

Steps to complete the required Household Income Form in Parent Portal. Please be sure you have completed the Online Registration for your child(ren) before completing this form.

1. Click on More
2. Click on Meal Benefits
3. Click on the Meal Benefits application (the blue highlighted portion that says click here to start the application process). You have 60 minutes to complete the application or it times you out and you must start over.
4. Application Screen 1 – Letter to Household (Explanation Letter) Read and Click Next
5. Application Screen 2 – Instructions (This screen explains the process of creating an electronic signature PIN which is required to complete and submit the application. Please write down the PIN once you create it). Read the entire page and click Next.
6. Application Screen 3 – Signer Confirmation (This page should show your name and address). If this information is correct, click on Next.
7. Application Screen 4 – Household Members (this screen should list each person living in your household). Read the instructions as it pertains to adding a household member or if someone is listed in your household but no longer living there do not check the box beside their name.
  - A question will appear asking if any household members receive benefits (SNAP, TANF, or FDPIR)? Please answer Yes or No
8. Application Screen 5 – Children (Check the box next to the names of the children in the household and then click next)
  - A question will appear asking are any of these students foster children? Please answer Yes or No.
  - A question will appear asking are any of the students Migrant, Homeless, Runaway, or Head Start? Please answer Yes or No.
9. Application Screen 6 – Gross Income. For each member of a household that receives income from any of the following categories – work, welfare/child support/alimony, Pensions/Retirement/Social Security/SSI/VA Benefits, All other Income, you are asked to enter these amounts (in whole dollars only) and the frequency of the amount (weekly, every two weeks, bi-monthly, monthly, yearly). Once completed click Save. Once all members have their income added and saved click next.

**\*\*Please note this information is confidential and not shared with anyone and is solely used to determine whether members of a household qualify for free/reduced meals. If you leave the income field blank or put a zero you are stating that your household has \$0 income yearly\*\***
10. Application Screen 7 – Review (This is simply a review of the members of the household and the income associated with each member).
11. Application Screen 8 – Authorization. There is a question asking if you wish us to share this information with other programs within the school – we suggest clicking on the box that says “I do not wish to share my information with other programs”. Below that there is a screen to enter the last 4 digits of your Social Security number or click on the box “I do not have a SSN”. It also asks you to click on the boxes for Ethnicity and Race. Once all items are completed, click on Accept.
12. Application Screen 9 – Submitted. Here you will enter the E-signature PIN that you created earlier and then click on submit. A reference number will be provided to you for reference. Once you see that, you can click on the Quit button at that bottom of the screen and you are done (it will ask if you are sure you wish to quit and you say yes).