

## ADDING A FOOD SERVICE APPLICATION ELECTRONICALLY IN FAMILY ACCESS

In your Family Access Account, select your student. Then click on the “Food Service” button. From there, click on the “Applications” hyperlink circled in red below:

The screenshot shows the Family Access website interface. At the top left is the SKYWARD logo. The main header area includes the text "Family Access" and a dropdown menu. Below this is a navigation sidebar with links: Home, Calendar, Gradebook, Attendance, Student Info, Busing, **Food Service**, Schedule, Test Scores, Fee Management, Student Services, Portfolio, Health Info, and Login History. The main content area is titled "Food Service" and contains a "Current Account Balance" section with a redacted balance and "Lunch Type: Normal". Below this are links for "View Totals" and "Make a Payment", and a message stating "There are no payment records for this student." In the top right corner of the "Food Service" section, the word "Applications" is circled in red.

At this point you will be able to “Add Application” :

This is a close-up of the "Food Service Applications" section. It shows a blue header bar with the text "Food Service Applications". Below the header, there are three buttons: "Pending Application", "Add Application" (which is circled in red), and "Print Application". Below these buttons, a message states "No pending application was found." To the left of this section is a sidebar with navigation links: Student Info, Busing, **Food Service**, Schedule, and Test Scores. To the right, there is a table header with the word "Item".

Be sure to go through each step and fill in your information before submitting.

Application for Free and Reduced Price School Meals																																													
Steps	<a href="#">Next</a> <a href="#">Print</a> <a href="#">Back</a>																																												
<ul style="list-style-type: none"> <li>➔ Letter to Parents</li> <li>Instructions for Applying</li> <li>Federal Income Chart</li> <li>Privacy Act Statement</li> <li>Non-discrimination Statement</li> <li><b>Application</b> <ul style="list-style-type: none"> <li>• <b>Step 1:</b> Child Names</li> <li>• <b>Step 2:</b> Benefits</li> <li>• <b>Step 3:</b> Gross Income</li> <li>• <b>Step 4:</b> Signature</li> <li>• <b>Optional:</b> Racial and Ethnic Identities</li> </ul> </li> <li>Review and Submit</li> </ul>	<p><b>Letter to Parents</b></p> <hr/> <p>Dear Parent/Guardian:</p> <p>Children need healthy meals to learn. The Clinton Community School District offers healthy meals every school day. Breakfast costs \$2.00; lunch costs \$2.75 High School; \$2.65 Junior High School; \$2.40 Elementary School. Your children may qualify for free meals or for reduced price meals. Reduced price is \$.30 for breakfast and \$.40 for lunch. This packet includes an application for free or reduced price meal benefits, and a set of detailed instructions. Below are some common questions and answers to help you with the application process.</p> <p>1. WHO CAN GET FREE OR REDUCED PRICE MEALS?</p> <ul style="list-style-type: none"> <li>o All children in households receiving benefits from FoodShare, the Food Distribution Program on Indian Reservations (FDPPIR), or W-2 cash benefits are eligible for free meals, when listed on the application.</li> <li>o Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.</li> <li>o Children participating in their school's Head Start program are eligible for free meals.</li> <li>o Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.</li> <li>o Children may qualify to receive free or reduced price meals if your household's income is at or below the limits on the Federal Income Eligibility Guidelines.</li> </ul> <p><b>FEDERAL ELIGIBILITY INCOME CHART</b></p> <p style="text-align: center;">For School Year 2023-24</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Household Size</th> <th>Yearly</th> <th>Monthly</th> <th>Weekly</th> </tr> </thead> <tbody> <tr><td>1</td><td>26,973</td><td>2,248</td><td>519</td></tr> <tr><td>2</td><td>36,482</td><td>3,041</td><td>702</td></tr> <tr><td>3</td><td>45,991</td><td>3,833</td><td>885</td></tr> <tr><td>4</td><td>55,500</td><td>4,625</td><td>1,068</td></tr> <tr><td>5</td><td>65,009</td><td>5,418</td><td>1,251</td></tr> <tr><td>6</td><td>74,518</td><td>6,210</td><td>1,434</td></tr> <tr><td>7</td><td>84,027</td><td>7,003</td><td>1,616</td></tr> <tr><td>8</td><td>93,536</td><td>7,795</td><td>1,799</td></tr> <tr><td colspan="4">Each Additional Person:</td></tr> <tr><td></td><td>9,509</td><td>793</td><td>183</td></tr> </tbody> </table> <p>2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and have not been told your children will get free meals, please call or e-mail Jenny Loveless, 608-676-5482, ext. 1600 or email: jeloveless@clintonwis.com.</p> <p>3. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. Use one Free and Reduced Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: Clinton Community School District, Attn: Food Service, P.O. Box 566, Clinton, WI 53525.</p> <p>4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS? Please read the letter you received carefully and follow the instructions. If your letter indicated you qualify for free meals, then no application is needed. If any children in your household were missing from your eligibility verification, contact Kathy Zwissler, Dir. Food Service, 608-676-5482, ext. 1100, email: kzwissler@clintonwis.com.</p>	Household Size	Yearly	Monthly	Weekly	1	26,973	2,248	519	2	36,482	3,041	702	3	45,991	3,833	885	4	55,500	4,625	1,068	5	65,009	5,418	1,251	6	74,518	6,210	1,434	7	84,027	7,003	1,616	8	93,536	7,795	1,799	Each Additional Person:					9,509	793	183
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