen.

Ηοι	isehol	ld Mei	mbers	
In this screen		ease 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
			Name	Annual Income
EDIT	INCOME	REMOVE	Doe , Jane	\$7,400.00
EDIT	INCOME	REMOVE	Dottore , Britney	\$0.00
EDIT	INCOME	REMOVE	Dottore , Dylan	\$0.00
			TOTAL:	\$7,400.00
<< B	ack Ca	ancel		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.

Please review the	e information below and click 'Submit Application' to complete your applicat	ion and send it to the s	school.
Demograph			
First Name	Jane		
Middle Name			
Last Name	Doe		
Name Suffix			
Last 4 SSN	1234		
Address	500 Elwood Rd	Household Size	3
Address 2		Home Phone	8009630780
City	Hammonton	Work Phone	
State	NJ	Mobile Phone	
Zip Code	08037		
Hispanic or La		ative Hawaiian or Othe	er Pacific Islander 🛛 🔲 White
Hispanic or La	atino Not Hispanic or Latino	ative Hawaiian or Othe	er Pacific Islander 🔲 White
Hispanic or La American India Assistance I SNAP	atino Not Hispanic or Latino	ative Hawaiian or Othe TANF	er Pacific Islander 🛛 🗐 White
Hispanic or La American Indi Assistance I SNAP FDPIR Household I	atino Not Hispanic or Latino an or Alaskan Native Asian Black or African American N Programs	TANF	er Pacific Islander 🛛 🗐 White
Hispanic or La American Indi Assistance I SNAP FDPIR Household I Name	atino Not Hispanic or Latino an or Alaskan Native Asian Black or African American N Programs	TANF Annual Income	er Pacific Islander 🔲 White
Hispanic or La American Indi Assistance I SNAP FDPIR Household I	atino Not Hispanic or Latino an or Alaskan Native Asian Black or African American N Programs	TANF	er Pacific Islander 🛛 🔲 White
Hispanic or La American Indi Assistance I SNAP FDPIR Household I Name	atino Not Hispanic or Latino an or Alaskan Native Asian Black or African American N Programs	TANF Annual Income	er Pacific Islander 🔲 White
Hispanic or La American Indi Assistance I SNAP FDPIR Household I Name Doe , Jane	atino Not Hispanic or Latino an or Alaskan Native Asian Black or African American N Programs	TANF Annual Income \$7,400.00	er Pacific Islander 🔲 White

#### **Submit Application**

Name	District Name	Grade	Living Situations
Dottore, Britney	Mullica Township School District	12	NONE ENTERED
Dottore, Dylan	Mullica Township School District	11	NONE ENTERED
State and Federal law. AND By selecting the "I Accept"	nation, my children may lose meal benefits. Deliberate misrepresen ' button, you are signing this Agreement electronically. You agree y ng "I Accept" you consent to be legally bound by this Agreement's	our electronic signature is	
State and Federal law. AND By selecting the "I Accept"	' button, you are signing this Agreement electronically. You agree y	our electronic signature is	

Review all information. Click the "I Accept" radio button 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 in processing. No further editing of the application	
Do you want to submit the application information	ation now?
Νο	Yes

#### **Application Submitted**

A Thank You screen will provide details regarding the next steps. And email indicating the determination for your application should arrive withing24-48 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 Email or US Postal Services.

Application	Application	# of	District Name	Application	Software
ID	Status	Students		State	Status
102		1	Mullica Township School District	SUBMITTED	PENDING

Return to this section to see any updates in Status.