PARENT INSTRUCTIONS FOR COMPLETING THE LUNCH APPLICATION ONLINE

This presentation will walk you through the process of completing the Free & Reduced Lunch Application for the 2019-2020 school year. We've listed the steps as well as provided "screen shots" of what your computer would look like at each stage. Pay attention to the yellow arrows on each screen.

Please contact the Help Desk at (512) 772-7199 if you need additional assistance.

Thank you!

Bastrop
Independent School District

PARENT INSTRUCTIONS FOR
COMPLETING THE LUNCH APPLICATION ONLINE

Step 1:

Log in to your family access account. Choose one of your students from the drop down menu.

Step 2:

Click on the Food Service tab on the left side of the screen.

Bastrop
Independent School District

Family Access - Google Chrome

Secure | https://skyward.bisdtx.org/scripts/wsisa.dll/WService=wsEAplus/sfhome01.w

SKYWARD

Family Access
All Students ▾

Click on drop down arrow and choose a student.

My Account | Contact Us | Email History | Exit

Select Language | ▼   District Links

You have unread messages | You are hiding messages | ⚙ ▾

Home

New Student Online Enrollment

Returning Student Online Registration

Calendar

Attendance

Food Service

Discipline

Test Scores

Endorsements

Portfolio

Health Info

School Directory

Login History

Click on Food Service.

Returning Student Online Registration is now open until 09/30/2017

Returning Student Online Registration at BASTROP HS for the 2017-2018 school year is now open, yet has not been completed for Robert.

Go to Returning Student Online Registration for Robert

Returning Student Online Registration is now open until 09/30/2017

Returning Student Online Registration at BASTROP MS for the 2017-2018 school year is ~~now open, yet has not been completed~~ for Jonathan.

~~stration~~ for Jonathan

Returning Student Online Registration is now open until 09/30/2017

Returning Student Online Registration at MINA EL for the 2017-2018 school year is now open, yet has not been completed for Kara.

Go to Returning Student Online Registration for Kara

Scheduling Applications Unavailable

Mon Jul 24, 2017 11:14am ▾

Be advised:

All Family Access and Student Access applications related to course scheduling have been disabled in support of curriculum finalization for the 2017-2018 School Year.

For more information, please contact your campus.

Thank you,
BISD Technology Staff

📅 Upcoming Events   Calendar

Mon Aug 21, 2017
1st Day of School
BASTROP MS

Mon Aug 21, 2017
1st Day of School
MINA EL

Mon Aug 21, 2017
1st Day of School
BASTROP HS

Mon Aug 21, 2017
1ST PROGRESS REPORT Starts
BASTROP HS

Mon Aug 21, 2017
1ST SIX WEEKS Starts
BASTROP HS

Mon Aug 21, 2017
1ST PROGRESS REPORT Starts
BASTROP MS

Mon Aug 21, 2017
1ST SIX WEEKS Starts
BASTROP MS

Mon Aug 21, 2017
1ST PROGRESS REPORT Starts
MINA EL

PARENT INSTRUCTIONS FOR
COMPLETING THE LUNCH APPLICATION ONLINE

Step 3:
Click on Applications.

Step 4:
When you do this, another box will pop up.

Bastrop
Independent School District

Secure | https://skyward.bisdtx.org/scripts/wsisa.dll/WService=wsEAplus/sffoodservice001.w

Family Access

My Account | Contact Us | Email History | Exit

Select Language | ▼ District Links

Food Service

Applications

Click on Applications.

Current Account Balance	**Today's Lunch Menu** **Lunch Calendar**
$0.00	No lunch menu details are available for the current date.
Lunch Type: NOT IDENTIFIED ECONOM DISADV	
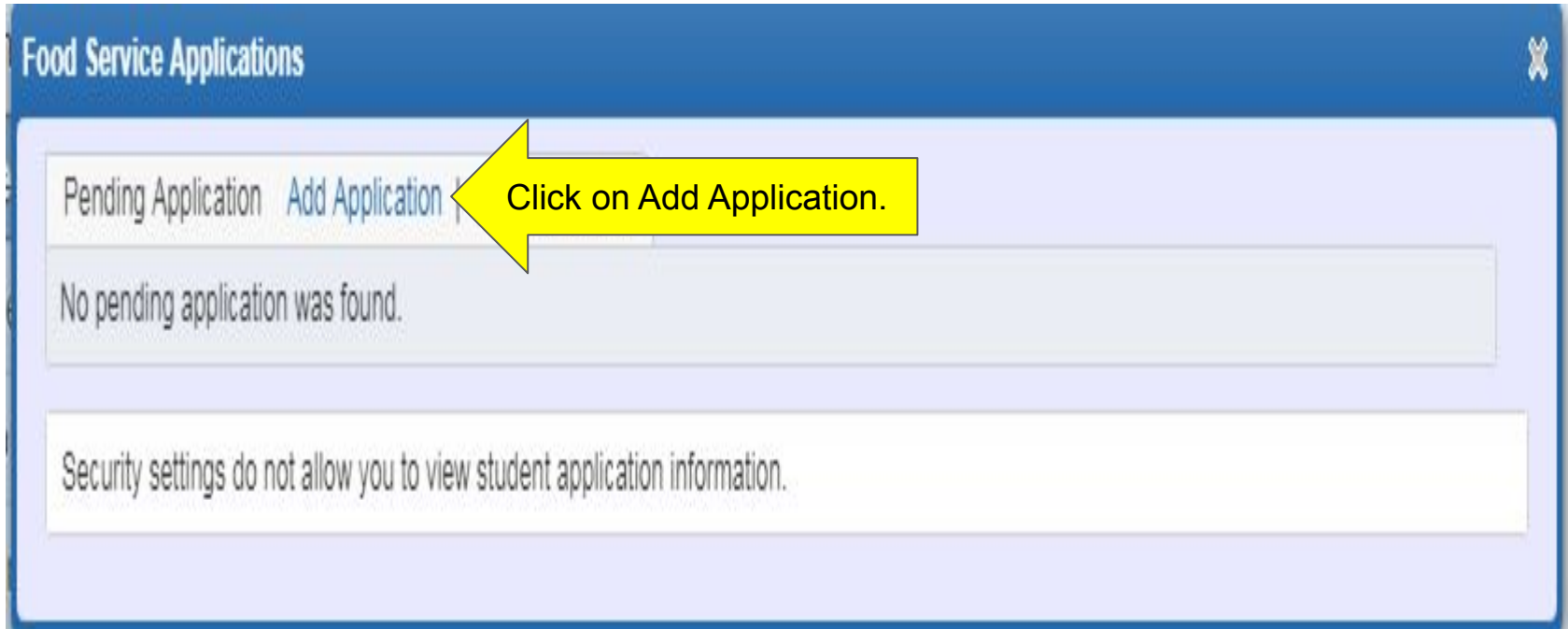
BASTROP MS) View Totals

There are no payment records for this student.

Navigation menu:
- Home
- New Student Online Enrollment
- Returning Student Online Registration
- Calendar
- Attendance
- **Food Service**
- Discipline
- Test Scores
- Endorsements
- Portfolio
- Health Info
- School Directory
- Login History

5. Then click on Add Application.

Food Service Applications

Pending Application   Add Application

Click on Add Application.

No pending application was found.

Security settings do not allow you to view student application information.

6. A letter explaining the application process displays; click Next after reading the letter.

🔒 Secure | https://skyward.bisdtx.org/scripts/wsisa.dll/WService=wsEAplus/sfamaedit020.w

Multi-Child Application for Free and Reduced-Price Scho

Select Language | ▼

Steps

Multi-Child Application for Free and Reduced-Price S

After Reading click Next.

Next **Print** **Back**

➡ Letter to Parents

Letter to Parents

Directions for Applying

Federal Income Chart

Privacy Act Statement

Non-discrimination Statement

Application
- **Step 1:** Child Names
- **Step 2:** Benefits
- **Step 3:** Gross Income
- **Step 4:** Signature

Review and Submit

Dear Parent/Guardian:

Children need healthy meals to learn. Bastrop ISD offers healthy meals every school day. Breakfast costs 1.50; lunch costs 2.70. **Your children may qualify for free meals or for reduced-price meals.** Reduced-price is .30 for breakfast and .40 for lunch. If you received a notification letter that a child is directly certified for free meals, do not complete an application. Let the school know if any children in the household attending school are not listed in the letter

The questions and answers that follow and attached directions provide additional information on how to complete the application. Complete only one application for all the students in the household and return the completed application to Child Nutrition Department 906 Farm St Bastrop, TX 78602. If you have questions about applying for free or reduced-price meals, Rosie Pacheco 512-772-7153.

1. **Who can get free meals?**
   - **Income** - Children can get free or reduced-price meals if a household's gross income is within the limits described in the Federal Income Eligibility Guidelines.
   - **Special Assistance Program Participants** - Children in households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP), Food Distribution Program on Indian Reservations (FDPIR), or Temporary Assistance for Needy Families (TANF), are eligible for free meals.
   - **Foster** - Foster children who are under the legal responsibility of a foster care agency or court are eligible for free meals.
   - **Head Start, Early Head Start, and Even Start** - Children participating in these programs are eligible for free meals.
   - **Homeless, Runaway, and Migrant** - Children who meet the definition of homeless, runaway, or migrant qualify for free meals. If you haven't been told about a child's status as homeless, runaway, or migrant or you feel a child may qualify for one of these programs, please call or email Homeless liaison and migrant coordinator information.
   - **WIC Recipient** - Children in households participating in WIC may be eligible for free or reduced-price meals.
2. **What If I Disagree With the School's Decision About My Application?** Talk to school officials. You also may ask for a hearing by calling or writing to Sandra Callahan Chief Financial Officer 512-772-7100.
3. **My Child's Application Was Approved Last Year. Do I Need To Fill Out A New One?** Yes. An application is only good for that school year and for the first few days of this school year. Send in a new application unless the school has told you that your child is eligible for the new school year.
4. **If I Don't Qualify Now, May I Apply Later?** Yes. Apply at any time during the school year. A child with a parent or guardian who becomes unemployed may become eligible for free and reduced-price meals if the household income drops below the income limit.
5. **What If My Income Is Not Always the Same?** List the amount normally received. If a household member lost a job or had hours/wages reduced, use current income.
6. **We Are in The Military. Do We Report Our Income Differently?** Basic pay and cash bonuses must be reported as income. Any cash value allowances for off-base housing, food, or clothing, or Family Subsistence Supplemental Allowance payments count as income. If housing is part of the Military Housing Privatization Initiative, do not include the housing allowance as income. Any additional combat pay resulting from deployment is excluded from income.
7. **May I Apply If Someone in My Household Is Not a U.S. Citizen?** Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced-price meals.
8. **Will Application Information Be Checked?** Yes. We may also ask you to send written proof of the reported household income.
9. **My Family Needs More Help. Are There Other Programs We Might Apply For?** To find out how to apply for other assistance benefits, contact your local assistance office or 2-1-1.
10. **Can I Apply Online?** Yes! The online application has the same requirements and will ask you for the same information as the paper application. Visit http://www.squaremeals.org to begin or to learn more about the online application process. Contact Child Nutrition Department 512-772-7100 if you have questions about the online application.

7. After reading all the information and instructions, if you wish to continue, select the checkbox acknowledging that you have read the instructions and click Next.

8. Review the Federal Income Chart and select the box if you do not qualify for benefits or do not wish to continue. Click Next.

Multi-Child Application for Free and Reduced-Price School Meals - Entity 041 - 05.17.06.00.05 - Google Chrome

🔒 Secure | https://skyward.bisdtx.org/scripts/wsisa.dll/WService=wsEAplus/sfamaedit020.w

Multi-Child Application for Free and Reduced-Price School Meals

Select Language ▼

| Steps | Multi-Child Application for Free and Reduced-Price School Meals | Previous | Next | Print | Back |

Your children may qualify for free or reduced price meals if your household income falls within the limits on the chart.
If you do not qualify for benefits or do not wish to complete an application, check the option below.

☐ I do not qualify for benefits or do not wish to complete an application

Steps
- Letter to Parents
- Directions for Applying
- ➡ Federal Income Chart
- Privacy Act Statement
- Non-discrimination Statement
- **Application**
  - • **Step 1:** Child Names
  - • **Step 2:** Benefits
  - • **Step 3:** Gross Income
  - • **Step 4:** Signature
- Review and Submit

> Check the box if you do qualify or you do not wish to continue.

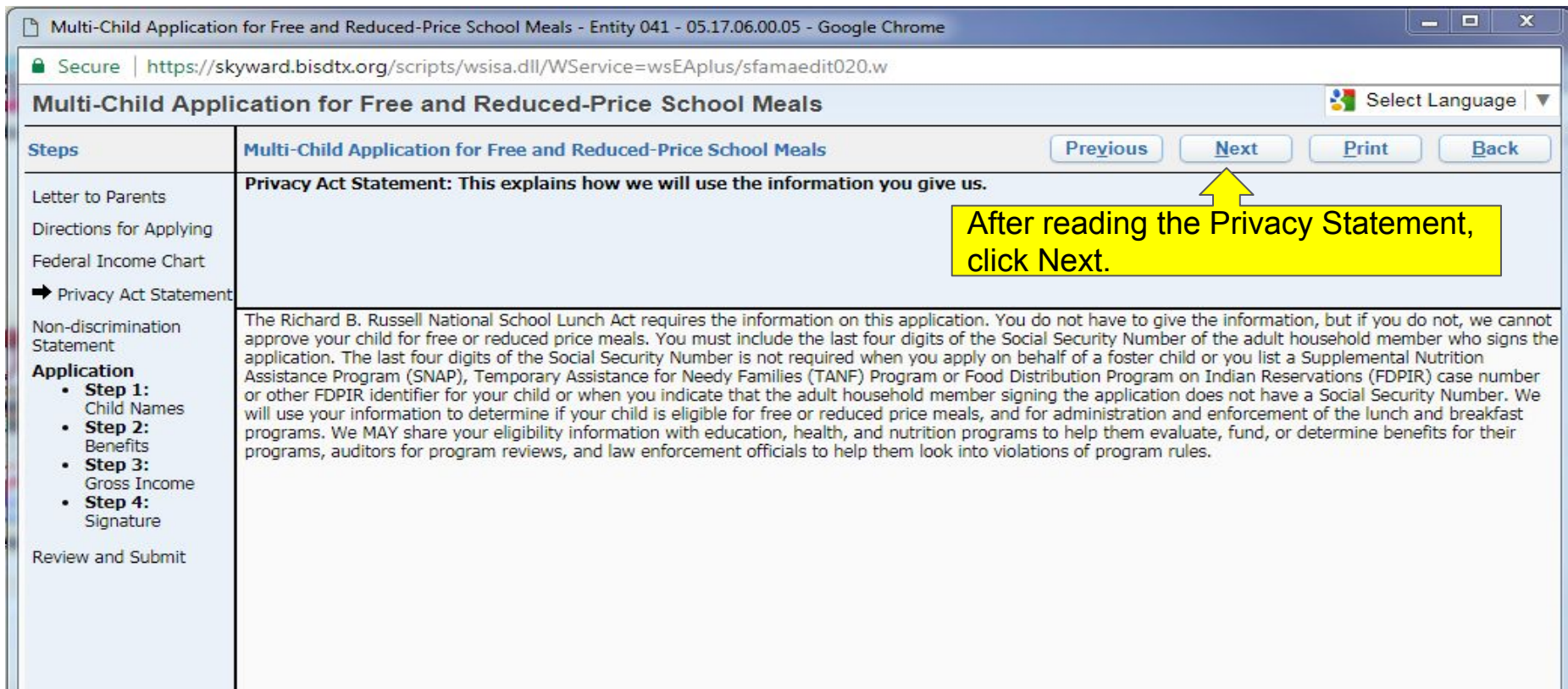> If you do qualify and wish to continue, then click Next.

Family Size	Annually	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	22,311	1,860	930	859	430
2	30,044	2,504	1,252	1,156	578
3	37,777	3,149	1,575	1,453	727
4	45,510	3,793	1,897	1,751	876
5	53,243	4,437	2,219	2,048	1,024
6	60,976	5,082	2,541	2,346	1,173
7	68,709	5,726	2,863	2,643	1,322
8	76,442	6,371	3,186	2,941	1,471

For each additional family member add:

	7,733	645	323	298	149

9. Read the Privacy Act Statement and any other statements, such as the Nondiscrimination Statement; click Next.

Multi-Child Application for Free and Reduced-Price School Meals - Entity 041 - 05.17.06.00.05 - Google Chrome
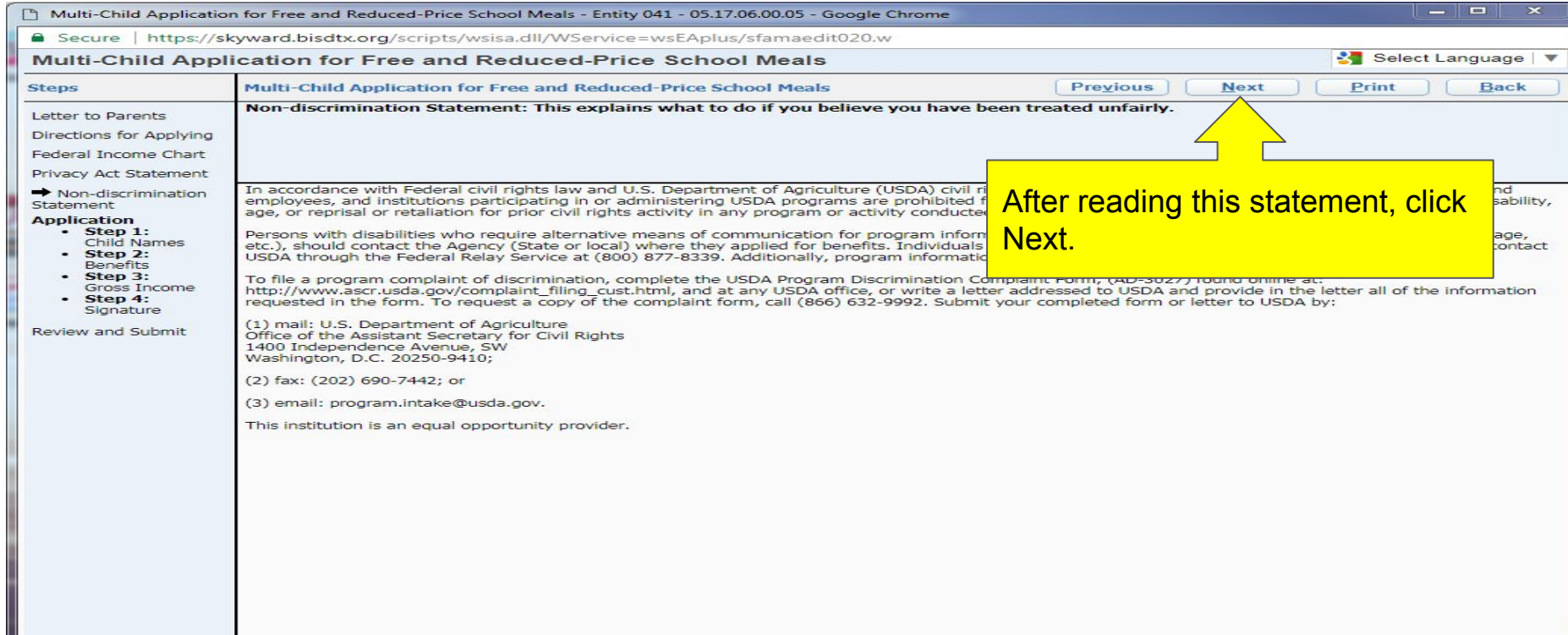
🔒 Secure | https://skyward.bisdtx.org/scripts/wsisa.dll/WService=wsEAplus/sfamaedit020.w

Multi-Child Application for Free and Reduced-Price School Meals

Select Language ▼

| Steps | Multi-Child Application for Free and Reduced-Price School Meals | Previous | Next | Print | Back |

Letter to Parents
Directions for Applying
Federal Income Chart
➡ Privacy Act Statement
Non-discrimination Statement
Application
• **Step 1:** Child Names
• **Step 2:** Benefits
• **Step 3:** Gross Income
• **Step 4:** Signature
Review and Submit

Privacy Act Statement: This explains how we will use the information you give us.

After reading the Privacy Statement, click Next.

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.

10. Read the Non-discrimination Statement and then click Next.

11. Enter all household members. This includes all guardians, your student's, and children under school age. Select the appropriate boxes and click Next.

Free and Reduced Price School Meals Family Application

| Steps | Free and Reduced Price School Meals Family Application | Previous | Next | Print | Back |

PART 1. ALL HOUSEHOLD MEMBERS

☐ Add More Names to Application

Steps list:
- Letter to Parents
- Instructions for Applying
- Federal Income Chart
- Privacy Act Statement
- Non-discrimination Statement
- **Application**
  - ➡ **Part 1:** Household Names
  - • **Part 2:** Benefits
  - • **Part 3:** Gross Income
  - • **Part 4:** Signature
  - • **Part 5:**

Click Next after all names have been entered.

Enter all Household Members and choose the appropriate boxes.

Names Living in (First, Middle Initial, Last)	member is not in s...	Foster	Homeless	Migrant	Runaway	Head Start	Check if NO Income
(Example) Jane A. Smith	NA	☐	☐	☐	☐	☐	☐
Argentina Abastascr							
Jon Abbotscr	High School						✓

12. A validation message will appear, asking you to verify that the household members listed do not have income.

13. If appropriate, enter the benefit information, and click Next.

PART 2. BENEFITS

If **any** member of your household receives **FoodShare, FDPIR or W-2 Cash Benefits**, provide the name of the household member, the program name, and case number (**not a Quest Card number**) for the person who receives benefits and skip to **Part 4**. If no one receives these benefits, go to **Part 3**

Name: [   ]   Program Name: [   ]

Case Number: [   ]

14. Enter the Total Household Gross Income information, and click Next. Note: Based on the household information provided earlier, names were copied into this section. Review the names and remove them, if necessary, based on the application instructions.

PART 3. TOTAL HOUSEHOLD GROSS INCOME (before deductions). List all income on the same line as the person who receives it. Select the box for how often it is received. Record each income only once. If you provided a case number in Part 2, you do **not** need to provide income information. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

Enter the Income for each person. Once done, click Next.

☐ Add More Names to Application

1. Full Name First Name, Middle Initial, Last Name	2. Gross Income and How Often It Was Received ?						
	Earnings from Work Before Deductions		Welfare, Child Support, Alimony		Pensions, Retirement, Social Security, SSI, VA Benefits		All Other Income
(Example) Jane A. Smith	$199.99	W	$149.99	B	$99.99	M	$50.00	M
Argentina Abastascr	$1,125.00	B ▼	$0.00	▼	$0.00	▼	$0.00	▼

15. Read the Electronic Signature Agreement and click I Agree.

Electronic Signature Agreement

Electronic Signature Agreement

Under the Federal Electronic Signatures in Global and National Commerce Act, before you may submit this Food Service Account Application electronically, you must be provided with certain of the following information and you must affirmatively agree to the following and thereafter not withdraw your agreement.

Please take a moment to review and acknowledge your understanding and acceptance of this Agreement. By electronically signing this Food Service Account Application, I acknowledge receipt of the application agreement, and I agree to be bound by the terms and conditions of the agreement.

By clicking 'I Agree' and submitting this agreement via the internet, I acknowledge that:

* I have read and understood the foregoing Electronic Signature Agreement and that I intend to be bound thereby.

* I understand and agree that my electronic signature is the equivalent of a manual signature and that others may rely on it as such in connection with any and all agreements I may enter into, including but not limited to this Electronic Signature Agreement.

* I further acknowledge and agree that it is my obligation to immediately advise the school district of any change in my electronic address (i.e., email address).

* I further acknowledge and agree that it is my obligation to immediately advise the school district in the event that I withdraw my consent to this Electronic Signature Agreement.

* I acknowledge and agree that in the event that any person known to me (whether it be a family member, member of my household or otherwise) misappropriates any of the security devices connected with my Food Service account application and such misappropriation could not reasonably be detected by the school district, the school district shall have the right to treat all resulting electronic signatures as though they were affixed by the person whose name is typed below.

* I acknowledge and agree that the individual completing this electronic the individual in whose name the account is set up, or is someone auth

Click I Agree after reading statement.

I Agree

Back

16. Sign the application and enter the last four digits of your Social Security Number. The signature you provide will be an electronic signature.

PART 4. SIGNATURE AND LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER (ADULT MUST SIGN)

An adult household member must sign the application. **If Part 3 is completed, the adult signing the form also must list the last four digits of his or her Social Security Number or mark the 'I do not have a SSN' box.** See Privacy Act Statement

I certify (promise) [Enter your name here.] e and that all income is repor[ted] [Enter your name here.] e Federal and State funds based [...] ay verify the information; and [...] d(ren) may lose meal benefits and I may be prose[...]ed. I understand my child's eligibility information may be shared as al[...] by law.

* Sign here: <Signed Electronically>   Remove

* Print Name: Argentina Abastascr

Date: 01/26/2016

Phone Number: (555) 255-7888 Ext:

Address:

Cell Phone Number: Ext:

City:

State: Zip Code:

* Last Four Digits of SSN: ***-**- 4789   [Enter last 4 of Social Security Number Here.]

Email Address:

By providing your email address, you may be notified by email of your eligibility for free and reduced price school meals.

17. Enter the children's ethnic and racial identity and click Next. **This is optional.**

| Free and Reduced Price School Meals Family Application | Previous | Next | Print | Back |
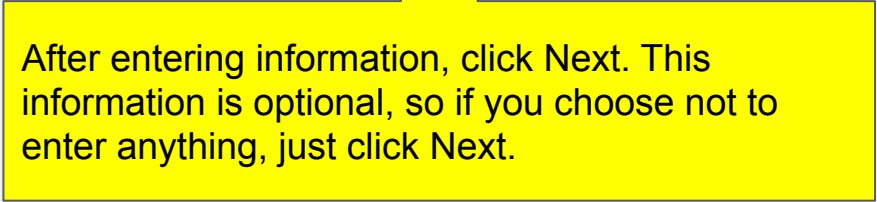
PART 5. CHILDREN'S ETHNIC AND RACIAL IDENTITY (OPTIONAL)

After entering information, click Next. This information is optional, so if you choose not to enter anything, just click Next.

☐ I would like to report this optional information

Mark one ethnic identity: Mark one or more racial identities:

⊙ Hispanic/Latino   ☐ Asian ☐ American Indian or Alaska Native   ☐ Black or African American

○ Not Hispanic/Latino   ☐ White ☐ Native Hawaiian or Other Pacific Islander

18.Review the completed application and click the Submit Application button. Note: If at any point in the process you skipped a required field or entered incorrect data, a message appears explaining the errors. All errors must be corrected before you can submit the application for approval.

19. Once you have submitted your application, you may be able to Update a Pending Application, View the Application, and Print the Application.

Food Service Applications

Pending Application   Update Pending Application | View Application | Print Application

Application Date: Tue Jan 26, 2016 (Application Waiting For Approval)

Notice: Pending Application will be marked as 'Not Submitted' if edited and will need to be resubmitted for review.

Household Members

Names of Household Members	School Name	Foster Child?	No Income?
Argentina Abastascr		No	No
Jon Abbotscr	High School	No	Yes

Income Information

Family Member Name	Earnings from Work	Welfare, Child Support, Alimony	Pensions, Retirement, Social Security, SSI, VA Benefits	Other Income
Argentina Abastascr	29,250.00	0.00	0.00	0.00

Total Annual Income: 29,250.00

Jon (400)

Temp Application	Application Date	Effective Date	Dependents	Lunch Code	Denied?	Active?	Application Nbr
No	Mon Jun 2, 2014	Mon Jun 2, 2014	5	Free/Gratuitas	No	Yes	
No	Fri Jun 28, 2013	Thu Sep 26, 2013	0	Free/Gratuitas	Yes	Yes	