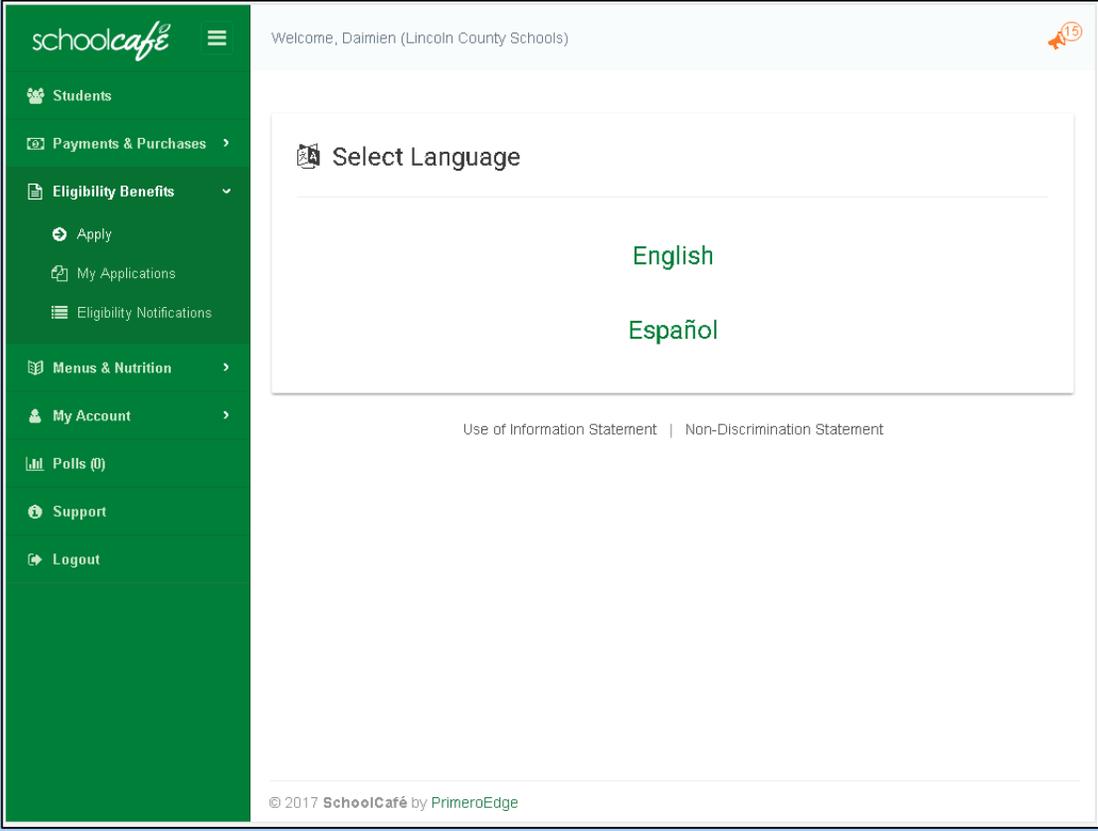


SchoolCafé Applications – Process Screens

Eligibility Benefits – Apply: The parent begins their application by selecting an available language (Parent View):



The screenshot displays the SchoolCafé application interface. On the left is a green sidebar with the following menu items: Students, Payments & Purchases, Eligibility Benefits (with a dropdown arrow), Apply, My Applications, Eligibility Notifications, Menus & Nutrition, My Account, Polls (0), Support, and Logout. The main content area shows a welcome message: "Welcome, Daimien (Lincoln County Schools)" and a notification icon with the number 15. Below this is a "Select Language" section with two options: "English" and "Español". At the bottom of the main content area, there are links for "Use of Information Statement" and "Non-Discrimination Statement". The footer contains the copyright notice: "© 2017 SchoolCafé by PrimeroEdge".

Both the Use of Information statement and Non-Discrimination Statement links are available on every step:

The screenshot shows the SchoolCafé app interface. On the left is a dark green sidebar with a menu containing: Students, Payments & Purchases, Eligibility Benefits (with a sub-menu arrow), Apply, My Applications, Eligibility Notifications, Menus & Nutrition, My Account, Polls (0), Support, and Logout. The main content area is light gray and displays a white modal window titled "Use of Information Statement". The modal text reads: "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 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." A green "Close" button is at the bottom right of the modal. At the bottom of the app screen, the copyright notice "© 2017 SchoolCafé by PrimeroEdge" is visible.

The screenshot shows the SchoolCafé app interface with a white modal window titled "Non-Discrimination Statement". The modal text reads: "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 (including gender identity and sexual orientation), 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." A teal "Edit" button with a pencil icon is in the top right corner of the modal, and a white "Close" button is at the bottom center. Below the modal, a dark green navigation bar contains icons and labels for: Students, Assistance, Household, Review, Details, and Submi (partially visible).

After selecting a language, the parent can both view and download the household letter uploaded by the district. From here on, they can also change the language at the top-right of a page (highlighted below) and have all contents update instantly:

English

Household Letter

This letter, provided by your district, lists all of the rules, expectations, and other important information you will need while filling out your application.

[INSERT SCHOOL DISTRICT LETTERHEAD]

FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE SCHOOL MEALS or THE SPECIAL MILK PROGRAM (SMP)

Apply online at <https://www.paschoolmeals.com>

Dear Parent/Guardian:

Children need healthy meals to learn. **[DISTRICT NAME]** offers healthy meals every school day. Breakfast costs **0**, lunch costs **0** for secondary (High School and Jr. High School) and **0** for elementary level. Your children may qualify for free meals or for reduced-price meals. Reduced price is \$0.30 for breakfast and \$0.40 for lunch. This packet includes an application for free or reduced price meal benefits, and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

STOP If you have received a NOTICE OF DIRECT CERTIFICATION for free meals, do not complete the application. But do let the school know if any children in your household are not listed on the Notice of Direct Certification letter you received.

1. Who can get free or reduced price meals?

- All children in households receiving benefits from SNAP or 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 reduced price meals if your household income falls at or below the limits on this chart.

Family Size	Annually	Monthly	Table Per Month	Every Two Weeks	Weekly
1	21,978	1,832	916	846	423
2	28,637	2,470	1,235	1,140	570
3	37,296	3,108	1,554	1,435	718
4	44,955	3,747	1,874	1,730	865

Income Eligibility Reduced-Price Subsidies-July 1, 2016-June 30, 2017

Download Household Letter

Previous

Use of Information Statement | Non-Discrimination Statement

Select Language

English

Español

Español

Carta a los Hogares

This letter, provided by your district, lists all of the rules, expectations, and other important information you will need while filling out your application.

[INSERT SCHOOL DISTRICT LETTERHEAD]

PREGUNTAS FRECUENTES SOBRE COMIDAS ESCOLARES DE PRECIO GRATIS Y REDUCIDO o EL PROGRAMA ESPECIAL DE LECHE (SMP)

Aplicar en línea en <https://www.paschoolmeals.com>

Estimado Padre / Tutor:

Los niños necesitan comida nutritiva para aprender. **[DISTRICT NAME]** ofrece comidas saludables todos los días escolares. El desayuno cuesta **0**; el almuerzo **0** para secundaria (High School y Jr. High School) y **0** para el nivel de primaria. Su hijo(a) puede calificar para recibir comidas gratis o a precio reducido. El precio reducido es de \$0.30 para el desayuno y \$0.40 para el almuerzo. Este paquete incluye una solicitud de beneficios de comida gratis o reducido precio, y un conjunto de instrucciones detalladas. A continuación, algunas preguntas y respuestas comunes para ayudarle con el proceso de solicitud.

STOP Si usted ha recibido un AVISO DE CERTIFICACION DIRECTO para comidas gratis, no complete la solicitud. Pero te dejes la escuela si algún niño en su hogar no se colizan en la carta de Aviso de Certificación Directa que recibió.

1. ¿Quién puede recibir comidas gratis o a precio reducido?

- Los niños en hogares que reciben beneficios de SNAP o TANF son elegibles para comidas gratis.
- Los hijos de crianza que están bajo la responsabilidad legal de una agencia de cuidado de crianza o tribunal son elegibles para recibir comidas gratis.
- Los niños que participan en el programa Head Start de su escuela son elegibles para recibir comidas gratis.
- Los niños que cumplen con la definición de desamparados, en fuga o migrantes califican para recibir comidas gratis.
- Los niños pueden recibir comidas gratis o a precio reducido si los ingresos de su familia están dentro de los límites de la Tabla Federal de Ingresos. Sus hijos pueden calificar para recibir comidas gratis o a precio reducido si el ingreso familiar está en o por debajo de los límites de esta tabla.

Tamaño de la familia	Anual	Mensual	Dos Veces al Mes	Tabla dos Semanas	Semanal
1	21,978	1,832	916	846	423
2	28,637	2,470	1,235	1,140	570
3	37,296	3,108	1,554	1,435	718
4	44,955	3,747	1,874	1,730	865
5	52,614	4,385	2,193	2,024	1,012

Tabla de Elegibilidad Según los Ingresos de Precio Reducido-Julio 1, 2016-Junio 30, 2017

Download Household Letter

anterior

siguiente

Declaración del Acta de Privacidad | Declaración de no-discriminación

On the next step, the parent will certify the application. The applicant information box is populated directly from the user's **My Profile** page. They can also update their information here through the Edit pencil link to update profile info:

English

Certify

Please provide honest acknowledgement of the terms and conditions for this application before proceeding.

John Doe

4422 Cypress Creek Pkwy, Suite #400
Houston, TX
(281) 453-8545
daimien.burks@primeroedge.com

I certify (promise) that all information on this application is true and that all income is reported (where required). I understand that the school will receive the information I gave. I understand that school officials may verify (check) the information. I understand that if I purposely give false information, my children will lose benefits, and I may be prosecuted.
*** required**

Previous Cancel Save Applicant Information

Use of Information Statement | Non-Discrimination Statement

English

Certify

Please provide honest acknowledgement of the terms and conditions for this application before proceeding.

John Doe Edit 

4422 Cypress Creek Pkwy, Suite #400
Houston, TX
2814538545
john.doe@primeroedge.com

I certify (promise) that all information on this application is true and that all income is reported (where required). I understand that the school will receive the information I gave. I understand that school officials may verify (check) the information. I understand that if I purposely give false information, my children will lose benefits, and I may be prosecuted.
*** required**

Previous Next

Use of Information Statement | Non-Discrimination Statement

I certify (promise) that all information on this application is true and that all income is reported (where required). I understand that the school will receive the information I gave. I understand that school officials may verify (check) the information. I understand that if I purposely give false information, my children will lose benefits, and I may be prosecuted.

Previous Next

Next, the parent selects students from their account (if any have already been added on the Students screen) and answers some basic questions to speed up the application process. This is not the actual application, but a quick “pre-questionnaire”:

English

Select students from your SchoolCafé account

Finally, before we get started: please select any students you have already added to your account and answer a few basic questions in order to speed up the application process!

Arnton James Adkins

Matthew Todd Adkins

Samantha Hope Adkins

Are there any other students in your household?

Yes No * required

Are any of these students Foster, Homeless, Migrant, Runaway, or Head Start children?

Yes No * required

Does any of the students in your household receive income?

Yes No * required

Do you receive any assistance from SNAP, TANF, or FDPIR?

Yes No * required

Previous Next

If they do not select all (available) students, they are prompted to do so, just in case:

Select students from your SchoolCafé account

Finally, before we get started: please select any students you have already added to your account and answer a few basic questions in order to speed up the application process!

Arnton James Adkins

Matthew Todd Adkins

Samantha Hope Adkins

Are there any other students in your household?

Yes No

Does any of the students in your household receive income?

Yes No

Confirm Students Selection

You did not select all students from your account. Is this correct?

If no students exist on the account, they will be prompted to manually add them when the actual application begins on the next step:

English

Students Assistance Household Review Details Submit

Students

Enter all K-12 students in your household.

[Add a Student](#)

You do not have any students associated with your SchoolCafé account. You need to add at least one student.

[Previous](#) [Next](#)

Use of Information Statement | Non-Discrimination Statement

Add a Student

ID

Date of Birth

First Name

Middle Name

Last Name

School

Is this student a Foster, Homeless, Migrant, Runaway, Head Start child?

Yes No

Was this student approved for a PFD?

Yes No

Does this student receive income?

Yes No

To ensure that we can match your students, please enter as many details as possible.

[Cancel](#) [Add this Student](#)

If students *do* exist and were added in the pre-questionnaire, they will display automatically:

Name	Date of Birth	Income	Options
Adkins, Arnton James (LINCOLN COUNTY HIGH SCHOOL)	7/25/1997	None	
Adkins, Samantha Hope (LINCOLN COUNTY HIGH SCHOOL)	4/17/1998	None	

If the user adds a student that is not already in the database (perhaps not processed yet), they will display as 'unidentified' for the child nutrition office to process manually, when the user hovers over the icon to their left:

Add a Student

Student ID

Date of Birth

First Name: Joseph

Middle Name

Last Name: Adkins

School

Is this student a Foster, Homeless, Migrant, Runaway, Head Start child?

Yes No

Does this student... Yes No

To ensure that... please enter as many details as possible

Cancel

Name

- Adkins, Joseph (Unidentified Student)
- Adkins, Arnton James (LINCOLN COUNTY HIGH SCHOOL)
- Adkins, Samantha Hope (LINCOLN COUNTY HIGH SCHOOL)

Name

- Adkins, Joseph (Identified Student)
- Adkins, Arnton James (LINCOLN COUNTY HIGH SCHOOL)
- Adkins, Samantha Hope (LINCOLN COUNTY HIGH SCHOOL)

The parent then proceeds to the Assistance step, where they can enter information regarding financial assistance they receive:

English ▾

Students Assistance Household Review Details Submit

Assistance

Do you receive any assistance from SNAP, TANF, or FDPIR?

Yes No

Previous Next

Use of Information Statement | Non-Discrimination Statement

English ▾

Students Assistance Household Review Details Submit

Assistance

Do you receive any assistance from SNAP, TANF, or FDPIR?

Yes No

Benefits Received * required

What type of benefits do you receive?

FDPIR SNAP TANF

Previous Next

Use of Information Statement | Non-Discrimination Statement

Information such as case number can then be entered, and the number of digits is validated to ensure accuracy:

What is your case number?

Case Number

123456789|

Case number must be 10 digits.

What is your case number?

Case Number

1234567890

Next is the Household step. If the parent indicated that they receive assistance, they can automatically skip this step:

[English](#)

Students Assistance Household Review Details Submit

Household

This step is not required for applications receiving temporary assistance (SNAP, TANF, or FDPIR benefits). Click "Next" to continue.

Previous Next

Use of Information Statement | Non-Discrimination Statement

Otherwise, they can enter household income and size details:

[English](#)

Students Assistance Household Review Details Submit

Household

Please list all household members and any income they may receive below so that we can determine your household size/income. To speed things up we've already added your students that you entered earlier.

Add Household Member

Name	Income	Options
Adkins, Joseph(student)	None	
Adkins, Arnton James(student)	None	
Adkins, Samantha Hope(student)	None	
Doe, John (applicant)	\$29,000.00 (Yearly)	

Previous Next

Use of Information Statement | Non-Discrimination Statement

For household members with income, the parent can click the Edit pencil to add, update, or remove Income info:

The screenshot shows the 'Edit Household Member' form with the following fields and options:

- First Name: John
- Last Name: Doe
- Does this member receive income?: Yes No
- Income (Work): \$ 1000, Frequency: Every 2 Weeks
- Income (Assistance): \$ 250, Frequency: Monthly
- Income (Other): \$, Frequency: (dropdown)

An income dropdown menu is open, showing the following options:

- Monthly
- Weekly
- Every 2 Weeks (highlighted)
- Twice per Month
- Yearly

Buttons: Cancel, Save this Member

The screenshot shows the 'Edit Household Member' form with the following fields and options:

- First Name: John
- Last Name: Doe
- Does this member receive income?: Yes No

Buttons: Cancel, Save this Member

Once all income has been added and these steps are complete, the parent can proceed to the next step to review their selections. Buttons are provided to quickly go back to previous steps and make any final changes:

Review

Glance over your information and make sure everything looks good. If something needs to be changed you can select the edit option for each section. Otherwise, you can proceed to the next step.

Students [← Go Back to Students](#)

You have indicated that your household contains 2 K-12 student(s).

Name	Date of Birth	Income
Adkins, Joseph		None
Adkins, Arnton James <small>(LINCOLN COUNTY HIGH SCHOOL)</small>	7/25/1997	None
Adkins, Samantha Hope <small>(LINCOLN COUNTY HIGH SCHOOL)</small>	4/17/1998	None

Decline Benefits [← Go Back to Decline Benefits](#)

Not opted to Decline Benefits

Assistance [← Go Back to Assistance](#)

You have indicated that you did not receive any assistance from SNAP, TANF, or FDIPIR.

Household [← Go Back to Household](#)

Name	Income
Adkins, Joseph(student)	None
Adkins, Arnton James(student)	None
Adkin, Samantha Hope(student)	None
Doe, John (applicant)	\$29,000.00 <small>(Yearly)</small>

Total Household Size (Including Children and Adults): 4

[Previous](#)[Next](#)

Once they determine this information is accurate, they can proceed to the next step and opt to provide (or not provide) information that is *optional*, but helpful, for their district. The Information Sharing checkbox is checked by default, meaning the parent's information will be shared with other parties unless they uncheck the box:

The screenshot shows a web interface for a school meal application. At the top, there is a navigation bar with icons and labels for 'Students', 'Assistance', 'Household', 'Review', 'Details', and 'Submit'. The 'Details' step is currently active. Below the navigation bar, the section is titled 'Optional Info' with a sub-note: '(You do not have to complete this part to receive free or reduced priced meals.)'. There are three sections: 'Ethnicity' with radio buttons for 'Hispanic or Latino', 'Not Hispanic or Latino', and 'Decline to self-identify'; 'Racial Identity' with checkboxes for 'Asian', 'American Indian or Alaskan Native', 'Black or African American', 'Native Hawaiian or Other Pacific Islander', and 'White'; and 'Other Benefits' with the text 'No optional benefits exist for your district.'. Below these is the 'Information Sharing' section, which contains a checked checkbox and the text: 'The information you give on your Free and Reduced Priced School Meal Application may be shared with other programs for which your children may qualify. Your response will not impact your eligibility determination. If you do not want the information shared, please uncheck this box.'. At the bottom, there are 'Previous' and 'Next' buttons.

Finally, the parent can enter their SSN (if they have one), sign, verify, and submit their application:

The screenshot shows the 'Submit' step of the application process. The navigation bar at the top is the same as in the previous screenshot, but now 'Submit' is the active step. The section is titled 'Submit' and includes the name 'John Doe'. Below the name, there is a paragraph of instructions: 'Before submitting, please fill in a few details about yourself. This information will not be shared but helps the food service office contact you with the results of your application.' and 'An adult household member must electronically sign the application. If the household member inform section is completed, the adult signing this application should have a social security number or mark the "I do not have a SSN" box.'. Another paragraph states: 'Law requires us to capture the last 4 digits of your social security number for applying. If you do not have a social security number you may indicate that below.'. There is a question 'Do you have an SSN?' with radio buttons for 'Yes' and 'No'. Below that, it says 'Please select the applicant signing the application:' followed by a dropdown menu labeled 'Select Applicant'. At the bottom, there are 'Previous' and 'Submit My Application' buttons. A language dropdown menu in the top right corner is set to 'English'. At the very bottom of the page, there are links for 'Use of Information Statement' and 'Non-Discrimination Statement'.

Sign, verify, and submit process screens below. The verification automatically tracks the parent's IP address and date/time of the application submission:

Do you have an SSN? Yes No

Please select the applicant signing the application:

Select Applicant ▾

Do you have an SSN? Yes No

Enter the last 4 digits of your Social Security Number

Do you have an SSN? Yes No

Enter the last 4 digits of your Social Security Number

1234|

Please select the applicant signing the application:

Select Applicant

Select Applicant

John Doe

Previous

Please select the applicant signing the application:

Select Applicant

John Doe ▾

Sign

Previous

John Doe

Your application was successfully verified and signed via IP Address 10.0.1.19.

← Go Back to Review

Submit My Application ✓

Once they submit the application, the parent is giving an application number. They can then download a copy of the application, submit another application, or leave the application entirely:

Summary

You have successfully completed your online application!

Your application number is **879**

Download a copy of your application

Download

I need to apply for more students. Start another application.

To view the application status, the parent can go to **My Applications**:

My Applications

View your current and previous applications that you've submitted for eligibility benefits.

Search:

Academic Year	Submission Date	Application #	Results	Students	Application
2016 - 2017	05/10/17	879		Joseph Adkins Arnton Adkins Samantha Adkins	Download

If the district has enabled auto-processing for applications with all required fields filled, they will be able to immediately see the results:

Academic Year	Submission Date	Application #	Results	Students	Application
2016 - 2017	01/22/17	174	Approved for FREE based on Income	ERIKA HUNTER, MARTIN ADKINS	Download

To view the notification letter, they can go to **Eligibility Notifications** and click View:

Eligibility Notifications

View notifications letters regarding application and/or other sources of eligibility determination.

Academic Year	Notification Date	Notification Type	Notification Letter
2016-17	1/23/17	Approval/Denial Notice	View

Print Download

NOTIFICATION OF APPROVAL

LINCOLN COUNTY SCHOOLS

Batch: 132
 Application: 174
 Processed Date: 1/22/2017
 Printed: 1/23/2017

To the parents of
 ERIKA HUNTER
 415 Candy Cane Lane
 Houston, TX 77068

Application Date: 1/22/2017

Dear Parent/Guardian:

Your application for free and reduced-price meals for your child(ren) has been **approved for free meals** based on **Income**.

Details of each student listed on the application and their status can be found below. Please note that students who were previously approved for better benefits will retain their current status; therefore, some students may have a different Application #/Reason listed below.

Child Name	School Name	Application #/ Reason	Current Status	Start Date
ERIKA HUNTER	LINCOLN COUNTY HIGH SCHOOL	174	Free	1/23/2017
MARTIN ADKINS	LINCOLN COUNTY HIGH SCHOOL	174	Free	1/23/2017

If you do not agree with this decision, or wish to decline benefits, please contact at (234) 555-0195. You also have the right to a fair hearing. To request a fair hearing, please call or write the following official:

Jane Smith
 (234) 555-0195,
 Houston, TX

You may reapply for benefits at any time during the school year. If you are not eligible now, but have a decrease in household income, become unemployed, have an increase in household size, or qualify for TANF or food stamps, you may fill out another application at that time.

Sincerely,

Close

This information may not be available until the application has been validated by the district.