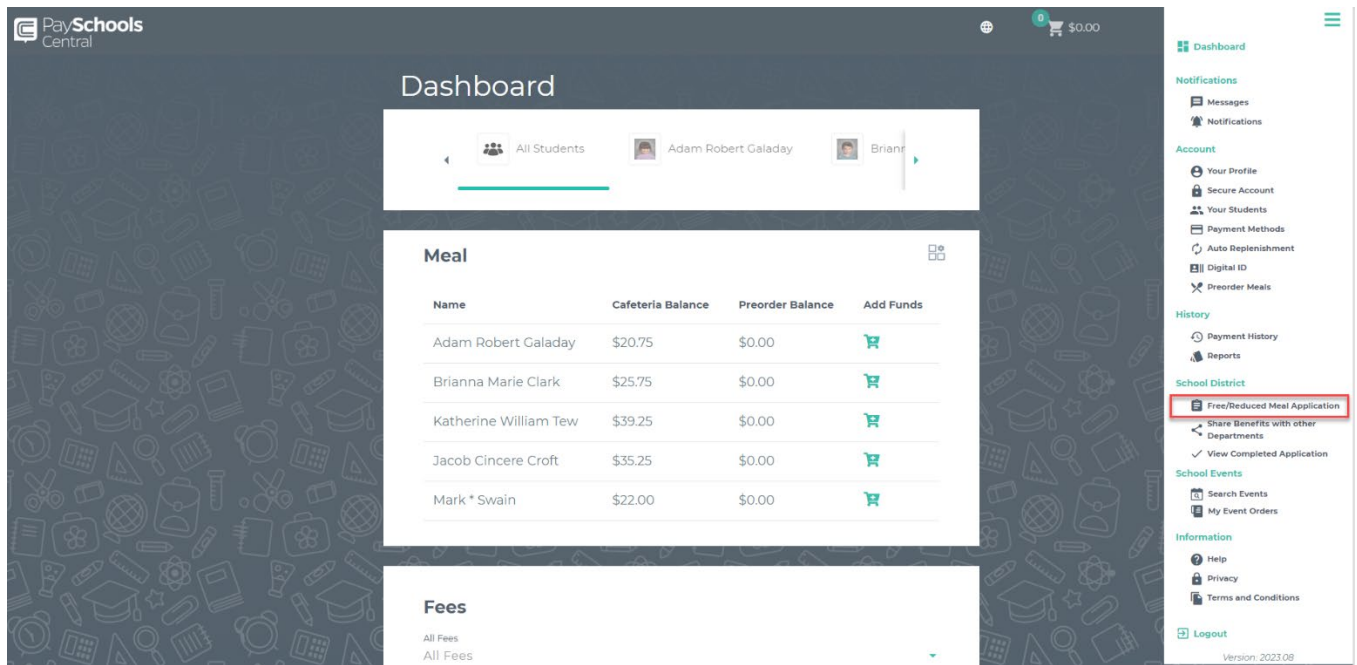# i3 EDUCATION

# PaySchools Central
# Free & Reduced Application

**Step 1-**

Once your account is set up in PaySchools Central, you can begin your Free/Reduced Application by Selecting **Free/Reduced Meal Application** from your dashboard.

- It is recommended to have your PaySchools Central Password & Income for all members of your household available for this process.



**Step 2-**

Instructions on how to complete an application is located to the right of the screen



i3 EDUCATION          PaySchools  An i3 Education Product          SchoolPay®  An i3 Education Product
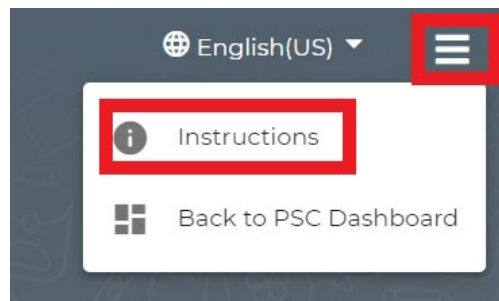
**Step 3-**
Your contact information is pre-filled with your profile information > verify and/or alter changes needed > Select preferred contact method, which is used to send determination letter > Click continue

## Contact Information

| Contact | Students | Members | Sign | Disclosure |

### YOUR CONTACT INFORMATION

First Name *

Last Name *

Email ID                                          ⑦

Address Line 1

Address Line 2

Zip Code

City

State                                               ▾

Phone Number

Mobile Number

### PREFERRED CONTACT METHOD

EMAIL FOR INSTANT CONTACT
Email                                              ▾

If your school district reviews all applications, your preferred delivery method will be used to send your determination letter. Email delivery is preferred to get your response as quickly as possible.

CONTINUE

**Step 4-**
Return to Application allows you to complete an existing application.
Select **NEW APPLICATION** to begin an application for current school year

## Application

| Contact | Students | Members | Sign | Disclosure |

**Please Choose one of the following options**

RETURN TO APPLICATION

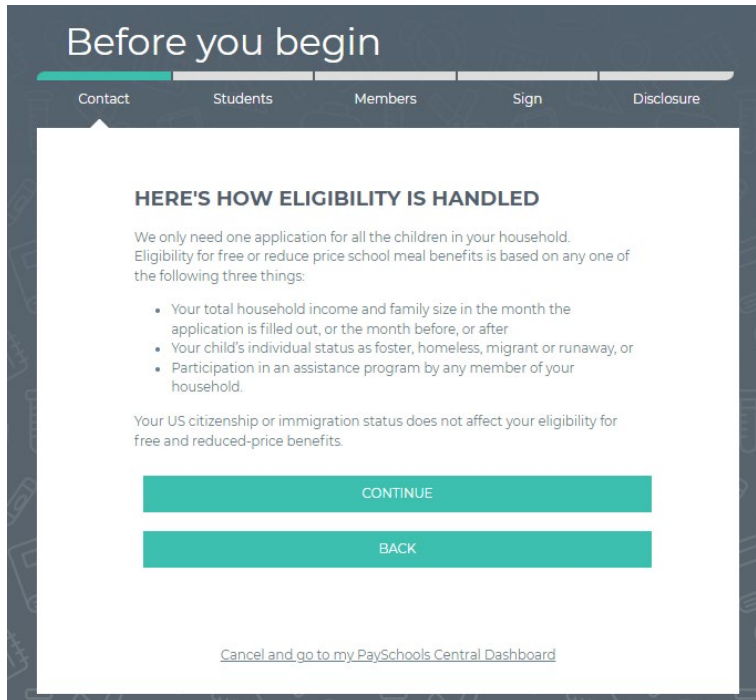Complete a prior Unsigned/Incomplete application

NEW APPLICATION

Begin a New Application for a Student/User

BACK

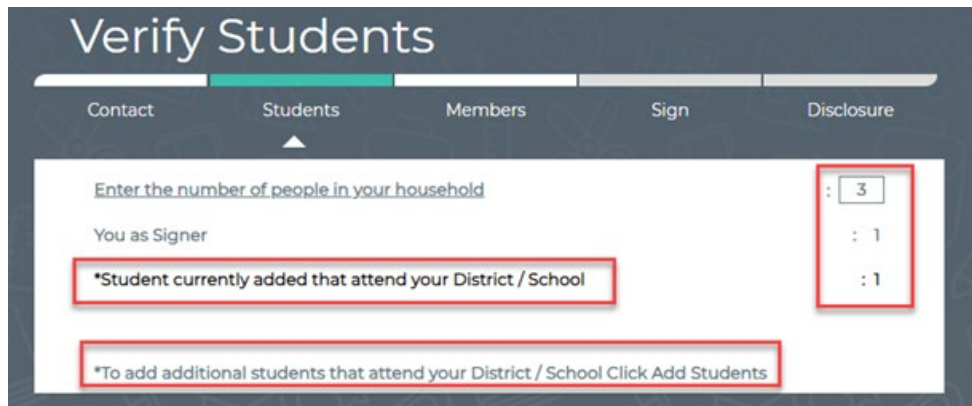Cancel and go to my PaySchools Central Dashboard

**Step 5-**
Please read prompted message on how income should be entered. If no message appears- you will ONLY see the "Here's how eligibility is handled"



**Step 6-**
Enter the **TOTAL** number of people in your household



**Step 7-**
Students that have been added to your account will be shown below
- o You can remove students by clicking the "x"
- o Click 'Add Student' at the bottom of the screen if additional students that attend the district are needed to be added
- o When complete, Start Application

**Step 8-**

If **Direct Certification** screen appears, no application is needed from your district

- o If all your students in your household are DC, you will be directed to the disclosure options to allow or prohibit sharing of your meal status-information, typically used in waiving certain district fees.
- o If some, but not all students are DC, you can extend benefits to the other children by using the EXTEND TO ALL option and selecting those currently on your application > redirected for disclosure options.

**Step 9 -**
- Select Assistance Type, if applicable > Enter Case Number > Continue
- Select Special Situation, if applicable > Select Foster, Migrant, Homeless, or Runaway
    - **District will reach out for documentation on special situations**
- Select **Yes** or **No** for income > Enter income if applicable > Continue

**Step 10-**

Please read the information on what is considered to be a member in your household.

- ✓ You are automatically added to application as member
- ✓ If you have an application from the prior year, members are automatically added
- ✓ Remove/Add members if needed
- ✓ Students or young children that **DO NOT** attend the district will need to be entered as MEMBERS
- ✓ DO NOT duplicate students by adding them as members
- ✓ Students with same Family name MUST be different (ex. by adding Jr. or Sr.) or the system will FLAG as duplicate student/member in Household

**Step 11 -**
- Enter Member Assistance (SNAP/TANF) OR Select None of These
- Select **Yes** or **No** for income > Enter income if applicable > Continue

**Step 12 -**
Read Use of Information & USDA
Non-Discrimination Statement > Continue

## Statements

Contact | Students | Members | Sign | Disclosure

### USE OF INFORMATION

The Richard B. Russell National School Lunch Act requires that we use information from this application to see who qualifies for free or reduced price meals. We can only approve complete forms. We may share your eligibility information with education, health, and nutrition programs to help them deliver program benefits to your household. Inspectors and law enforcement may also use your information to make sure that program rules are met. Please be sure to provide the last four numbers of the Social Security number of the adult household member who signs the application. If the adult does not have one, 'Check if no Social Security Number.' Applications for a foster child do not need to list a Social Security number. Applications for children in households receiving Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF) or Food Distribution Program on Indian Reservations (FDPIR) do not need to list a Social Security number. Some children qualify for free meals without an application. Please contact your school to get free meals for a foster child, and children who are homeless, migrant, or runaway.

### USDA NON DISCRIMINATION STATEMENT

This institution is an equal opportunity provider

CONTINUE

BACK

## Summary and Review

Contact | Students | Members | Sign | Disclosure

### YOUR APPLICATION IS ALMOST COMPLETE!

Please confirm the details below. Use the Edit links below to make changes, once done you will return to this screen, or you can use the Continue button to move to the final steps.

#### MEMBERS

Demo UserOne
Income: 1000/Cada dos semanas | EDIT

Demo UserTWO | EDIT

#### STUDENTS

Adam Galaday
Ninguno de estos | EDIT

Katherine Tew
Ninguno de estos | EDIT

Jacob Croft
Ninguno de estos | EDIT

Mark Swain
Ninguno de estos | EDIT

I Certify (promise) that all information on this application is turn and that all income is reported.

I understand that this information is given in connection with the receipt of Federal Funds, and that school officials may verify (check) the information. I am aware that if i purposefully give false information, that my children may lose meal benefits. Deliberate misrepresentation of information may subject applicants to prosecution under applicable State and Federal law.

☐ I Agree

CONTINUE

BACK

Save and Go to my Payschools Central Dashboard

**Step 13 -**
Review information entered > Edit if needed
Read & Certify > Select Continue

**Step 14 -**
Select Demographic > Provide last 4 of SSN or check if not applicable > Enter preferred language > Enter PaySchools Central Password > Click Sign



## Sign your Application

| Contact | Students | Members | Sign | Disclosure |

### SIGN YOUR APPLICATION

We are required to ask for information about race and ethnicity of the students that are applying for the program. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced-price meals.

If racial/ethnic background is not reported, a visual identification of the child's race and ethnicity will be made.

#### DEMOGRAPHICS

- ○ Hispanic or Latino
- ○ Not Hispanic or Latino
- ☐ American Indian or Alaskan Native
- ☐ Asian
- ☐ Black or African American
- ☐ Native Hawaiian or Other Pacific Islander
- ☐ White

#### SIGNER: Demo UserOne

Please provide the last four digits of your/the signer Social Security number. If you do not have a Social Security number, please check the box below labeled 'No SSN/Not Applicable.'

Last 4 of SSN: ***-***-   Enter last 4 digit of SS...

☐ No SSN/Not Applicable

Preferred Language *
English(US)

#### ELECTRONIC SIGNATURE

I Certify (promise) that all information on this application is true and that all income is reported

CONFIRM PASSWORD *

SIGN

**Step 15-**
If your district doesn't automatically approve applications, you will be notified of a pending status and the preferred contact method will be used to send notification and determination.

## Success

### APPLICATION PENDING

Application pending approval from the school.

The district will review your application and if everything is accepted, the application will be approved, and you will receive your determination letter from the district based on the communication method chosen on the contact screen. If there are any issues with your application, you will receive an email from the district letting you know what you need to correct or add.

Thank you for applying for school meal benefits!

**CONTINUE**

## Disclosure Categories

### SHARE MEAL BENEFIT WITH OTHER DEPARTMENTS

The information you give on the Confidential Application for Free or Reduced Price Meal is only used to determine your student(s) eligibility for Free or Reduced Price meals. The information may also be used to determine your student(s) eligibility to receive benefits for other programs. We must have your permission to share your information. Please read the description for each category carefully. Completing this form will not change whether your student(s) get free or reduced meals. Completing this waiver is NOT A REQUIREMENT for participation in any school nutrition program. Please choose the program(s) by selecting the check box by each program for the ones you wish to OPT IN and share your information with.

Are you willing to share your student's meal benefits with other departments in the district for a possible reduction in your fee costs? If so, the school has listed the different departments or areas you can choose below. Please check the box for which to share your meal benefit.

#### Brianna Clark

- ☐ Check this box if you would like to share with ALL departments below
- ☑ Sports Activities
- ☐ Instructional Fee Waiver
- ☐ DC1

**APPLY TO ALL STUDENTS**

#### ELECTRONIC SIGNATURE
I Certify (promise) that all information on this application is true and that all income is reported

CONFIRM PASSWORD *

**CONTINUE**

**SKIP SHARING**

**Step 16-**
If your district automatically approves applications, you will be directed to complete share meal benefit with another department if applicable to your district. Select Continue when complete.

**Step 17 -**
To view your determination, you can select from the options below to receive your determination letter (note: this only applies to district that automatically approve applications)
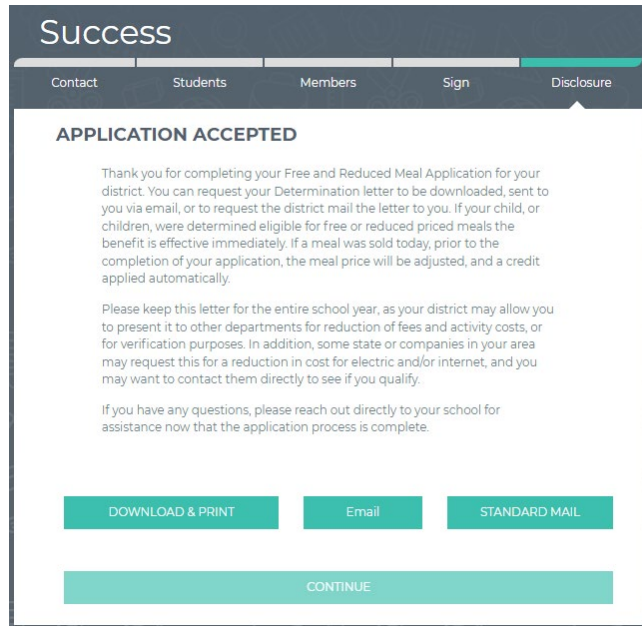


**Step 18 -**
You can return to your application at any time and return to **Share Benefits with Other Departments,** located on the Dashboard.

Please do not hesitate to contact our PaySchools Parent Support for assistance
1-877-393-6628, PSC_help@payschools.com