

## How to fill out a Free & Reduced Application Online

To expedite your application, please follow these prompts to fill out an electronic application.

As a reminder, you only need to fill out one application for all of the members of your family. You may also submit a hardcopy to the District office on this printable form:

### [Free & Reduced Application - English](#)

1. Visit [Skyward Family Access](#). Enter your login and password the school has provided. If you need your account information, please call your school.
2. Select Food Service on the left side of the screen
3. Choose a Child



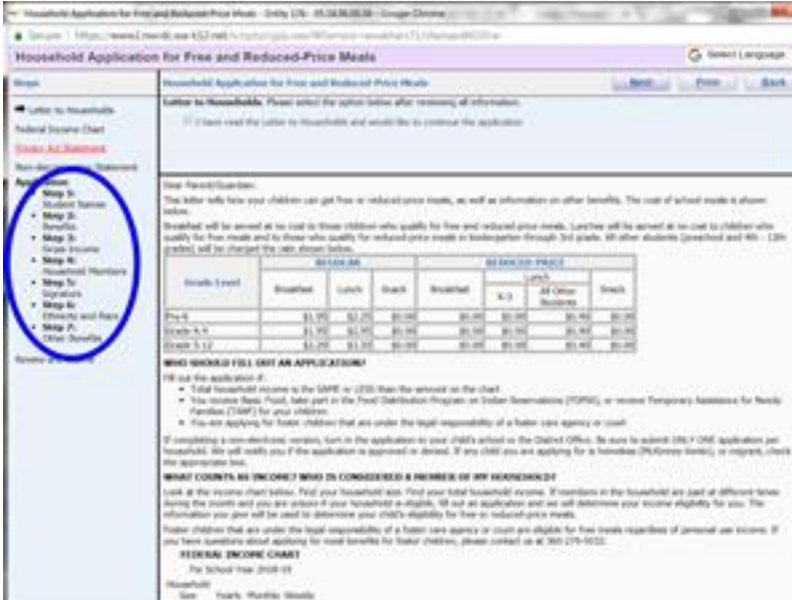
4. Select the Applications Tab



5. Click Add Application



6. Follow the instructions on the left-hand side of the screen.



7. Instructions are listed at the top of each page. Click the Next button at the top of each page to be sure you are completing all required steps.

Please be aware that it can take up to 10 days to process an application so make arrangements in the meantime to provide money for meals. After your application has been processed, you will receive a letter stating those benefits for which you are eligible. Applications are always available in the school office, administration building or online provided above.

To avoid delays in processing and interruption of meal service:

- If you live in military privatized housing, don't include BAH allowance in your income
- Fill out only one application per household
- If your income changes at any time in the year you can re-submit a new application
- Write children's names in Part 1 AND 2 of income application.
- Be sure to include all family members on the application
- Write a DSHS Client ID Number or Case Number in Section 1

- Fill in Social Security Number and Adult Signature.
- For additional benefits, please complete Section 6.

Once a student qualifies, the information is kept confidential in our student records system. Just like parents who pay in advance for their child's lunch, students simply provide their identification number when obtaining food.

*\* We apologize for the poor graphics - if you need assistance, please do not hesitate to call 360-678-2403.*