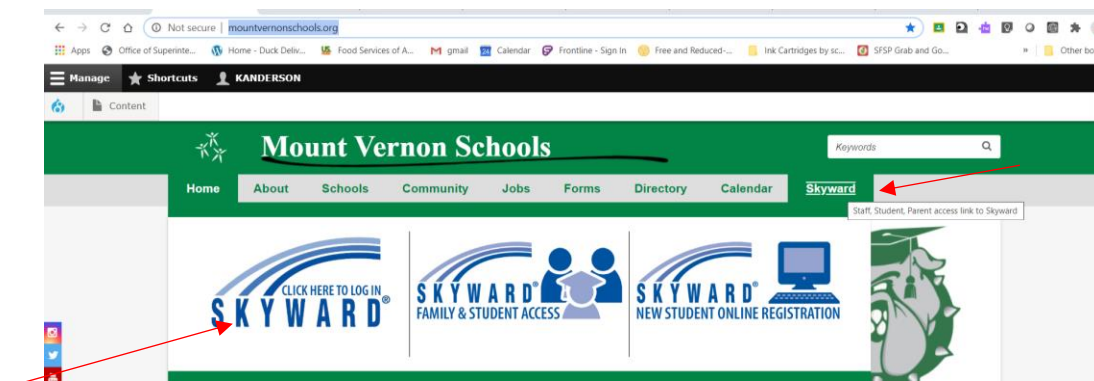


Online Free and Reduced Meal Application Instructions (Available Mid August – June 1st)

The Food Service Department would like to encourage all families who need to fill out a Free and Reduced Lunch Form to do so online. You can do this by logging into your Family Access account.

To begin you will need to log into Skywards Family Access. You can find the link on our district website located at <http://www.mountvernonschools.org/>

1. Hover over the Skyward link located on the upper right-hand side of the screen. Select, "Click Here to Log in"



2. Enter your user name and password. You can get this information from your students school secretary. (You can not use your students login)

A screenshot of the Skyward login page. The page features the Skyward logo at the top, followed by the text 'MOUNT VERNON SCHOOL DISTRICT 320'. Below this is a login form with two input fields: 'Login ID:' and 'Password:'. A 'Sign In' button is positioned below the password field. At the bottom of the form, there is a link that says 'Forgot your Login/Password?'. The date '05.20.02.00.12' is displayed in the bottom right corner of the form area.

3. Select "Food Service" located on the left hand side of the screen.
4. Select one of your students from this dropdown menu located at the top left. Please refer to the picture below where it says "Your Students Name".
5. Click on the Application button located in the middle of the screen. See below

Family Access
 SKYWARD Your Students Name
 Your Name My Account Exit
 District Links

Food Service Applications

Current Account Balance
 Magdalena: \$0.00
 Lunch Type: Free Meals

Today's Lunch Menu Lunch Calendar
 No lunch menu details are available for the current date.

Print Reports
 Meal Statement |

Weekly Purchases For: Mon Jan 9, 2017
 Previous Week Next Week

Magdalena [Redacted]
 Week Total: \$0.00
 Key Pad Number: 0993033

Item Price
 Sun Jan 8, 2017

Food Service Messages/Links
 [Redacted]
 For food service account questions or to make a payment by phone, please contact the Food and Nutrition Services Office at (206) 393-4209. To make a payment online, select "District Links" in the upper right corner of this page. Visit our website to view menu's, nutritional information, and get details about the free/reduced meal program. Text
 Shoreline Food Services Website

View Totals

Payment Date	Payment	Check #
[Redacted]	[Redacted]	[Redacted]

6. Select add application

Pending Application Add Application Print Application

No pending application was found.

Magdalena (232)

Temp Application	Application Date	Effective Date	Dependents	Lur
No	Thu Sep 15, 2016	Thu Sep 15, 2016	0	Fre

7. Read the Letter to Household and check the box "I have read the Letter to Household and would like to continue the application". Select "Next".

Household Application for Free and Reduced-Price Meals

Steps Household Application for Free and Reduced-Price Meals Next Print Back

Letter to Households
 Federal Income Chart
 Privacy Act Statement
 Non-discrimination Statement

Letter to Households. Please select the option below after reviewing all information.
 I have read the Letter to Households and would like to continue the application

- Review the **Federal Income Chart** (this chart is updated yearly); the chart will help determine whether your child qualifies for free or **reduced-price** meals. Click “Next”.

Household Application for Free and Reduced-Price Meals [Previous](#) [Next](#)

Your children may qualify for free or reduced price meals if your household income falls within the limits on. If you do not qualify for benefits or do not wish to complete an application, check the option below.

I do not qualify for benefits or do not wish to complete an application

FEDERAL INCOME CHART
For School Year 2016-17

Household Size	Yearly	Monthly	Weekly
1	21,978	1,832	423
2	29,637	2,470	570
3	37,296	3,108	718
4	44,955	3,747	865
5	52,614	4,385	1,012
6	60,273	5,023	1,160
7	67,931	5,663	1,307
8	75,647	6,304	1,455
Each Additional Person:	7,696	642	148

- Review the Privacy Act Statement. Click “Next”.

Household Application for Free and Reduced-Price Meals [Previous](#) [Next](#) [Print](#) [Back](#)

Privacy Act Statement: This explains how we will use the information you give us.

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the Social Security Number of the adult household member who signs the application. The last four digits of the Social Security Number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (Basic Food), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a Social Security Number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

- Review the Non-Discrimination Statement. Click “Next”.

Household Application for Free and Reduced-Price Meals [Previous](#) [Next](#) [Print](#) [Back](#)

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

11. Fill out the Free and Reduced application

Household Application for Free and Reduced-Price Meals	Previous	Next	Print	Back
<p>1. Student Names. List all students living with you that are attending school. If the student is a foster child, indicate this by checking the appropriate box. Include any personal income received by the student and how often it is received. If you have written a case number for any of your children, skip to Section 4. However, if you have written a case number only for the foster child and want to apply for all students in the household, you must proceed to Section 2.</p>				
<input type="checkbox"/> Add More Names to Application				