

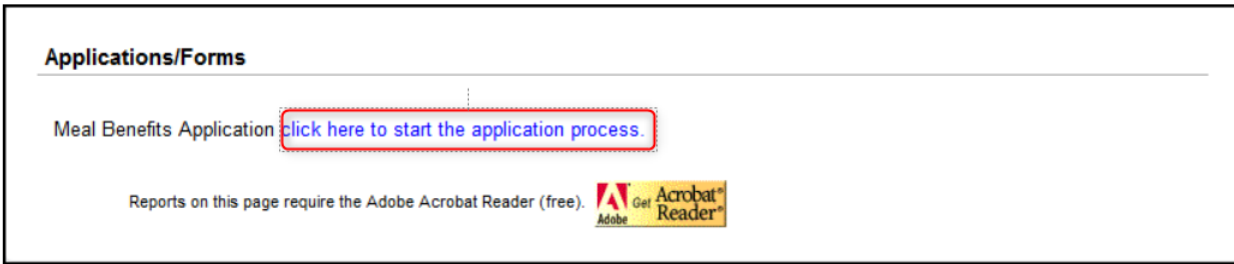
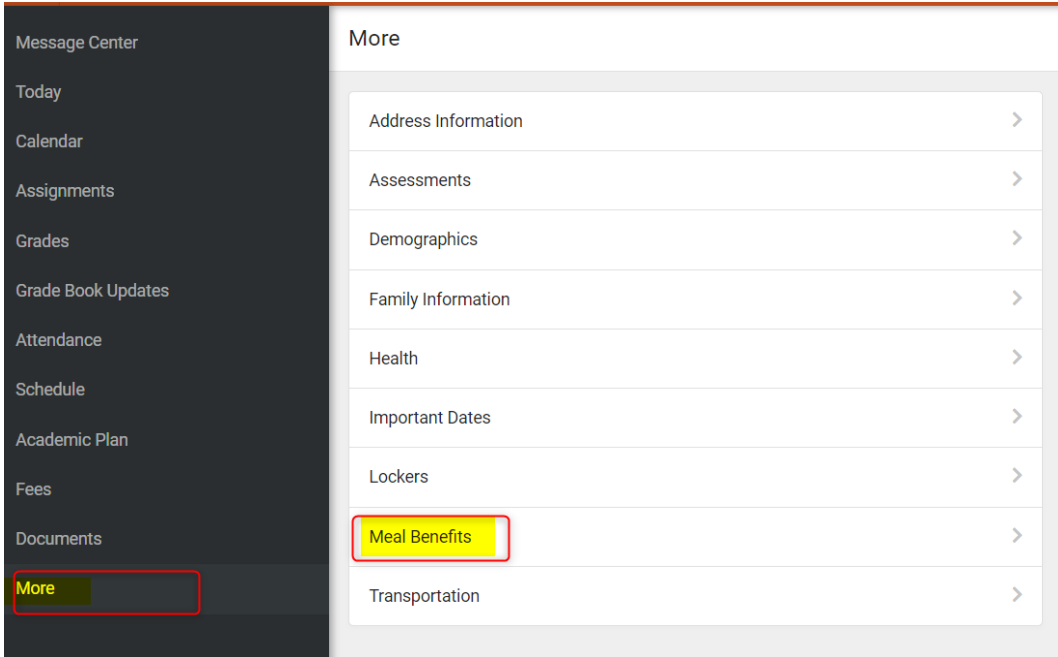
How to get to the application through IC:

Campus Parent: More > Meal Benefits Application

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

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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	4
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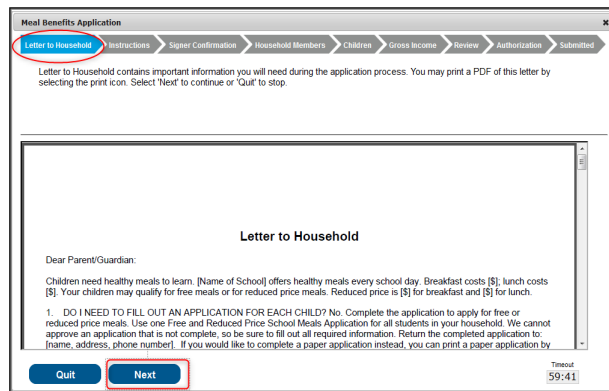
Step 1. Log into Campus Parent & Click on the link to begin the application



Step 2. Review the Letter to Household

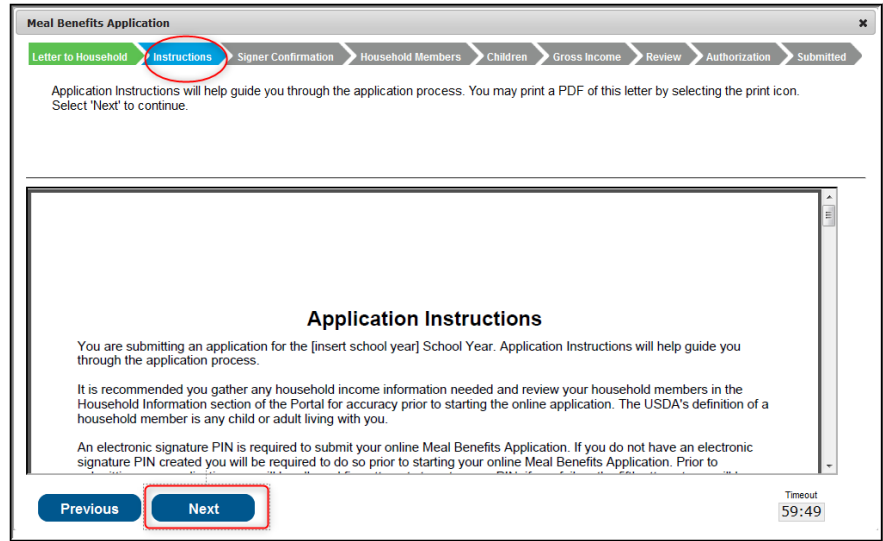
The application signer must review the Letter to Household prior to beginning the application process. This letter contains important information and guidance about the online Meal Benefits Application.

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



Step 3. Review Application Instructions

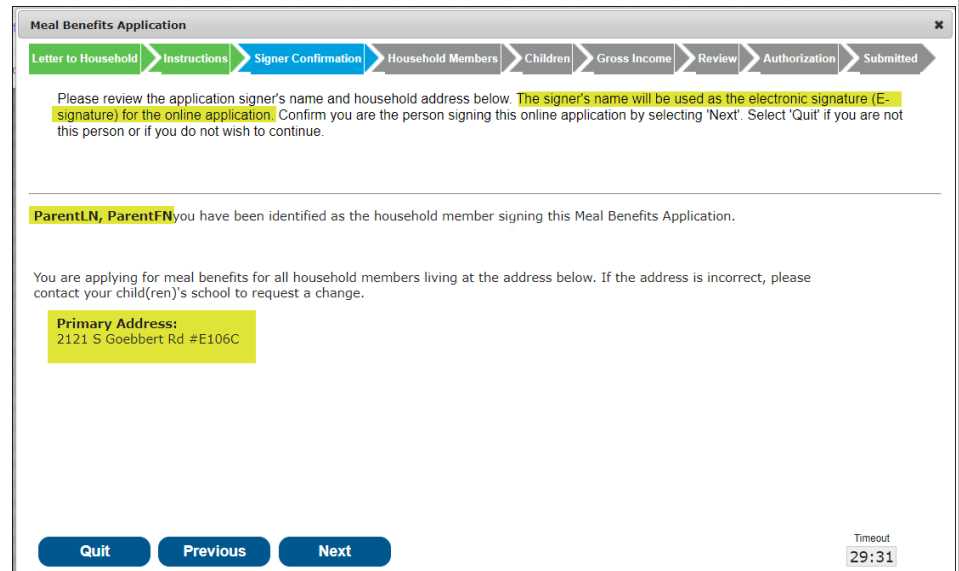
The application signer must also review the Application Instructions prior to beginning the application process. These instructions can also be printed and contain important information about the application process and submission. After you review or print the Application Instructions for reference, 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.



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.

Meal Benefits Application

Letter to Household > Instructions > Signer Confirmation > **Household Members** > Children > Gross Income > Review > Authorization > Submitted

Household Members are listed below. You must confirm each person living in your household by selecting the check box next to their name. If a person listed below is no longer living in your household, do not check the box next to their name. If there are persons missing from your household you will need to add them by selecting the 'Add Household Member' button. You are not allowed to edit existing household member information or uncheck the application signer. After you have identified and/or added household members select 'Next' to continue.

Name	Gender	DOB	School	Grade
<input checked="" type="checkbox"/> Smith , James John (Signer)	F			
<input checked="" type="checkbox"/> Smith , Jane Marie	F			
<input checked="" type="checkbox"/> Smith , John Anthony	M	01/01/1995	Senior High	12
<input checked="" type="checkbox"/> Smith , Susie Marie	F	04/01/2011		

If you need to add additional household members click here. **Add Household Member** ←

Previous **Next** Timeout 59:50

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 on 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

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.

* Required

Student (currently enrolled in Campus School District)

Non-Student

Cancel **Save**

- 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.

- 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.

Name	Gender	DOB	School	Grade	
<input checked="" type="checkbox"/> Smith, Jason A (Signer)	M				
<input type="checkbox"/> Smith, Amy Jo	F	10/27/2004	019 Westridge MS	06	
<input type="checkbox"/> Smith, Barbara S	F				
<input type="checkbox"/> Smith, Samuel	M				
<input type="checkbox"/> Smith, Simon	M	12/02/2005	017 Shoemaker Elem	05	
<input checked="" type="checkbox"/> Smith, Joe P (Manual Add)	M		008 Jefferson Elem	KG	X

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.

Name	Gender	DOB	School	Grade
<input type="checkbox"/> Smith, James John (Signer)	F			
<input type="checkbox"/> Example, Parent (Manual Add)	F			
<input checked="" type="checkbox"/> Example, Student (Manual Add)	M	1/1/1996	Willmar Middle School	08
<input type="checkbox"/> Smith, Jane Marie	F			
<input checked="" type="checkbox"/> Smith, John Anthony	M	01/01/1995	Willmar Senior High	12
<input checked="" type="checkbox"/> Smith, Susie Marie	F	04/01/2011		

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.

The screenshot shows a dialog box titled "Foster Children" with a close button (X). The question is "Are any of the students foster children?". Below the question are two buttons: "No" and "Yes". The "Yes" button is highlighted with a red dashed box. In the background, a table with columns "Gender", "DOB", and "School" is partially visible, showing rows for "M", "M", and "F" with a date "04/01/2011".

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.

The screenshot shows the "Meal Benefits Application" window. At the top, there is a progress bar with steps: Letter to Household, Instructions, Signer Confirmation, Household Members, Children, Gross Income, Review, Authorization, Submitted. Below the progress bar is a message: "Foster Children must be confirmed by selecting the check box next to their name. Enter any income the foster child receives. After you have identified foster children select 'Next' to continue." Below this is a table with columns: Name, Gender, DOB, School, Grade, Monthly Income. The first row is highlighted with a red box and has a checked checkbox: "Example - Student (Manual Add)", M, 1/1/1996, Middle School, 08, \$ 10.00. The second row is "Smith, John Anthony", M, 01/01/1995, Senior High, 12, \$, with an unchecked checkbox. The third row is "Smith, Susan Marie", F, 04/01/2011, \$, with an unchecked checkbox. At the bottom, there are "Previous" and "Next" buttons. The "Next" button is highlighted with a red dashed box. A "Timeout 57:35" indicator is in the bottom right corner.

Step 9. 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.

The screenshot shows a dialog box titled "Migrant, Homeless, Runaway, and Head Start Children" with a close button (X). The question is "Are any of the students Migrant, Homeless, Runaway or Head Start?". Below the question are two buttons: "No" and "Yes". The "Yes" button is highlighted with a red dashed box. In the background, a table with columns "Gender", "DOB", and "School" is partially visible.

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.

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.

Meal Benefits Application

Letter to Household > Instructions > Signer Confirmation > Household Members > Children > **Gross Income** > Review > Authorization > Submitted

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

Name	Gender	DOB	No Income	Add Income	Student Indicator	Total Income
Non-Student Household Members						
Smith, Robert (Signer)	M		<input type="checkbox"/>	Add Income		
Smith, Alexandra	F	11/10/1994	<input checked="" type="checkbox"/>	Add Income		
Student Household Members						
Smith, Mariana	F	03/09/2000	<input type="checkbox"/>	Edit Income	Foster	\$10.00 (Monthly)

Previous **Next** Timeout 55:22

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

Letter to Household > Instructions > Signer Confirmation > Household Members > Children > Gross Income > **Review** > Authorization > Submitted

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.

Name	Gender	DOB	School	Grade	Benefits	Student Indicator	Total Income
Non-Student Household Members							
Smith, James John (Signer)	F						\$1,500.00 (Twice a Month)
Example, Parent (Manual Add)	F						\$0.00
Smith, Jane Marie	F						\$100.00 (Monthly)
Student Household Members							
Example, Student (Manual Add)	F	1/1/1996	Wilmar Middle School	08		Foster	\$10.00 (Monthly)
Smith, John Anthony	M	01/01/1995	Wilmar Senior High	12			\$0.00
Smith, Susie Marie	F	04/01/2011					\$0.00

Total Household Income: \$37,320.00 (Yearly)
Total Household Size: 6

Previous **Next** Timeout 59:17

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.

Meal Benefits Application
✕

Letter to Household
Instructions
Signer Confirmation
Household Members
Children
Gross Income
Review
Authorization
Submitted

You must respond to and read the authorization statement below. By selecting 'Accept' you agree to the authorization statement .

By selecting 'Decline' you do not agree to the authorization statement, the application will be cancelled and your information will no longer be available. If you choose to 'Decline' you may enter another application at any time.

Social Security Number
 The income section of this application has been filled out. You are required to provide the last four digits of your SSN. Please enter the last four digits of your SSN or mark the "I do not have a SSN" box.

xxxx-xx- I do not have a SSN

Ethnicity (check one)

Hispanic or Latino

Not Hispanic or Latino

No Response

Race (check one or more)

American Indian or Alaskan Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

Authorization Statement
 I certify (promise) that all information on this application is true and that all income (if required) is reported. I understand that the school will receive Federal funds based on the information I provide. I understand that school officials may verify (check) the information. I understand that if I purposely provide false information, my children may lose benefits, and I may be prosecuted. By submitting this application you authorize District 214 to use the signer's name as the electronic signature for the online application.

Previous
Decline
Accept & Submit

Timeout
26:45

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

Meal Benefits Application

Letter to Household > Instructions > Signer Confirmation > Household Members > Children > Gross Income > Review > Authorization > Submitted

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. After the FRAM processor has processed the application, you will receive a message the application was processed and it will include your application approval/denial letter. Please return to your parent portal within the next 10 days to check on the status of your application.

You may 'Quit' or safely close out of the application at this time.

1 of 2

Thank you for submitting your Meal Benefits Application.

Your Reference # is: 10052

You will need this number if you have any questions about your Meal Benefits Application.

Application review may take up to 10 business days. After the FRAM processor has processed the application, you will receive a message the application was processed and it will include your application approval/denial letter. Please return to your parent portal within the next 10 days to check on the status of your application.

UNTIL YOUR APPLICATION IS PROCESSED, YOU ARE REQUIRED TO PAY FOR YOUR CHILD(REN)'S SCHOOL MEALS.

If you have any further questions, please contact Christine Frole, Director of Food and Nutrition Services at 847-718-7638. Thank you

Quit

Timeout 29:57

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.

Announcements | **Inbox (1 new)**

Delete

Your Meal Benefits Application has been submitted for processing. NEW
10/11/2018

Message Delete

Thank you for submitting your Meal Benefits Application.

Your Reference # is: 976

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 online or paper application as this may delay processing. You will be notified of the outcome of your application status.

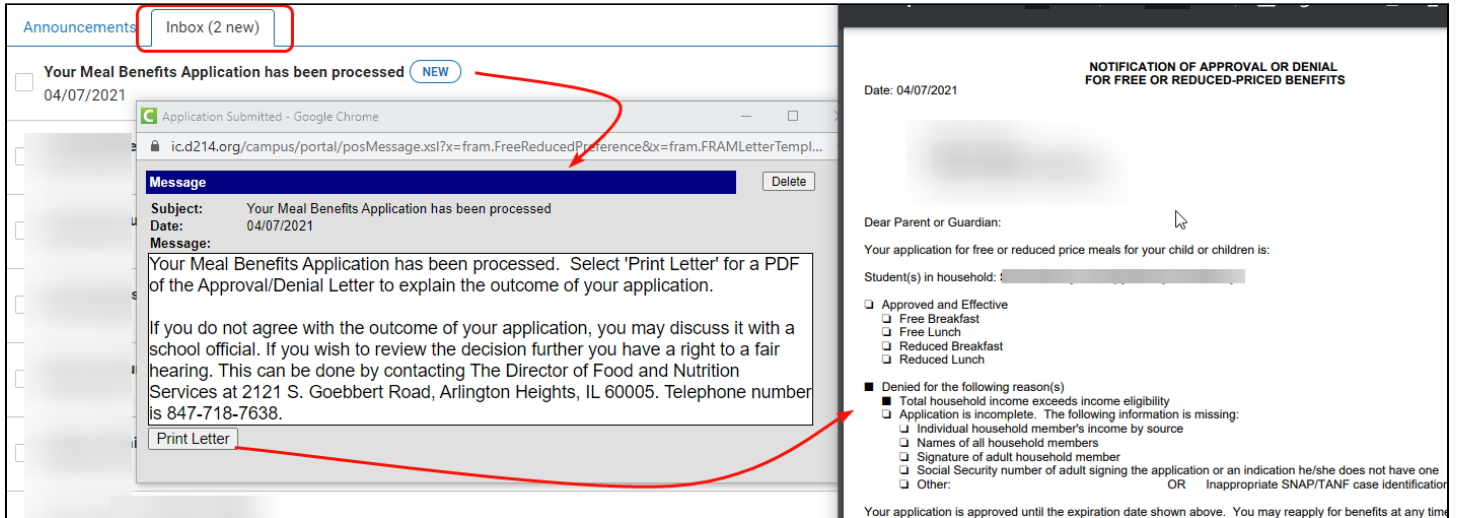
UNTIL YOUR APPLICATION IS PROCESSED, YOU ARE REQUIRED TO PAY FOR YOUR CHILD(REN)'S SCHOOL MEALS.

If you have any further questions, please contact (name) at (phone number).

Print Report

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