



# **Online Free and Reduced Applications**

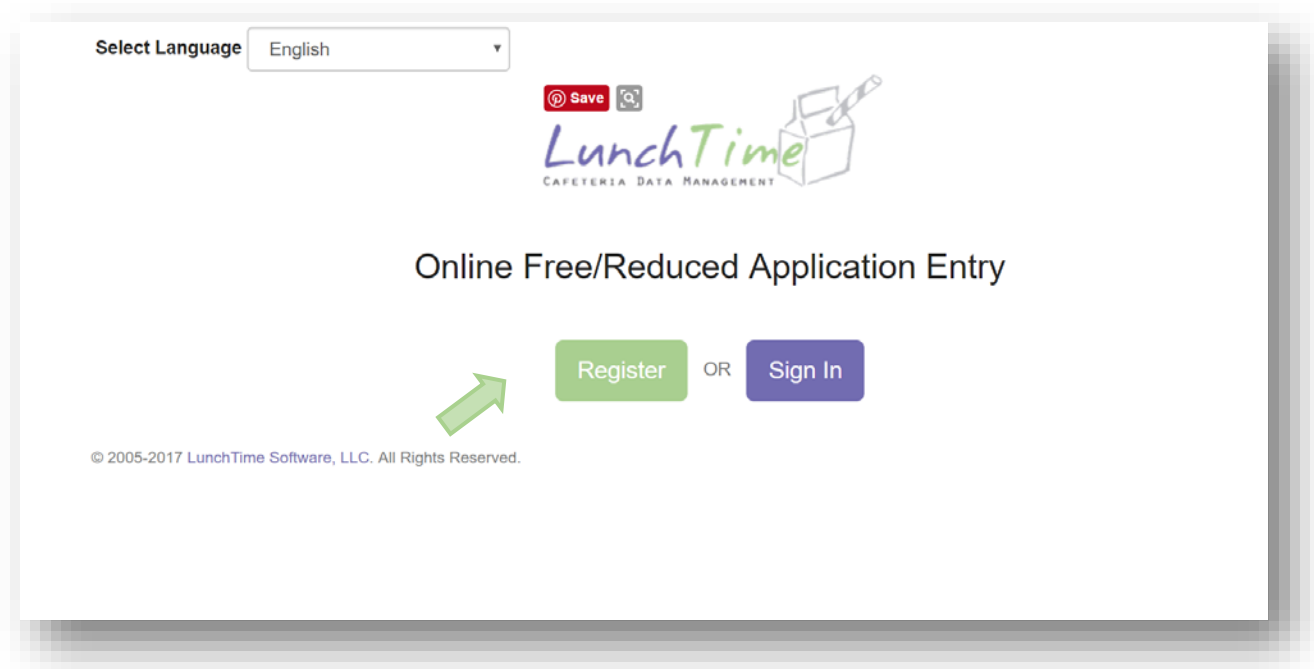
## **Parents' Guide to Getting Started**

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## Creating a New Account

To create a *new* account, click the **Register** button.



Fill in the information:



**LunchTime**  
CAFETERIA DATA MANAGEMENT

Online Free/Reduced Application Entry

### Register

\* denotes required field

First Name\*

Middle Name

Last Name\*

Name Suffix

Email Address\*

Password\* (must be 6 characters)

Confirm Password\*

Last 4 SSN

Address\*

Address 2



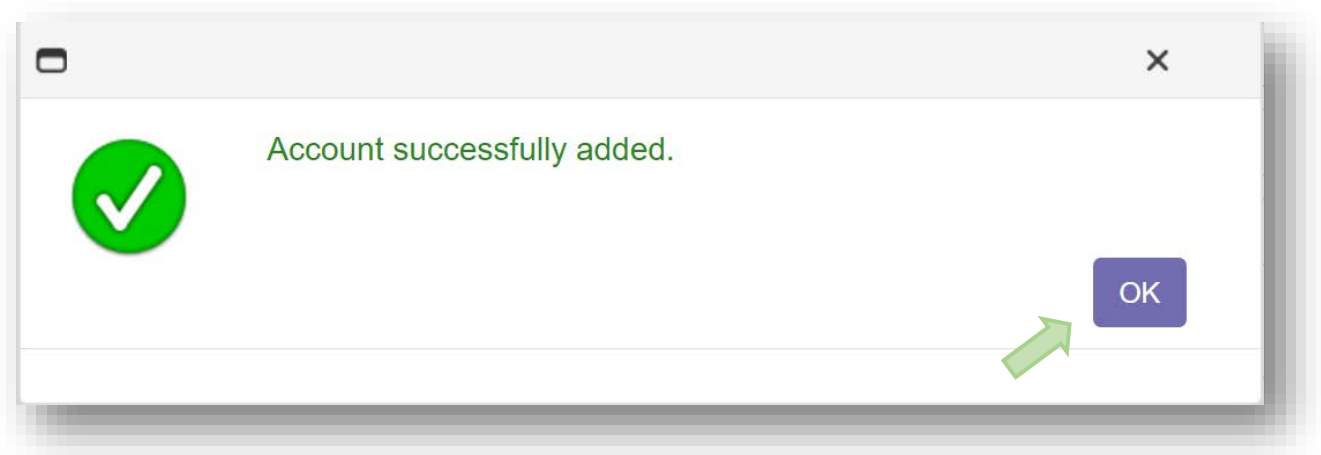
Household Size\*

Home Phone

Work Phone

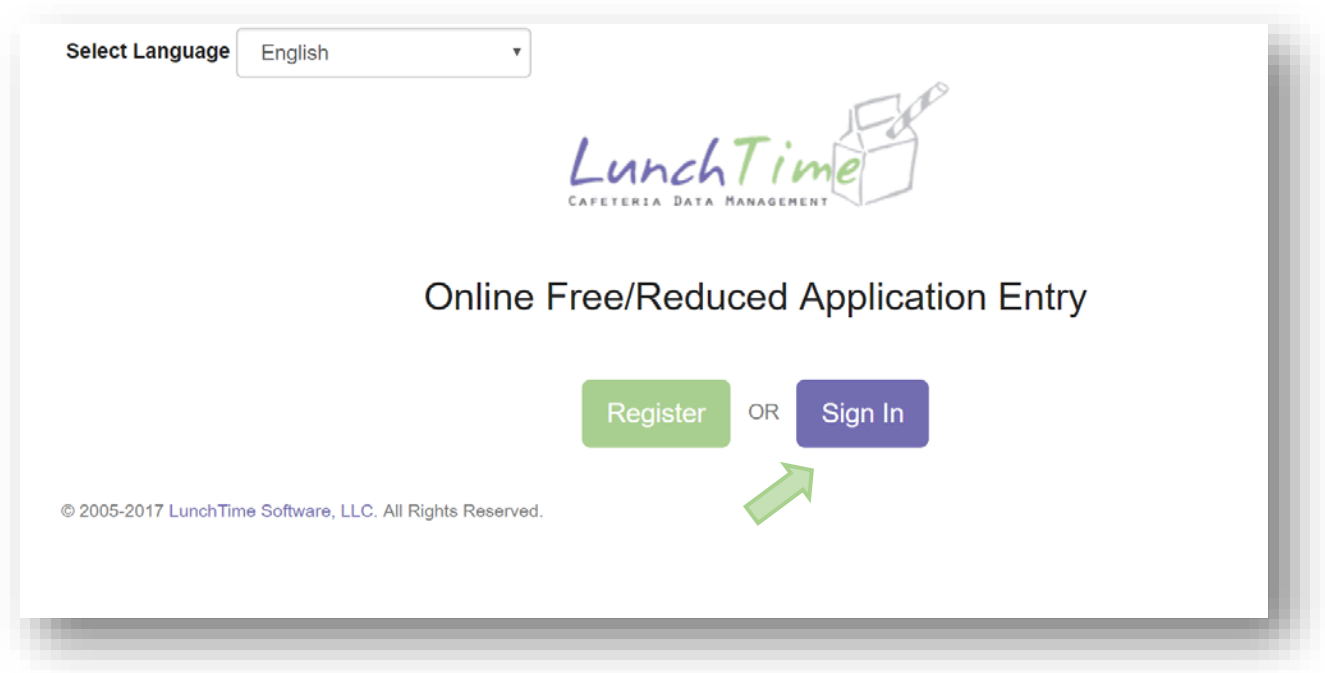
Mobile Phone

Click the **Register** button.

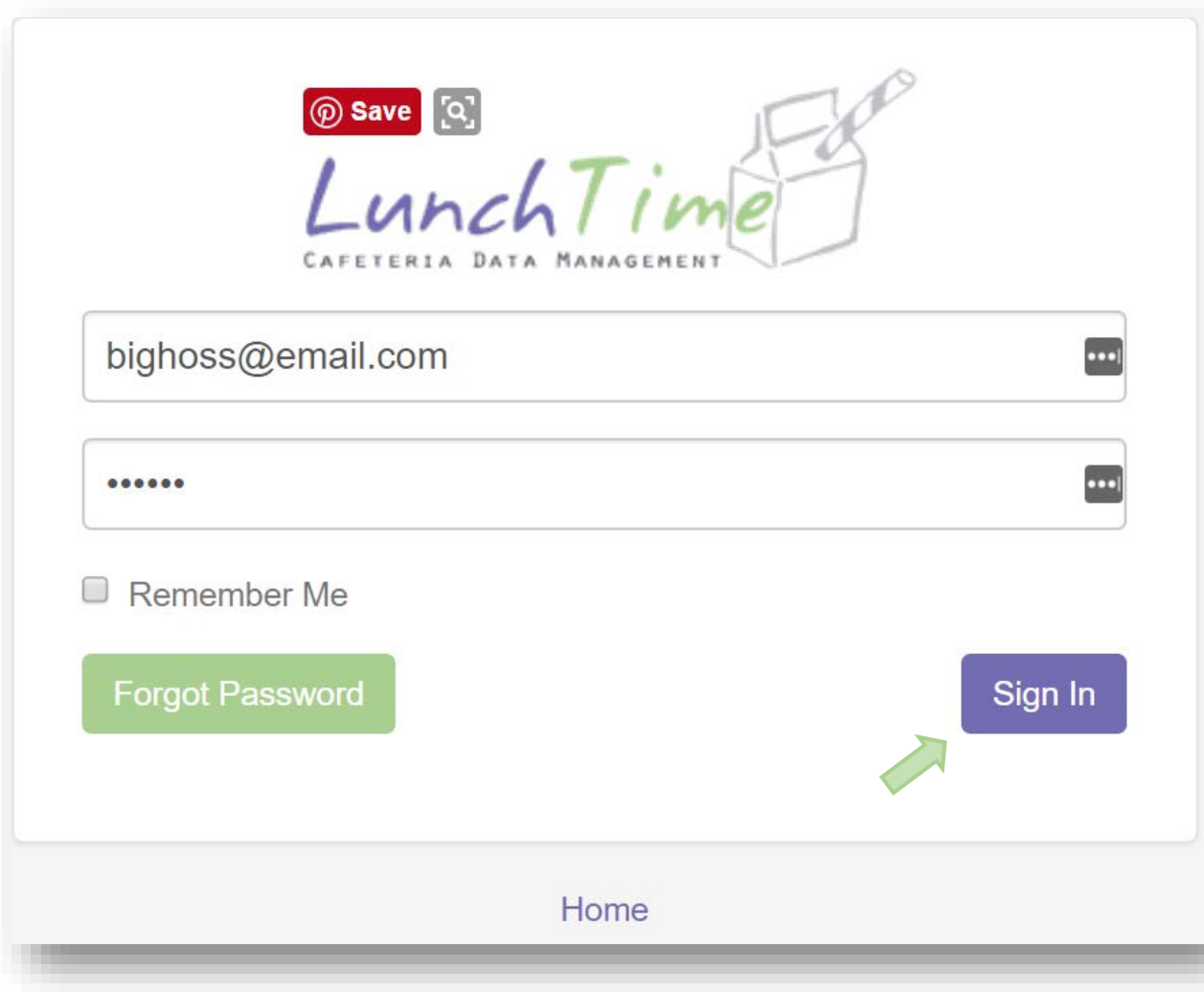


Once the New Account has been successfully created, click the **OK** button. The Log In Screen will appear.

## Logging into the Online Free Reduced Portal

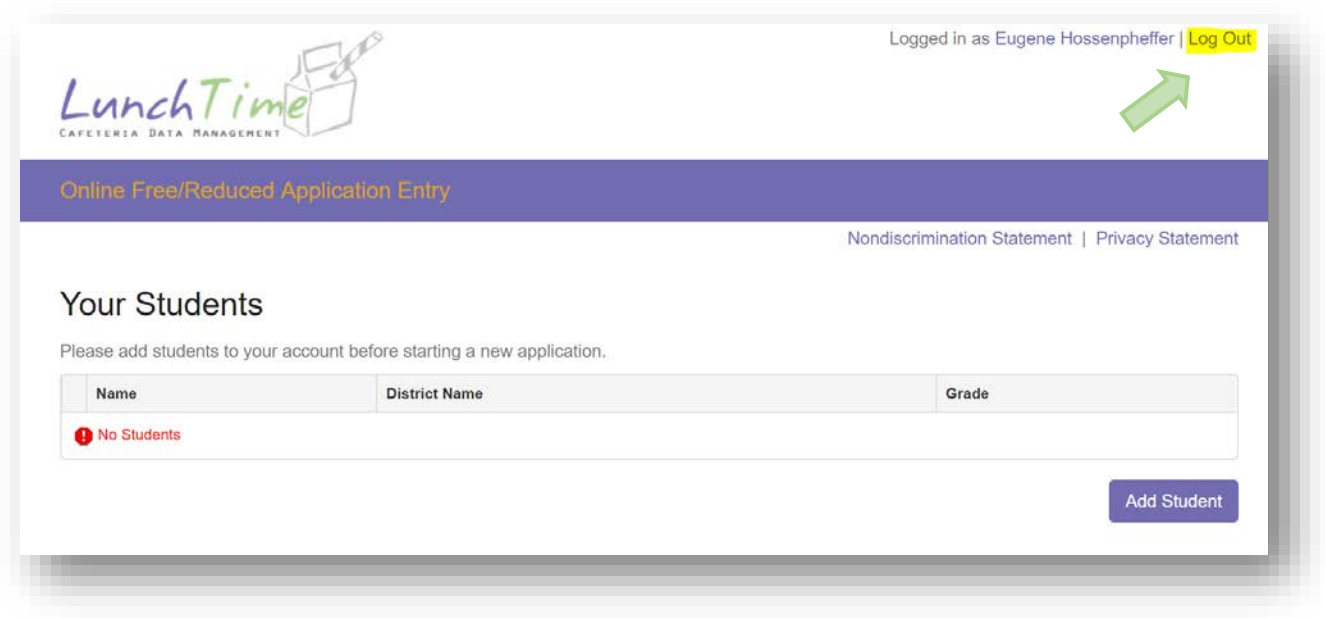


Click on the **Sign In** button.



Enter your credentials and Click the **Sign In** button.

## Site Logout



The screenshot shows the LunchTime website interface. At the top left is the logo for LunchTime Cafeteria Data Management, featuring a green lunchbox icon. In the top right corner, the user is logged in as Eugene Hossenpfeffer, with a yellow 'Log Out' button next to it. A green arrow points to this button. Below the logo is a purple navigation bar with the text 'Online Free/Reduced Application Entry'. To the right of this bar are links for 'Nondiscrimination Statement' and 'Privacy Statement'. The main content area is titled 'Your Students' and includes a message: 'Please add students to your account before starting a new application.' Below this is a table with three columns: 'Name', 'District Name', and 'Grade'. The table is currently empty, displaying a red error message: 'No Students'. A blue 'Add Student' button is located at the bottom right of the table area.

Logged in as Eugene Hossenpfeffer | [Log Out](#)

**LunchTime**  
CAFETERIA DATA MANAGEMENT

Online Free/Reduced Application Entry

[Nondiscrimination Statement](#) | [Privacy Statement](#)

### Your Students

Please add students to your account before starting a new application.

Name	District Name	Grade
No Students		

[Add Student](#)

In the upper right corner, click on **Log Out** to end your session



## Adding Students to Account

On the Home Page, Click the **Add Student** button.

Logged in as Eugene Hossenpfeffer | Log Out

Save

**LunchTime**  
CAFETERIA DATA MANAGEMENT

Online Free/Reduced Application Entry

Nondiscrimination Statement | Privacy Statement

### Your Students

Please add students to your account before starting a new application.

Name	District Name	Grade
No Students		

Add Student

## Nondiscrimination & Privacy Statements

Click the links in the upper left to view the Nondiscrimination and Privacy Statements.

Enter the Zip Code of your first students' school.

Logged in as Eugene Hossenpfeffer | Log Out

**LunchTime**  
CAFETERIA DATA MANAGEMENT

Online Free/Reduced Application Entry

### Locate Your Student

To add a student to your account, first start by entering the zip code of the school your student attends.

School Search

School Zip Code

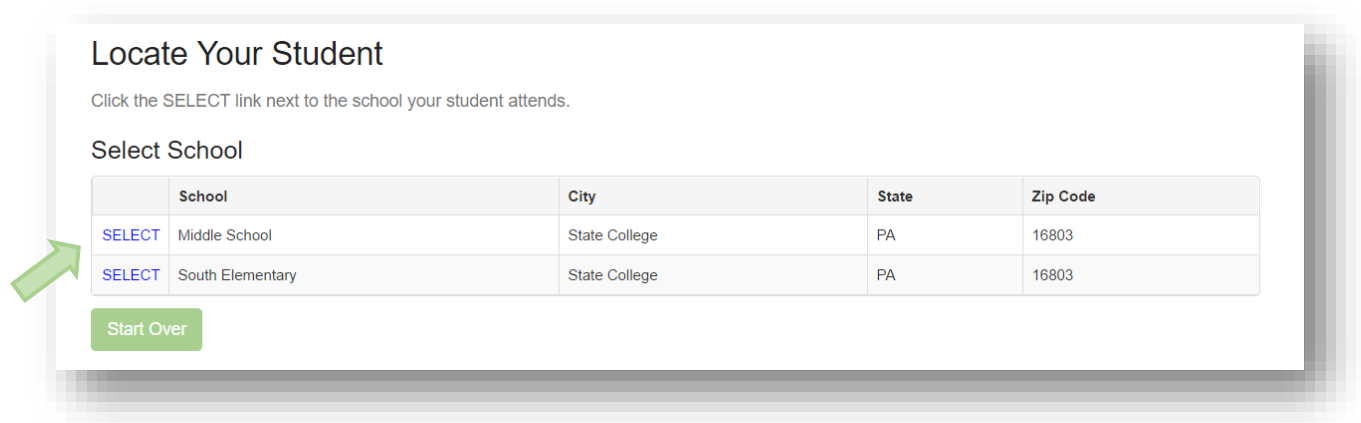
Cancel

Continue

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Click the **Continue** button on the bottom.

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



**Locate Your Student**

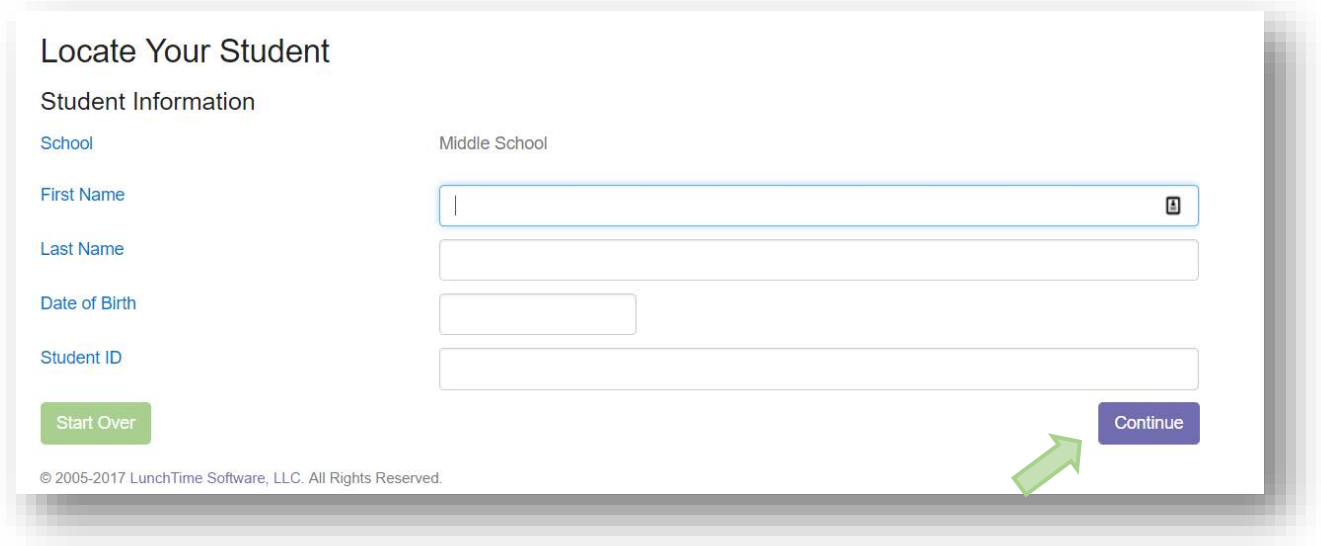
Click the **SELECT** link next to the school your student attends.

**Select School**

	School	City	State	Zip Code
<a href="#">SELECT</a>	Middle School	State College	PA	16803
<a href="#">SELECT</a>	South Elementary	State College	PA	16803

[Start Over](#)

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



**Locate Your Student**

**Student Information**

School Middle School

First Name

Last Name

Date of Birth

Student ID

[Start Over](#) [Continue](#)

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

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Online Free/Reduced Application Entry

### Locate Your Student

Click the **SELECT** link next to the student you wish to add to your account.

#### Confirm Student

	Name	Grade
<a href="#">SELECT</a>	Houser, Derek	08

[Start Over](#)

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You will be returned to the Home page. You can continue to add additional students as needed.

### Start a New Application

On the Home Screen, click the **Start New Application** button.

### Free/Reduced Application Entry

Students that attend different school districts cannot appear on the same application.

	Application ID	Application Status	# of Students	District Name	Application State	Software Status
! No Applications						

[Start New Application](#)

## Enter Demographics

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

### Online Free/Reduced Application Entry


## Demographics

*\* denotes required field*

Application ID	New Application
First Name*	<input type="text" value="Eugene"/>
Middle Name	<input type="text"/>
Last Name*	<input type="text" value="Hossenpheffer"/>
Name Suffix	<input type="text"/>
Last 4 SSN	<input type="text"/>
Address*	<input type="text" value="123 Main Street"/>
Address 2	<input type="text"/>
City*	<input type="text" value="Hometown"/>
State*	<input type="text" value="ST"/>
Zip Code*	<input type="text" value="12345"/>
Household Size*	<input type="text" value="6"/> ▲ ▼

Click the **Continue** button to move to the next section.

City*	<input type="text" value="Hometown"/>
State*	<input type="text" value="ST"/>
Zip Code*	<input type="text" value="12345"/>
Household Size*	<input type="text" value="6"/> ▲▼
Home Phone	<input type="text"/>
Work Phone	<input type="text"/>
Mobile Phone	<input type="text"/>



## Assistance Programs

Enter details regarding assistance programs if applicable. This information is not required. If the family does not participate in these assistance programs or prefers not to include these details, click the **Continue** button.

### Assistance Programs

If your household does not receive SNAP or TANF assistance, leave this page blank and click Continue.

#### SNAP

The Supplemental Nutrition Assistance Program(SNAP) is a Federal program that provides nutrition benefits to low-income individuals and families that are used at stores to purchase food.

If you have a SNAP Number, please enter it below.

#### TANF

The Temporary Assistance for Needy Families (TANF) program is designed to help needy families achieve self-sufficiency.

If you have a TANF Number, please enter it below.

<< Back

Cancel

Continue

## Household Income

Begin to enter the Household Income by clicking the **Add Household Income Provider** button.

### Household Income

Click the Add Household Income Provider button to add a new income provider for your household. If your household does not have any income, leave this page blank. Sometimes children in the household earn or receive income. Please include the TOTAL income received by all Household Members here.

Name	Annual Income
No Income	

<< Back

Cancel

Add Household Income Provider

### Student Selection

Click continue to advance to the Student Selection part of the application.

Continue

## Income Provider Information

Enter the Name of the first Income Provider in the Household. All Income Providers in the household must be reported. Click on the **Save Income Provider** button to continue.

### Income Provider Information

*\* denotes required field*

First Name\*


Middle Name

Last Name\*

Name Suffix

Last 4 SSN

[<< Back](#) [Save Income Provider](#)



## Income Amounts, Frequencies and Types

Enter the first income for the selected Income Provider. Indicate the Income Amount, Frequency, and Type. Click the **Save Income** button to continue.

### Income Information

**Name** Hossenpheffer, Eugene

Enter the income amount, frequency and type for this household member.


**Income**

**Frequency**

- Once a Year
- Twice a Year
- Quarterly
- Every Two Months
- Monthly
- Twice Per Month
- Every Two Weeks
- Weekly
- One Time Only

**Type**

- Work Earnings Amount
- Self Employed Income
- Welfare, Child Support, Alimony
- Pensions, Retirement, Social Security
- Other Income





## Additional Income Sources

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


### Income Information

**Name** Hossenpheffer, Eugene

Income for the selected household member is shown below. Click "Add Additional Income" to enter a new source of income for this household member.

	Income	Frequency	Type
<a href="#">REMOVE</a>	\$1,500.00	Twice Per Month	Work Earnings Amount

[Add Additional Income](#)




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

### Household Income Summary

Click Continue to return to the Income Summary screen.

[Continue](#)



## Household Income Summary

Continue to add additional Household Income Providers and Income Sources as needed.

Use the [EDIT](#) link to update, or modify details about the Household member.

Use the [INCOME](#) link to update, edit, modify or delete sources of income for this household member.

Use the [REMOVE](#) link if this household member is no longer a contributing member of the household.

### Household Income

Click the Add Household Income Provider button to add a new income provider for your household. If your household does not have any income, leave this page blank.

			Name	Annual Income
<a href="#">EDIT</a>	<a href="#">INCOME</a>	<a href="#">REMOVE</a>	Hossenpfeffer , Eugene	\$36,000.00
			<b>TOTAL:</b>	\$36,000.00

<< Back

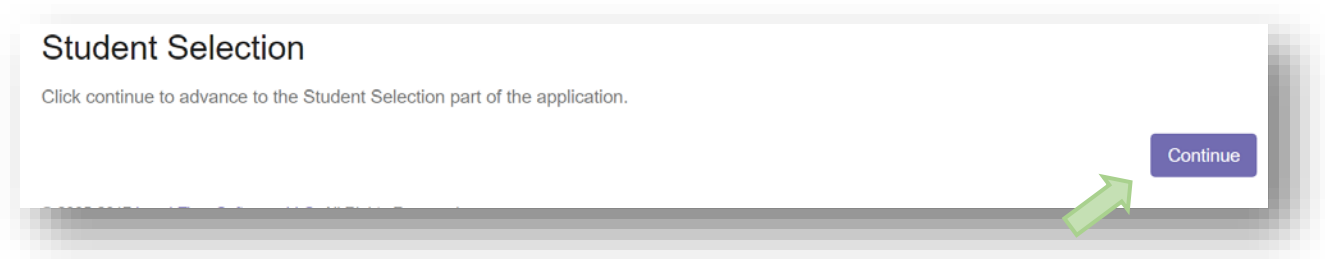
Cancel

Add Household Income Provider



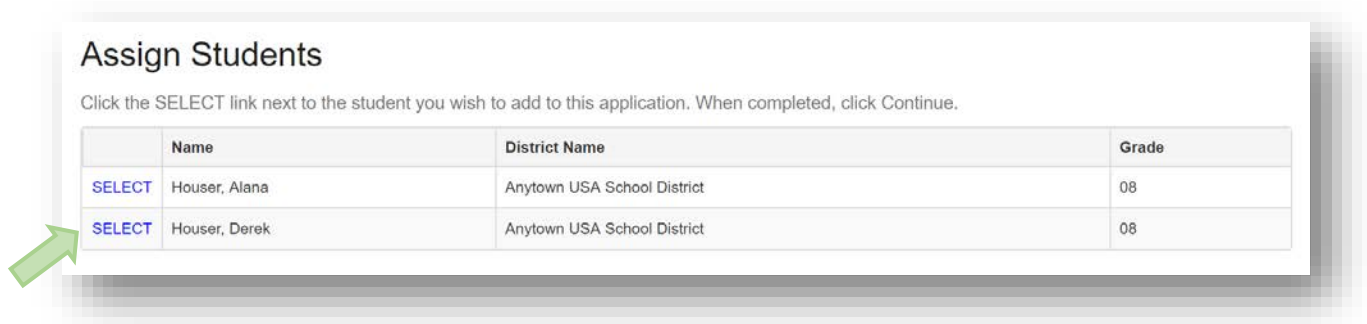
## Student Selection

Click the **Continue** button to select the students to add to this application.



## 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.



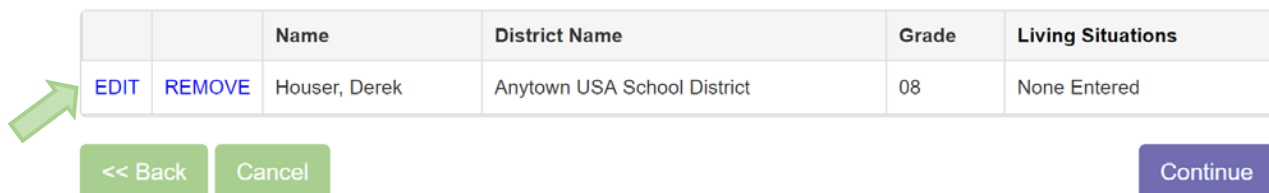
## Special Living Situations

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.

### Students on this Application

For special living situations that may exist for a student (e.g. Foster Child, Homeless, Migrant, Runaway, etc.), click the **EDIT** link next to the student you wish to modify.



## Living Situations

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


### Living Situations

**Name** Houser, Derek

**Living Situations**

- Foster Child
- Homeless
- Migrant
- Runaway
- Residential Institutionalized Child
- Resident in Family Childcare Household
- Resident in Indian Reservation

[<< Back](#) [Update Student](#)




Once the Living Situations have been entered (if applicable) click the **Continue** button.

### Students on this Application

For special living situations that may exist for a student (e.g. Foster Child, Homeless, Migrant, Runaway, etc.), click the EDIT link next to the student you wish to modify.

		Name	District Name	Grade	Living Situations
<a href="#">EDIT</a>	<a href="#">REMOVE</a>	Houser, Derek	Anytown USA School District	08	None Entered

[<< Back](#) [Cancel](#) [Continue](#)



## 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.

# Application Summary

Please review the information below and click 'Submit Application' to complete your application for school.

## Demographics

First Name	Eugene
Middle Name	
Last Name	Hossenpheffer
Name Suffix	
Last 4 SSN	
Address	123 Main Street
Address 2	
City	Hometown
State	ST

## Submit Application

Assign Students


Name	District Name	Grade	Living Situations
Houser, Derek	Anytown USA School District	08	None Entered

By checking this box you confirm that the information provided above is accurate and true to the best of your knowledge.

<< Back   Cancel   Submit Application

Review all information. Click the checkbox 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 information to the school district for processing. No further editing of the application will be permitted.

Do you want to submit the application information now?

No   Yes

## Application Submitted

A Thank You screen will provide details regarding the next steps. And email indicating the determination for your application should arrive within 24-48 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 US Postal Services.

## Addition Applications

If additional applications are required for other school districts, use the **Start New Application** button.

Return to this section to see any updates in Status.

### Free/Reduced Application Entry

Students that attend different school districts cannot appear on the same application.

Application ID	Application Status	# of Students	District Name	Application State	Software Status
102		1	Anytown USA School District	SUBMITTED	PENDING

[Start New Application](#)

