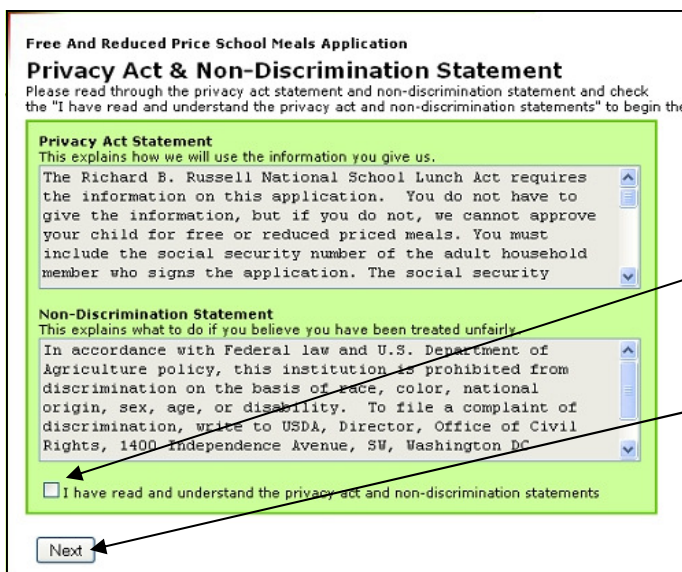


ONLINE APPLICATION INSTRUCTIONS

Hartford Public Schools is pleased to announce the availability of Online Free and Reduced Lunch Applications. To complete an online application, simply log on to your student's food service account and follow these steps.


To access the online application, click on School Meals Application in the Site Navigation window



The screenshot shows the 'Free And Reduced Price School Meals Application' page. It features a 'Privacy Act & Non-Discrimination Statement' section with two scrollable text boxes. Below these boxes is a checkbox labeled 'I have read and understand the privacy act and non-discrimination statements' and a 'Next' button.

Please read the Privacy Act and Non-Discrimination Statements, then check the box that states you have read them.
Click "Next"

- If this application is for a Foster Child, Click the appropriate box. You will then select the Foster Child from the students associated with your account. Once selected, the program will take you to the end of the online application process.



The screenshot shows the 'Free And Reduced Price School Meals Application' page with the 'Foster Child' section highlighted in green. It contains a checkbox labeled 'This application is for a child who is the legal responsibility of a welfare agency or court'. Below this section are 'Prev' and 'Next' buttons, and a 'Save Application & Submit Later' button.

- If this is not for a Foster Child, click "Next"

Free And Reduced Price School Meals Application

Children In School
Please list all children attending school in your household

School Mea
My WebPort
Settings
Logout

Currently enrolled students:
Click on to edit or to delete the student.

Name	Birth Date	School Name	Grade	Case #
JAMES-MARCIA A ABBETT	09/10/1995		9	
JESSICA N ABBETT	12/18/2000		3	
ROSE HALLE	01/01/0001		10	

To add a student, fill in the information below:

First Name:

Middle Initial:

Last Name:

Birth Date: MM/DD/YYYY

School Name:

Grade:

SNAP/TANF Case #:

The students associated with your account will then appear. Please make sure that all of the students you are applying for are shown here.

- To Add a student - Enter the student's information in the box on the right. Click on "Add Student to List"
- To Edit a student (or if a student has a State Case Number) - Click on the edit icon. The student's current information will appear in the right box. Edit any information necessary (or add the Case #) and click on "Save Changes"
- To Delete a Student - Click on the red "X" immediately to the right of the student's information.

Once all of the students are listed and the information is correct, click on "Next"

Free And Reduced Price School Meals Application

Total Household Gross Income
LIST **EVERYONE** IN THE HOUSEHOLD INCLUDING YOURSELF, YOUR SPOUSE, ALL CHILDREN, GRANDPARENTS, RELATIVES AND UNRELATED ADULTS. Income is all money received before anything is taken out. If no income, check the "No Income" check box.
[Click here to view the 2010 - 2011 income eligibility guidelines.](#)

JESSICA ABBETT: \$0.50
ROSE HALLE: \$0.00

Account Dep
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Contact Info
School Meals
My WebPort
Settings
Logout

Current income sources:
Click on to edit or to delete the income.

Name	Income
JAMES-MARCIA A ABBETT	\$0.00 No Income
JESSICA N ABBETT	\$0.00 No Income
ROSE HALLE	\$0.00 No Income
LINDA K ABBETT	\$500.00 Every Other Week - Work
SUSIE ABBETT	\$0.00 No Income

Total Income: \$500.00 Every Other Week
Household Size: 5
 Temporary Reduction in Income

To add an income source, fill in the informat

Household Member:

First Name:

Middle Initial:

Last Name:

SNAP/TANF Case #:

Amount: .

Frequency:

Source:

No Income

To Enter your Income:

- Enter the name, amount, frequency and source of any income in the household. Click on "Add Income Source"

Please note: ALL members of the household and their income MUST be listed here. This includes relatives who live with you, non-relatives who live with you and children who are not of school age.

- If any of your school age children have income, please click on the edit icon to the right of their information to add their income as well.
- If a household member does not have income you still need to add them, just check the "No Income" box before clicking "Add Income Source."
- If an adult or student in the household receives Food Assistance, click the "No Income" box and then enter the Case # in the SNAP/TANF Case # field.
- If this income represents a Temporary Reduction in Income, check the "Temporary Reduction in Income" box
- Once the Total Income and Household size is correct, click on "Next"

Free And Reduced Price School Meals Application

Signature and Social Security Number

An adult household member must sign the application. If the Total Household Gross Income form was completed, the adult signing must also list her or her Social Security Number or mark the "I Do Not Have A Social Security Number" checkbox.

JESSICA ABBETT: \$0
ROSE HALLE: \$0

Select Household Member: JOHN ABBETT

First Name: JOHN
Middle Initial:
Last Name: ABBETT
Address: 123 Main Street
City: Anywhere
State: Indiana
Zip: 55555
Phone Number: 555-555-5555 XXX-XXX-XXXX
Social Security Number: 555-55-5555 XXX-XX-XXXX

I Do Not Have A Social Security Number

I certify (promise) that all information on this application is true and that all income is reported. I understand that the school will get Federal funds based on the information I give. I understand that school officials may verify (check) the information. I understand that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted.

Signature and Social Security

- Enter all of the information required in the correct format.
- If you do not have a SSN, check the appropriate box
- Check the "I Certify" box stating that all of the information is correct.
- Click on "Next"

Review

- Please make sure that all of the information you entered is correct
- Once reviewed, click on "Submit"

Free And Reduced Price School Meals Application

Review Information

Please verify that the information below is accurate.

Children in School

Name (First, Middle Initial, Last)	Birth Date	School Name	Grade	Case #
JAMES-MARCIA A ABBETT	09/10/1995		9	
JESSICA N ABBETT	12/18/2000		3	
ROSE HALLE	01/01/1994		10	

Household Gross Income

Name (First, Middle Initial, Last)	Income (Frequency - Source)	Case Number
JAMES-MARCIA A ABBETT	\$0.00 No Income	
JESSICA N ABBETT	\$0.00 No Income	
ROSE HALLE	\$0.00 No Income	
LINDA K ABBETT	\$500.00 Every Other Week - Work	
SUSIE ABBETT	\$0.00 No Income	
JOHN ABBETT	\$1200.00 Monthly - Work	
Total: \$27400.00 Annual		
Household Size: 6		

Once completed, on the bottom of the "Home" page of your account, you will see the status.

Meal Application Status:

Num	Submitted	Type	Status	Processed	Detail
	1/26/2011 10:29:13 AM	Income-based	Waiting	N/A	

When your application has been processed, the status will change and you will be able to view the results by clicking on "View Details"

Meal Application Status:

Num	Submitted	Type	Status	Processed	Detail
79	1/26/2011 10:29:13 AM	Income-based	Processed	1/26/2011 10:30:26 AM	View Details