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:

1. Log into Campus Parent & Click on the link to begin the application
2. Review the Letter to Household
3. Review Application Instructions
4. Review and Confirm Signer
5. Confirm Household Members
6. Indicate Meal Benefits
7. Confirm Child Household Members
8. Indicate Foster Children
10. Enter Household Gross Income
11. Review Household Information for Accuracy
12. Authorize Household Application
13. Review and Print Submission Notice
Step 1. Log into Campus Parent & Click on the link to begin the application

Step 2. 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 3. 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 4. 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.

You are applying for meal / fee waiver benefits for all household members living at the address below. If the address is incorrect, please contact your child(ren)’s school to request a change.

Primary Address:
Step 5. 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.

1. Click the Add Household Member button.
2. Select member type; Select whether the person is a Student or Non-Student
   a. A Student is a household member who will be enrolled in District 214 during the school year.
   b. A Non-Student is any household member who will not be enrolled in the District 214 during the school year.
3. Enter information about the household member in all required fields and select the Update button.

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, click Delete.
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 6. 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 7. 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. *Children are those members age 18 or under AND are supported with the household's income.

Indicate the D214 student(s). Mark the box Student for those attending District 214.

Step 8. 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.

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 10. 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.
Meal Benefits Application

If a Benefit or Student Indicator is selected for any student, income information is not required. Providing your income information may help with the district verification process. For each Adult Household Member, report the total income for each source in whole dollars only. If they do not receive income from any source, write '0'. If you enter '0', you are certifying that there is no income to report. If an adult has no income, please check the box No income.

Adult Household Members

- Income from Work
  - Amount *
    - 0
  - Frequency *
    - Weekly
    - Every Two Weeks
    - Twice a Month
    - Monthly
    - Yearly

- Welfare, Child Support, Alimony

Update  Cancel  Clear All
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 have no income to report, check the box for "No Income" for each household member, then click Next.
If you checked the box "No Income", 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 11. 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

Review (Step 10 of 12)

Review the household information below for accuracy. If any of the information is incorrect, select ‘Previous’ to go back and correct the data. After household information is reviewed select ‘Next’ to continue.

Benefits
Case Number: None

Adult Household Members

Invalid date
Gender: F
Total Income: $ (Weekly)

Gender: M
Total Income: $0.00 (Yearly)
Step 12. 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 an SSN" box.

Ethnicity and Race: 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 13. 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.

Meal Benefits Application

Submitted (Step 12 of 12)

Your application has been submitted. Please print this page for your records. This will include the information you provided on your application. A submission notice and final summary report has also been sent to your Portal Process Inbox. You may ‘Quit’ or safely close out of the application at this time.

Thank you for submitting your Milk/Meal Benefits Application.

Your Reference # is: 14129

You will need this number if you have any questions about your Meal Benefits Application. Application review may take up to 10 business days. Please do not submit another one until notified of the outcome of your application status.

UNTIL YOUR APPLICATION IS PROCESSED, YOU ARE REQUIRED TO PAY FOR MEALS.

If you have any further questions, please contact Christine Frodl, Director of Food and Nutrition, at 530-385-7280.

Print Close
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!
Christine Frole, R.D., SNS, Director of Food and Nutrition Services
christine.frole@d214.org | (847) 718-7638

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