How to get to the application through IC:
Campus Parent: More > Meal Benefits Application

In order to complete the Meal Benefits Application, the application signer must complete the following steps:

Step 1. Log into Campus Parent & Click on link to begin application
Step 2. Register PIN Number/Electronic Signature
Step 3. Review the Letter to Household
Step 4. Review Application Instructions
Step 5. Review and Confirm Signer
Step 6. Confirm Household Members
   Adding a Household Member
Step 9. Indicate Foster Children
Step 10. Indicate Migrant, Homeless, Runaway, and Head Start Children
Step 11. Enter Household Gross Income
Step 12. Review Household Information for Accuracy
Step 13. Authorize Household Application
Step 15. Review and Print Submission Notice
Step 1. Log into Campus Parent & Click on link to begin application

- Sign in with email and password provided by district.
- Click the link to start the application process.

Step 2. Register PIN Number/Electronic Signature

In order to submit a legally-binding application to the district, an E-Signature PIN must be established. If you already have a PIN, skip to Step 3. The E-Signature PIN allows users to submit an electronic signature along with the application which is treated the same legally as a signature made on the paper application.

- Click on the link to start the application process.
- Follow the instructions to register your E-Signature PIN.
To create an E-Signature PIN, click the Yes button. The Create your PIN editor will display.

To create a PIN, enter the PIN, Re-enter the PIN, enter your current Campus account Password, and select the Submit button. Your PIN is now saved within Campus and available for use with any documents or forms which require a PIN for signature or verification. To change your PIN, go to the Account Management tool.

If you had previously created an PIN and want to change it or don't remember it, you can update it by following these steps; Go to User icon on the top-right corner, then Settings, Account Settings, click Update under E-Signature PIN
Step 3. Review the Letter to Household

The application signer must review the Letter to Household prior to beginning the application process. This letter contains important information and guidance about the online Meal Benefits Application.

After you review or print the letter for reference, click the Next button to review the application’s instructions.

Step 4. Review Application Instructions

The application signer must also review the Application Instructions prior to beginning the application process. These instructions can also be printed and contain important information about the application process and submission.

After you review or print the Application Instructions for reference, click the Next button. The Signer Confirmation screen displays.
Step 5. Review and Confirm Signer

Once both the Letter to Household and Application Instructions have been reviewed, the person completing the online application must confirm their identity as the application signer.

If the identity information is correct, select the Next button.

NOTE: A PARENT OR GUARDIAN MUST SIGN THE APPLICATION. APPLICATIONS SIGNED BY A STUDENT WILL NOT BE PROCESSED. PARENTS MUST BE LOGGED IN ORDER TO SEE THEIR NAME AS THE APPLICATION SIGNER.

Step 6. Confirm Household Members

The application signer must confirm all people living within their household.

Mark the checkbox next to the name of each person within your household. Once all members have been marked, select the Next button.

If a person is listed that should not be considered a household member, do not mark the checkbox next to their name. This does not remove them from the household within Campus but does exclude them from the application.
Adding a Household Member

If a household member does not appear in the list, you can manually add them. This often occurs when someone has just moved into the household or the person filling out the application does not have access to a specific family member within the Portal.

The manually added student household member must exist in Campus at the time the FRAM Processor processes the application. If the manually added student member does not exist within Campus, the application cannot be processed and must be suspended if the district cannot confirm the validity of the student member.

1. Click the **Add Household Member** button.

   **Result**

   The **Add Student/Non-Student Member** editor displays.

   ![Add Student/Non-Student Member Editor](image)

   Select the type of person you are adding to your household, either student or non-student. A student is a person who will be enrolled in the school district during the school year. A non-student is a person who will not be enrolled in the school district during the school year. Complete the required fields and select 'Save' when finished or 'Cancel' to return to the household members screen.

2. Select whether the person is a Student or Non-Student and click the Save button.
A Student is a household member who will be enrolled in District 214 during the school year.

A Non-Student is any household member who will not be enrolled in the District 214 during the school year.

Result

The Add Student/Non-Student Member window displays.

3. Enter information about the household member in all required fields and select the Save icon. Required fields display with a red asterisk.

Result

The Household Members Confirmation screen displays. The added household member appears on the Household Members screen with the words (Manual Add) appearing after the person's name. To remove the person from the household, select the black X on the far right of the screen.

The School and Grade (and Student Number, if known) fields are important for application processing as the FRAM Processor uses these fields to better identify and match this student to records within Campus.
Once all household members have been identified, select the Next button.

**Step 7. Indicate Meal Benefits**

Once household members have been identified, the application signer is asked whether any household members receive SNAP, TANF or FDPIR benefits.

**If a household member(s):**

- **Do NOT** receive benefits then click No. You will be directed to complete Step 8.
- **DO** receive SNAP, TANF or FDPIR benefits click Yes. Enter the benefit case number then click Next.

**Step 8. Confirm Child Household Members**

Now that household members have been established, children in the household must be identified. Mark the checkbox next to the name of each child household member then click Next.
Step 9. Indicate Foster Children

Once student household members have been identified, the application signer must indicate whether any of the student household members are foster children.

If a household member:

IS a foster child then click Yes. Mark the checkbox next to the name of each student household member that is a foster child, enter their Monthly Income, and select the Next button.

Is NOT a foster child then click No and go to step 10.

Step 10. Indicate Migrant, Homeless, Runaway, and Head Start Children

Once Foster students are identified, the application signer must indicate whether any of the student household members are Migrant, Homeless, Runaway or Head Start children.
If a household member:

**IS** a Migrant, Homeless, Runaway, or Head Start child then click **Yes**. Select one of the following options from the Student Indicator dropdown for the appropriate student(s) then click **Next**:

Homeless, Runaway, Head Start, Migrant.

**is NOT** a Migrant, Homeless, Runaway, or Head Start child then click **No** and go to step 11.

**Step 11. Enter Household Gross Income**

Now that household members have been identified, income must be entered for each member. If you want to enter income information then indicate each household member's income by selecting the **Add Income** button and entering their income amount.
OR mark the No Income checkbox for each household member that has no income.

Once all household member income is entered, click Next.

If you do NOT want to enter income information click Next.

*If income is not specified, you are certifying that you have no income to report.* Your application will be processed as No Income and be approved for free benefits.

**Step 12. Review**

**Household Information for Accuracy**

Now that household members (and their benefits) have been identified, household information must be reviewed for accuracy.

The **Total Income** column lists the total amount of money each household member makes based on the frequency noted (i.e., monthly, yearly, etc). Frequencies listed in this column are automatically annualized across all members. The **Total Household Income** field indicates the total amount of
income the household (all members included) earns per year. The **Total Household Size** indicates the total amount of members within the household.

Review all the information on the screen and if it is accurate, select the **Next** button. If this information is incorrect, select the **Previous** button to go back to the previous step and correct inaccurate information.

![Meal Benefits Application](image)

**Step 13. Authorize Household Application**

Now that all household information has been entered and confirmed as accurate, the household application must be authorized.

You must provide Social Security information. Enter the last four digits of your SSN or mark the "I do not have a SSN" box.
This section is optional and informational only. Responding to this section does not affect your children’s eligibility for free or reduced price meals.

Review the Authorization Statement. If you agree with this statement, believe all entered information is accurate and would like to complete the application process, select the **Accept** button.
If you do not agree with the application and Authorization Statement, select the **Decline** button. If the Decline button is selected, a message will appear warning you the application process will be canceled and all application information entered will be deleted.

**Step 14. Electronically Sign the Household Application**

Once you have reviewed the application and agreed to the Authorization Statement, you must review the Terms of Use.

If you agree to the Terms of Use and would like to sign the document with you legally-binding E-Signature, **Enter your E-Signature PIN** and select **Submit**.

If you do not want to electronically sign the application, select the **Do not use E-Signature** button. This action will cancel the application due to the need for the application to have a legally-binding electronic signature in order to meet state and federal guidelines.

If you forgot your PIN, click the **Forgot you PIN** button. You will be redirected to the Reset your PIN editor where you can reset your PIN.
Step 15. Review and Print Submission Notice

The application has now been submitted to the district for processing.
You may print and/or save the Confirmation Submission Notice and the Benefits Application Summary Report for your records. You may also access this information in your Inbox.

Your Inbox will contain a message indicating the submission of the Meal Benefits Application. Select the link to review the Confirmation Submission Notice and the Application Summary Report. The FRAM Processor(s) will also receive an Inbox notice indicating your application was submitted.

After the FRAM Processor has processed the application, you will receive an Inbox message indicating the application was processed. If your district has enabled the Include Approval/Denial Letter FRAM Preference, you will receive an Inbox message containing a PDF copy of your Approval/Denial Letter which indicates whether the application was approved or denied.

The Food and Nutrition Services Department welcomes questions, comments, and suggestions so don’t hesitate to reach out!

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