# On-line Meal Application Tips

The Oregon Department of Education Child Nutrition Programs has an on-line Free and Reduced Price Meal Application that parents/guardians may complete for their students enrolled in public schools participating in the National School Lunch/School Breakfast Programs.

Go to: https://district.ode.state.or.us/apps/frlapp and click on the Apply button to start an application.
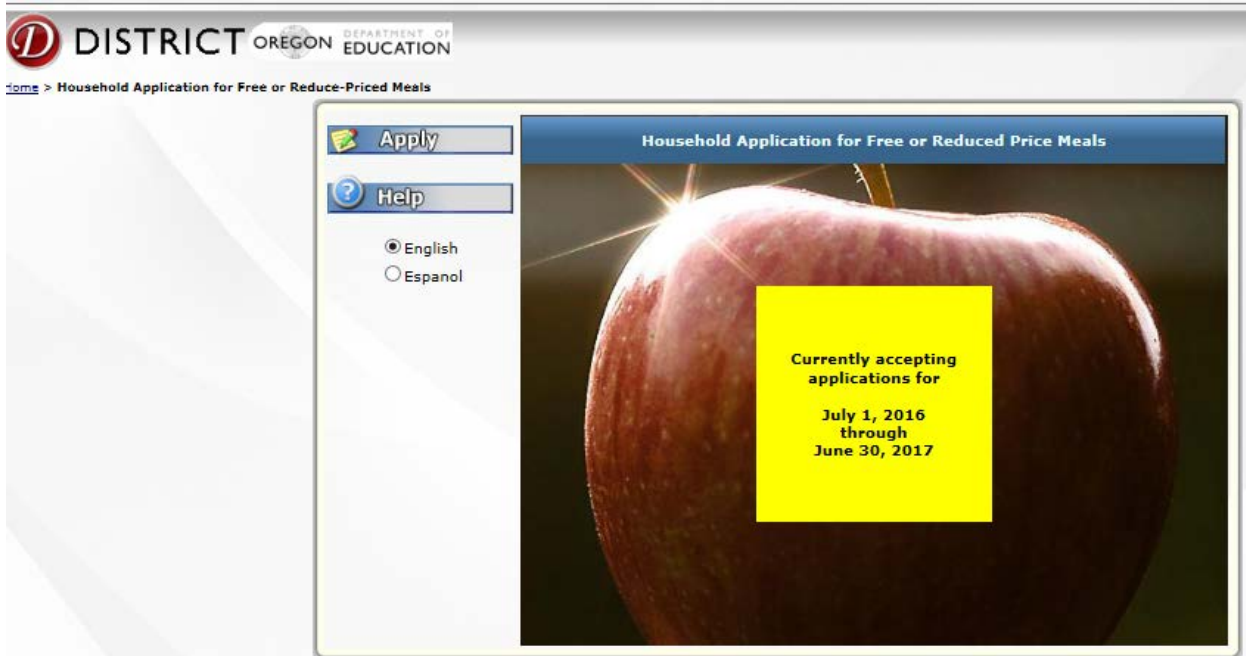
Tips:

- The on-line application will not work on an Apple computer, iPad or cell phone.
- The application cannot be started and saved to finish another time.

- Required fields are shown with a red asterisk *
- Click the next button in the lower, right corner of each page to move to the next page.

Information required completing this on line application.
- If your household receives benefits from Department of Human Services (DHS)
    - SNAP case number, which is not the Oregon Trail Card number.
    - TANF case number (DHS issued case #)
    - If you do not know your case # call DHS. [Salem (503) 945-5600]
    - Other household member names are not required for SNAP or TANF applications
- If you are applying using income and household members
    - You will need 'gross income' for one month for each adult working.
    - If you are self-employed use the 'net income' for one month along with monthly gross for other adults working who are not self-employed.
    - Put '0" for those adults who are not earning income.
    - Names of all household members (this goes in the Household Members section).

    If you need a hard copy application it is available to download and print from:
    http://www.ode.state.or.us/search/page/?id=3316

If you need to make changes after submitting either the on-line or hard copy application, please contact the student's school or school district.

2016-2017 Confidential Family Application for Free & Reduced Meals

- English (MS-Word) (PDF)
- Spanish (MS-Word) (PDF)
- Chinese (MS-Word 🔲) (PDF 📄)
- Russian (MS-Word 🔲) (PDF 📄)
- Vietnamese (MS-Word 🔲) (PDF 📄)

- If you complete a printed application, please submit it to your student's school or school district's nutrition service office.

How to Apply

1) <u>Terms of Use</u>: Click the "I accept" button to agree to the legal terms of the application.

Terms of Use

Terms of Use

You are accessing this site from a computer with an IP address of 10.31.17.173, which will be saved along with any information you enter. Before entering your application, you must agree to the following Terms of Use.

Oregon Department of Education
Web Site Terms and Conditions of Use
For www.ode.state.or.us

Any access to and use of the ode.state.or.us site and its pages ("Site") is subject to the terms and conditions of use (the "Terms") as set forth in this document as they are amended from time to time by ODE (this "Agreement"). In this Agreement, "You" or "Your" refers to any person or entity using the Site. By checking the "I AGREE" box below, accessing, or otherwise using the Site, You agree to be bound by this Agreement. ODE may change the Terms from time to time in its sole discretion. Your access and use of the Site after such changes shall constitute Your agreement to abide by and be legally bound by the Terms as they appear at the time of the access and use. If You do not agree to the Terms, You may not access or use the Site.

1. SITE USE GENERALLY.
1.1.User Information. You represent, warrant, and covenant that all information You provide to ODE is and will be complete

[I Agree]   [I Do Not Agree]

2) <u>Parent/Guardian Letter</u>: Check the reduced price income guidelines (scroll down for the chart).

Click "next"

Parent/Guardian Letter

Dear Parent/Guardian:
Children need healthy meals to learn. Your school offers healthy meals every school day. Your children may qualify for free meals or for reduced price meals.

1. **Should I fill out an application if I got a letter this school year saying my children are approved for free or reduced price meals?** Please read the letter you got carefully and follow the instructions. Call the school if you have questions.

2. **Do I need to fill out an application for each child?** No. Complete the application to apply for free or reduced price meals. <u>Submit one Free and Reduced Price School Meals Application for all students in your household.</u> We cannot approve an application that is not complete, so be sure to fill out all required information.

3. **Who can get free meals?** Children in households getting SNAP (formally known as Food Stamps) or TANF and most foster children can get free meals regardless of your income. Also, your children can get free price meals if your household income is within the free limits on the Federal Income Guidelines.

4. **Can homeless, runaway and migrant children get free meals?** Please call [**school, homeless liaison or migrant coordinator**] to see if your child(ren) qualify, if you have not been informed that they will get free meals.

5. **Who can get reduced price meals?** Your children can get low cost meals if your household income is within the reduced price limits on the Federal Income Chart, shown below.

[Next]

3) Household: Complete the page including all required fields with a red asterisk *

Click "next"

4) Application Type : Select the type of application you would like to complete:
  - ☐ **SNAP, TANF Household, or FDPIR**
    - a) A valid SNAP case number *Example: F00-00-0000* **OR** *000-00-0000* **OR** *T00-00-A000*
    - b) A valid TANF Case number *Example: AB1234* **OR** *ABC123*
    - c) An indication the household is participating in FDPIR
      OR
  - ☐ **All Other Households Qualifying Via Income** (includes foster children**)**

Click "next"

5) **Eligibility Permission:** Provides an opportunity to share information from this confidential application with other programs/activities in your school district.

  Select Option 1 OR
  Select Option 2, to give your permission to share your child's eligibility status OR
  Select Option 3, if you do not want to share your child's eligibility status

  Click "next**"**

6) Student: enter the student's information.

Remember to enter each student in your household individually after saving the information.

If you are applying for a **foster child**, on the "Student" page complete the red asterisks * fields and check the box "Is this child a Foster Child?"

Click "Save information"

Click "next"

To add more students click "Add New Student"

Click "next"

7) **Household Income:**

Complete one page for each household member with or without income.
If a household member has no income, check "No Income"

Click 'Save Informtion"

Click "next"

Click "Add New Member" to add another household member.

Click "next"

8) <u>Ethnicity (Optional):</u>
   Completing the Ethnicity section of this page is optional.

9) <u>Health Insurance Information:</u>
   Check one of the next two boxes
   ☐ I do not want my information shared with the State Children's Health Insurance Program
   ☐ I have a child (or children) who do not have any kind of insurance…. I am interested in free or reduced cost health coverage…

10) <u>Select in the next dropdown box what language you prefer for written correspondence.</u>

   Click "next"

11) <u>Review:</u> Review the information for accuracy. If there is a difference in household member information, this is important if you are submitting an application based on income only.

   Click "next"

12) Submit Application

Read the Privacy Statement

If applying by Income:

Enter the last 4 digits of your Social Security number

OR

Check the box "I do not have a Social Security Number"

Click "Submit"

You will see a message "Application submitted"

To print out your application, click "Print Review"

School district nutrition services eligibility officials have 10 working days to determine meal benefits for students.

If you want to check the status of your on-line application or need to make changes or corrections to the application, please contact your school district nutrition services office.