



Northwest Regional Data Center
2121 W. Casino Road
Everett, WA 98204

Website:
<http://www.nwrdc.net>

Food Service Online Application Entry in Family Access

Contact NWRDC Student Support:
Hours: 7:30 – 4:30
Email: nwrdcstu@nwrdc.net
Phone (425) 349-6570
FAX (425) 349-6686

Documentation Key

Path: A sequence of clicks to access a specific area of Skyward

Note: Information provided to clarify a process or provide additional details



Important message regarding functionality

Back: A boxed word indicates a button in Skyward

Hyperlink: An underlined link to a new screen or process

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Adding Online Meal Applications

You can add an application for free or reduced meals through the Applications hyperlink found in Family Access. When you submit an application for free or reduced meals, the information you provide is confidential and is only seen by the Food Service department. Access to the Applications tab may vary by the school that your child attends, however you only need to fill out one application that includes all members of your family.

This document walks you through the steps that are necessary to complete the Online Meal Application in Family Access. Once you have started the process, you will find additional information in the Letter to Households that will identify who you can contact in your district if you have any questions.

Begin Adding an Application

When you begin adding an application for free and reduced meals, additional instructions are listed at the top of each page. You can quickly jump to a specific page by using the links in the column on the left side of the screen. However, we strongly recommend using the procedures below and the Next button at the top of each page to be sure you are completing all required steps.

To begin adding an Online Meal Application in Family Access:

1. Select **Food Service** from the Family Access General Information tree on the left side of the screen.
2. Select **Applications**

The screenshot shows the Family Access website interface. At the top, the user is identified as KATHY BISIG, with links for My Account, Contact Us, and Exit. The user's name is BAXTER BISIG. There are options for Select Language and District Links. The main navigation menu on the left includes Home, New Student Online Enrollment, Verify information for 2017-2018, Ethnicity/Race, Calendar, Gradebook, Attendance, Student Info, Food Service (highlighted with a red box), Schedule, and Test Scores. The Food Service section is active, showing a sub-menu with Applications (highlighted with a red box), Current Account Balance, Today's Lunch Menu, and Lunch Calendar. The Current Account Balance shows BAXTER: \$-158.30, Lunch Type: Reduced. The Today's Lunch Menu section states: "No lunch menu details are available for the current date." The Lunch Calendar section shows BAXTER (NWRDC HIGH SCHOOL) with links for View Totals and Make a Payment, and a message: "There are no payment records for this student." On the right side, there are Weekly Purchases For: Wed May 31, 2017, Previous Week, and Next Week buttons. Below this, there is a section for BAXTER (NWRDC HIGH SCHOOL) with a Set Purchase Limit button, Week Total: \$0.00, and Key Pad Number: 92309. A table shows the purchase history for the week of May 28, 2017, with no purchases recorded for any of the days.

Food Service Applications

Pending Application **Add Application** Print Application

No pending application was found.

BAXTER (401)

Temp Application	Application Date	Effective Date	Dependents	Lunch Code	F/R Reason Code	Denied?	Active?	Applicati
No	Sun Jan 1, 2017	Sun Jan 1, 2017	5	Reduced		No	Yes	

Accepting the Letter to Households

The Letter to Households provides you with the basic information about how your child or children can qualify for free or reduced meals. Included in the letter is information on the cost of regular and reduced-priced meals, a Federal Income Chart that gives you qualification guidelines of income levels based on household size, some helpful information on application requirements, and district contact information if you have questions.

NOTE: You must acknowledge that you have read the Letter to Households before you can continue in the application process.

To accept the Letter to Households:

1. Review the Letter to Households, and **check the box** **I have read the Letter to Households and would like to continue the application.**

Household Application for Free and Reduced-Price Meals

Steps: Letter to Households, Federal Income Chart, Privacy Act Statement, Non-discrimination Statement, Application, Review and Submit

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

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

Dear Parent/Guardian:
This letter tells how your children can get free or reduced-price meals, as well as information on other benefits. The cost of school meals is shown below.
Breakfast will be served at no cost to those children who qualify for free and reduced-price meals. Lunches will be served at no cost to children who qualify for free meals and to those who qualify for reduced-price meals in kindergarten through 3rd grade. All other students (preschool and 4th - 12th grades) will be charged the rate shown below.

Grade Level	REGULAR			REDUCED-PRICE		
	Breakfast	Lunch	Snack	Breakfast	Lunch	Snack
K-5	\$1.75	\$2.25	\$0.00	\$0.00	K-3 \$0.00 All Other Students \$0.00	\$0.00
6-12	\$2.00	\$2.75	\$0.00	\$0.00	\$0.40	\$0.00

WHO SHOULD FILL OUT AN APPLICATION?
Fill out the application if:

- Total household income is the SAME or LESS than the amount on the chart
- You receive Basic Food, take part in the Food Distribution Program on Indian Reservations (FDP/IR), or receive Temporary Assistance for Needy Families (TANF) for your children
- You are applying for a foster child

If completing a non-electronic version, turn in the application to your Child's School or to the District Office. Be sure to submit **ONLY ONE** application per household. We will notify you if the application is approved or denied. If any child you are applying for is homeless, migrant, or a runaway, check the appropriate box and call your school.

WHAT COUNTS AS INCOME? WHO IS CONSIDERED A MEMBER OF MY HOUSEHOLD?
Look at the income chart below. Find your household size. Find your total household income. If members in the household are paid at different times during the month and you are unsure if your household is eligible, fill out an application and we will determine your income eligibility for you. The information you give will be used to determine your child's eligibility for free or reduced-price meals.

NEW THIS YEAR: Foster children are eligible for free meals regardless of personal use income. If you have questions about applying for meal benefits for foster children, please contact us at 425.555.5555.

FEDERAL INCOME CHART
For School Year 2016-17
Household

2. Click **Next**.

Reviewing the Federal Income Chart

The Federal Income Chart, which is updated yearly, helps you determine whether your child qualifies for free or reduced price meals based on your household income and size. This chart is for review. After reviewing the chart if you find your household will not qualify for benefits, check the box provided. If you believe you will qualify, click **Next**.

Household Application for Free and Reduced-Price Meals Select Language | ▼

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

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

Application

- Section 1: Student Names
- Section 2: Gross Income
- Section 3: Household Members
- Section 4: Signature
- Optional: Ethnicity and Race
- Section 6: Other Benefits

Review and Submit

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	67,951	5,663	1,307
8	75,647	6,304	1,455
Each Additional Person:	7,696	642	148

Reviewing the Privacy Act

The Privacy Act Statement explains how the district will use the information provide in your household application. This statement is for your review. Click **Next**.

Household Application for Free and Reduced-Price Meals Select Language | ▼

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

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

Application

- Section 1: Student Names
- Section 2: Gross Income
- Section 3: Household Members
- Section 4: Signature
- Optional: Ethnicity and Race
- Section 6: Other Benefits

Review and Submit

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.

Non-Discrimination Statement

The Non-Discrimination Statement explains what to do if you believe you have been treated unfairly. This statement is for your review. Click **Next**.

Household Application for Free and Reduced-Price Meals		Select Language
Steps	Household Application for Free and Reduced-Price Meals	Previous Next Print Back
Letter to Households	Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly.	
Federal Income Chart		
Privacy Act Statement		
➔ Non-discrimination Statement		
Application <ul style="list-style-type: none">• Section 1: Student Names• Section 2: Gross Income• Section 3: Household Members• Section 4: Signature• Optional: Ethnicity and Race• Section 6: Other Benefits	<p>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.</p> <p>Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.</p> <p>To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:</p> <p>(1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;</p> <p>(2) fax: (202) 690-7442; or</p> <p>(3) email: program.intake@usda.gov.</p> <p>This institution is an equal opportunity provider.</p>	
Review and Submit		

Filling out the Household Application for Free and Reduced-Price Meals

Each of the following sections of the application requires you to enter your personal information regarding household members and income. The district only needs one application per household so information entered should reflect all members of your household. For more help, see the instructions that appear at the top of each page.

Section 1: Student Names

In **Section 1: Student Names**, you enter the names of all students living with you that attend school.

To fill out Section 1:

1. If your child received free or reduced meals during the last school year, select the check box **‘Check here if you received meal benefits last year’**.
2. If any children you are applying for are homeless, migrant, or runaway select the **‘Child Status’** box and contact your school. Children in these categories automatically qualify for free meals, but you must continue filling out the application.

NOTE Information entered on the Household Application for Free and Reduced-Price Meals is not shared with other departments in the district, and the school also needs this information for program assistance.

3. Enter information in the **Legal Name, Date of Birth, School and Grade** for boxes for each student in your household.

NOTE Use the student’s legal name. This helps the Food Service Administrator when matching names to Food Service Customers in the district.

NOTE Select the check box **Add More Names to Application** (at the top of the screen) if you need to enter more than five student names. This adds additional record lines to the application.

4. Click the box ‘**Check if NO Income**’ for any student in your household that does not have an income.
5. Click the box ‘**Check if a Foster Child**’ for any students living in your household that are foster children.
6. In the **Basic Food, TANF or FDPIR Case Number** field, enter the case number for any student that has a TANF (Temporary Assistance for Needy Families) or FDPIR (Food Distribution Program on Indian Reservations) Case Number.
7. If a number was entered, select the type: Basic Food, TANF, FDPIR
8. Click **Next**.
9. A Zero Income window will display, verify that the information is correct and select **Yes** to continue.

Household Application for Free and Reduced-Price Meals

Steps: Household Application for Free and Reduced-Price Meals

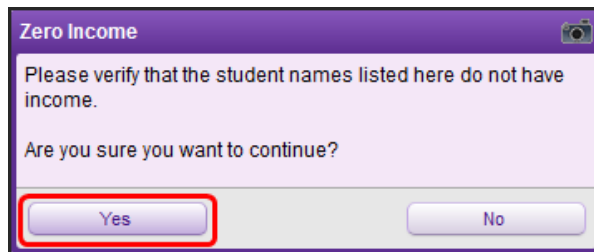
1. **Student Names.** List all students living with you that are attending school. If the student is a foster child, indicate this by checking the appropriate box. Include any personal income received by the student and how often it is received. If you have written a case number for any of your children, 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**.

Add More Names to Application

Check here if you received meal benefits last year.

If any child you are applying for is homeless (McKinney-Vento) or migrant, check the appropriate box.
 Child Status: Homeless Migrant

Student's Last Name	Student's First Name	HI	Foster Child	Date of Birth	School	Grade	Student Income	How Often?	Does the Student Receive Basic Food, TANF, or FDPIR?	Case Number	Eligibility Category
(Example) Smith	Student	A	<input type="checkbox"/>	12/31/2999	School Name	04	\$200	1			No Case #
Jose	Barter		<input type="checkbox"/>	07/25/2000	WVRDC High School	11	\$0	1			No Case #
Jose	Jose		<input type="checkbox"/>	05/08/2004	WVRDC Middle School	07	\$0	1			No Case #
			<input type="checkbox"/>				\$0	1			No Case #
			<input type="checkbox"/>				\$0	1			No Case #
			<input type="checkbox"/>				\$0	1			No Case #
			<input type="checkbox"/>				\$0	1			No Case #



Section 2: Gross Income

In **Section 2: Gross Income**, you list the names of all other household members and any income they contribute.

NOTE If you provided a case number for any household member (other than Foster) in Part 1, you are not required to fill out this section. Click **Next** and go to Part 3.

1. Enter information in the **Names of ALL other household members (do not include students)**, **Foster Child** checkbox, **Earnings from Work before Deductions**, **Child Support, Alimony, Pensions, Retirement, Social Security (SSI)**, **Any Other Income Not Already Listed**, and indicate if the **Household Member receives Basic Food, TANF, or FDPIR benefits** for all adults and children *not in school* that live in your household.

NOTE Click the drop-down arrow next to any income box to select the frequency of the income. For a description of the frequency codes, double-click in the box.

NOTE Check the box **Add More Names to Application** (at the top of the screen) if you need to enter more than six household members. This adds additional record lines to the application.

Household Application for Free and Reduced-Price Meals

Steps: Household Application for Free and Reduced-Price Meals [Previous] **Next** [Print] [Back]

2. **Gross Income.** List the names of all other household members. Enter income (in whole dollars) and how often it is received. If a household member does not receive income, write 0. If you enter 0 or leave the income sections blank, you are promising there is no income to report. If you write a case number for another household member, skip to **Section 4**. However, if the case number is only for the foster child(ren), you must proceed to **Section 3**.

Add More Names to Application

Names of ALL other household members (do not include names of students listed in Section 1)	Foster Child	Earnings from Work (before any deductions)	Child Support, Alimony	Pensions, Retirement, Social Security (SSI)	Any Other Income Not Already Listed	Does this Household Member Receive Basic Food, TANF, or FDPIR? [?]	
						Case Number	Eligibility Category
(Example) Jane A. Smith	<input type="checkbox"/>	\$200 M	\$150 E	\$100 M	\$50 M		No Case #
Marty J. Bsig	<input type="checkbox"/>	\$2,500 M	\$0 E	\$0 M	\$0 M		No Case #
Kathy F. Bsig	<input type="checkbox"/>	\$100 M	\$0 E	\$1,500 M	\$0 M		No Case #
	<input type="checkbox"/>	\$0 M	\$0 E	\$0 M	\$0 M		No Case #
	<input type="checkbox"/>	\$0 M	\$0 E	\$0 M	\$0 M		No Case #
	<input type="checkbox"/>	\$0 M	\$0 E	\$0 M	\$0 M		No Case #
	<input type="checkbox"/>	\$0 M	\$0 E	\$0 M	\$0 M		No Case #

2. Click **Next**

Section 3: Total Household Members

In Section 3: You must enter the total number of members living in your household.

1. In the **Total Household Members** box, enter the number of people living in your household. This number should include students, non-students and all adults.

The screenshot shows a web application interface for a household application. The title is "Household Application for Free and Reduced-Price Meals". The current step is "3. Total Household Members. (Include all people living in your household)". There are navigation buttons: "Previous", "Next" (highlighted with a red box), "Print", and "Back". On the left, there is a sidebar with a "Steps" menu. The main content area has a label "Total Household Members:" followed by a text input field containing the number "4".

2. Click **Next**.

Section 4: Signature

In Section 4: Signature, you certify the information you have using an electronic signature and entering the requested information. An electronic signature is used in this section so the application can be submitted online.

1. In the SSN box, enter the last four digits of the Social Security Number for the person signing the application, or if you do not have a social security number check the box.
2. Enter the name of the Adult household member filling out the application
3. Enter address, telephone, and email information (this information is *optional*).

NOTE: Required fields on this page are **Social Security and Name** only

4. Select the **Click To Sign** text to finalize the electronic signature and date

Household Application for Free and Reduced-Price Meals

Steps: Household Application for Free and Reduced-Price Meals

4. Signature and 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. I understand my child's eligibility may be shared as allowed by law.

* Last 4 Digits of Your Social Security Number: 1111
 OR, if you do not have a social security number, check the box

Marty J. Bagg
 * Printed Name of Adult Household Member

* Adult Household Member Signature: Click to Sign Date

Mailing Address: _____ Street Address (if available): _____
 City: _____ Zip Code: _____ Home Phone: _____ Ext.: _____
 Work/Cel Phone: _____ Email Address: _____

5. Select **I Agree** to the Electronic Signature Agreement that displays
6. Click **Next**

Section 5: Ethnicity & Race

Section 5: Children's Racial and Ethnic Identities is an *optional* page on the application. If you choose to include this information on the application, there is only an option to include the Ethnicity & Race of one of the children in your household.

1. Check the box **'I would like to report this optional information'**
2. Click the appropriate **Ethnic identity** and one or more **racial identities** for the selected child.

Household Application for Free and Reduced-Price Meals

Steps: Household Application for Free and Reduced-Price Meals

5. Children's Racial And Ethnic Identities. (Optional)

I would like to report this optional information

Mark one or more racial identities:

Asian American Indian or Alaska Native Hispanic or Latino
 White Native Hawaiian or Other Pacific Islander Not Hispanic or Latino
 Black or African American Other

Mark one ethnic identity:

3. Click **Next**

Section 6: Other Benefits

Section 6: Other Benefits allows you to share your free or reduced meal status with other programs within the school or district. Sharing this information may qualify the student for a reduction in fees. Other Benefits is optional. If you choose to share your meal status you will need to fulfill separate signature requirements.

1. Check the box next to the program(s) you wish to share the information with for a possible reduction in fees.
2. Select the **Click to Sign** link. This enters the text <Signed Electronically> in the Signature of Parent/Guardian box and the current date in the Date box. Accept the Electronic Signature Agreement to continue.
3. In the **Printed Name** box, enter your name.

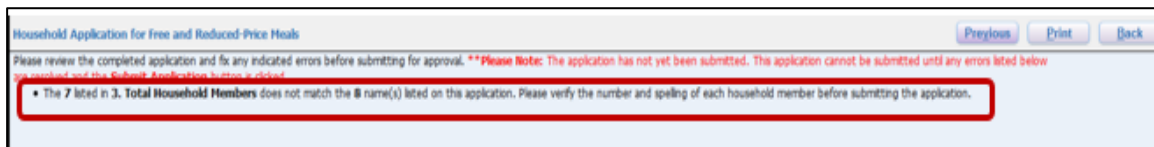
The screenshot shows the 'Household Application for Free and Reduced-Price Meals' form, specifically Section 6: Other Benefits. The form is titled 'Household Application for Free and Reduced-Price Meals' and includes a 'Select Language' dropdown menu. The 'Steps' section lists various application components, with 'Application' selected. The 'Application' section includes: Section 1: Student Names, Section 2: Gross Income, Section 3: Household Members, Section 4: Signature, Optional: Ethnicity and Race, and Section 6: Other Benefits. The 'Other Benefits' section contains a table with columns for 'Name of program specific to your school' and 'Select All'. The table lists three programs: AP Testing (checked), Athletics (checked), and Textbooks (unchecked). Below the table, there is a 'Signature of Parent/Guardian' field with a 'Click to Sign' button, a 'Date' field, and a 'Print Name' field containing 'Marty J. Bagg'. A 'Review and Submit' button is located at the bottom left of the form.

4. Click **Next**.

Reviewing and Submitting your Online Application

In the final step of completing your Household Application for Free and Reduced-Price Meals, you review the information you entered on the application and submit it for the district Food Services Department to review.

On the Review and Submit page, you will see an option to **Submit Application**. If errors are detected, you will see instructions to review the completed application and fix any indicated errors, along with a message indicating where the error is and what needs fixed before the application can be submitted for approval.



To Review and Submit the Online Application

1. Review the Household Application for Free and Reduced-Price Meals for complete and accurate information.

NOTE If you need to make additions or corrections to the application you can jump directly to the page you need by selecting the option from the **Sections** tree on the left-hand side of the screen.

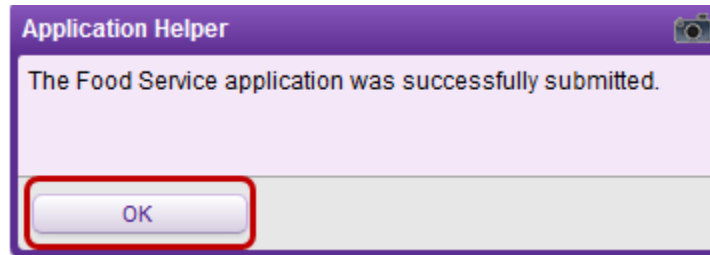
2. Click **Print** to save a hard copy of the application you are about to submit.
3. Click **Submit Application**.

The screenshot shows the "Household Application for Free and Reduced-Price Meals" form. On the left is a "Steps" sidebar with a "Submit Application" button highlighted in red. The main content area includes a "NOTE" and two tables. The first table is for "1. Student Names" and the second is for "2. Gross Income".

Student's Last Name	Student's First Name	MI	Foster Child	Date of Birth	School	Grade	Student Income	How Often?	Does the Student Receive Basic Food, TANF, or FDIPIR? [?]
Bigg	Baxter		<input type="checkbox"/>	07/25/2000	NWRDC High School	11			Case Number: No Case #
Bigg	Jose		<input type="checkbox"/>	03/08/2004	NWRDC Middle School	07			Case Number: No Case #

Names of ALL other household members (do not include names of students listed in Section 1)	Foster Child	Earnings from Work (Before any deductions)	Child Support, Alimony	Pensions, Retirement, Social Security (SSI)	Any Other Income Not Already Listed	Does this Household Member Receive Basic Food, TANF, or FDIPIR? [?]
Marty J. Bigg	<input type="checkbox"/>	2,500	M			Case Number: No Case #
Kathy F. Bigg	<input type="checkbox"/>	100	M	1,500	M	Case Number: No Case #

- Once you have selected Submit Application, the application is sent electronically to the Food Services department and you will receive a confirmation that it was successfully submitted.



- Click OK and are returned to the Food Service Applications window in Family Access. Use the X to close the Food Service Applications window and return to the main screen.

Food Service Applications ✕

[Pending Application](#) | [Update Pending Application](#) | [View Application](#) | [Print Application](#)

Application Date: Wed May 31, 2017 (Application Waiting For Approval)

Notice: Pending Application will be marked as 'Not Submitted' if edited and will need to be resubmitted for review.

Names of Children	School Name	Grade	Foster Child	
Bisig, Baxter,	NWRDC High School	11	No	
Bisig, Josie,	NWRDC Middle School	07	No	

Household Member Name	Earnings from Work	Child Support, Alimony	Pensions, Retirement, Social Security (SSI)	Other Income
Marty J. Bisig	30,000.00	0.00	0.00	0.00
Kathy F. Bisig	5,200.00	0.00	18,000.00	0.00
Total Annual Income: 53,200.00				

BAXTER (401)

Temp Application	Application Date	Effective Date	Dependents	Lunch Code	F/R Reason Code	Denied?	Active?	Applicati
No	Sun Jan 1, 2017	Sun Jan 1, 2017	5	Reduced		No	Yes	

< >

Viewing and Printing Pending Applications

After submitting a Household Application for Free and Reduced Price-Meals, you can view a summarization of your Pending Application Information on the Food Services Submit a Food Service Application link. The access you have to view the entire pending application and print applications is dependent on your child's school settings.

To view and print pending applications:

1. From the Family Access General Information tree on the left side of the screen, select **Food Service**.
2. Click the **Applications** hyperlink link.

The screenshot shows the Family Access web application interface. The user is logged in as KATHY BISIG. The page title is "Family Access" and the user's name is "BAXTER BISIG". The "Food Service" section is active, and the "Applications" link is highlighted with a red box. The page displays the following information:

- Current Account Balance:** BAXTER: **-\$158.30**, Lunch Type: Reduced
- Today's Lunch Menu:** No lunch menu details are available for the current date.
- Weekly Purchases For:** Wed May 31, 2017
- Weekly Purchases Table:**

Item	Price
Sun May 28, 2017	
No purchases for this date.	
Mon May 29, 2017	
No purchases for this date.	
Tue May 30, 2017	
No purchases for this date.	

3. To update the pending application, click **Update Pending Application**. You can click **Next** to move through the pages, or select a page from the Steps tree on the left side of the screen. When you have finished making changes, click **Submit**.
4. To view the pending application, click **View Application**. You can click **Next** to move through the pages, or select a page from the Steps tree on the left side of the screen. When you have finished reviewing the application, click **Back**.

To print the pending application click **Print Application**. Once the application opens, click **Print** again, select your printer, and click **Print** one more time. Once the application has printed, click **Back**. Use the **X** to close the Food Service Applications window and return to Family Access.

Food Service Applications ✖

[Pending Application](#)
[Update Pending Application](#)
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Application Date: Wed May 31, 2017 (Application Waiting For Approval)

Notice: Pending Application will be marked as 'Not Submitted' if edited and will need to be resubmitted for review.

Names of Children	School Name	Grade	Foster Child	
Bisig, Baxter,	NWRDC High School	11	No	
Bisig, Josie,	NWRDC Middle School	07	No	

Household Member Name	Earnings from Work	Child Support, Alimony	Pensions, Retirement, Social Security (SSI)	Other Income
Marty J. Bisig	30,000.00	0.00	0.00	0.00
Kathy F. Bisig	5,200.00	0.00	18,000.00	0.00
Total Annual Income: 53,200.00				

BAXTER (401)

Temp Application	Application Date	Effective Date	Dependents	Lunch Code	F/R Reason Code	Denied?	Active?	Applicati
No	Sun Jan 1, 2017	Sun Jan 1, 2017	5	Reduced		No	Yes	

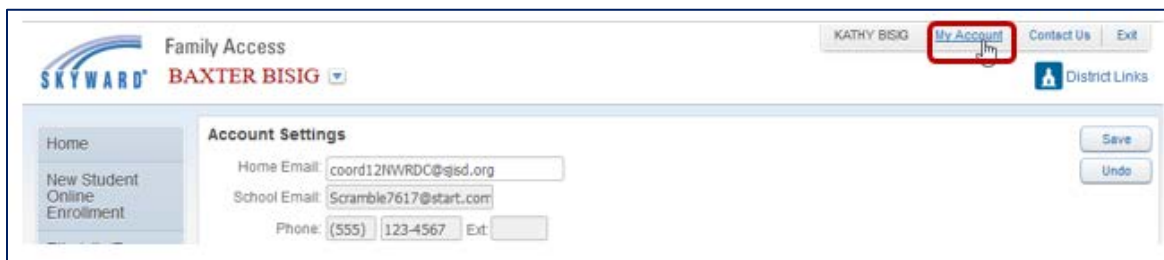
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Sign Up to receive Low Balance notifications in Family Access

Another feature of Family Access is that you can sign up to receive Food Service Low Balance Email notifications when your student's balance falls below an amount set by the District.

To receive Emails when Food Service balance is low:

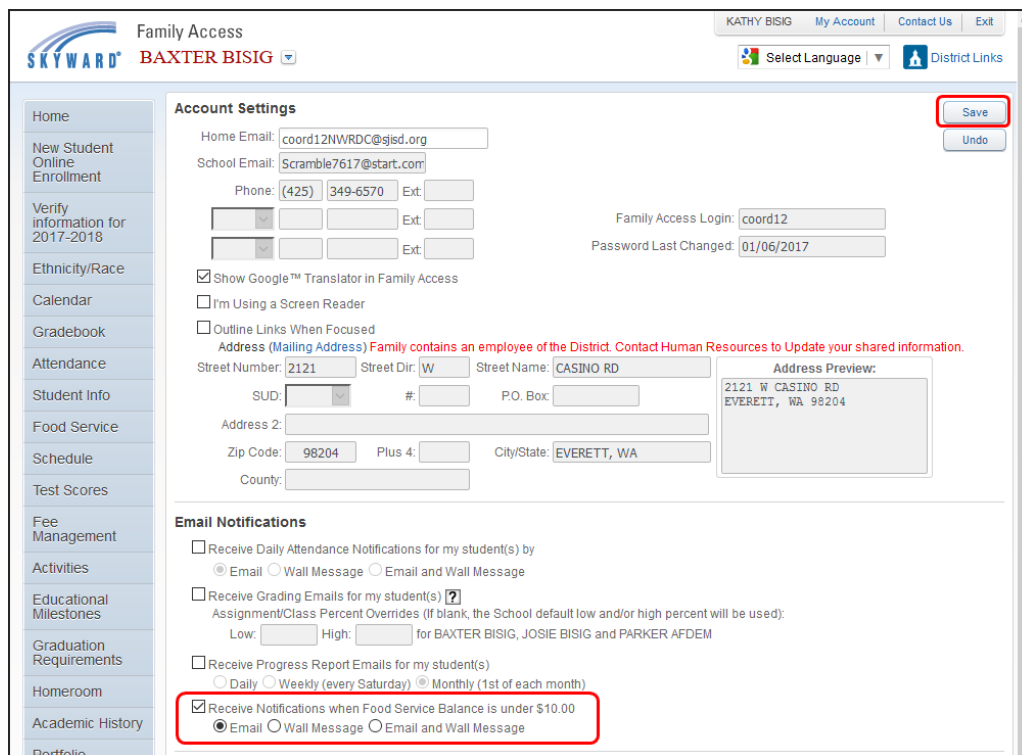
1. From the Family Access main screen, select **My Account**



The screenshot shows the 'Family Access' interface for 'KATHY BISIG' and 'BAXTER BISIG'. The 'My Account' link in the top right navigation bar is highlighted with a red box. Below the navigation bar, there is a sidebar with 'Home', 'New Student Online Enrollment', and 'Verify information for 2017-2018'. The main content area is titled 'Account Settings' and contains fields for 'Home Email' (coord12NWRDC@sjisd.org), 'School Email' (Scramble7617@start.com), and 'Phone' ((555) 123-4567). There are 'Save' and 'Undo' buttons on the right side of the form.

2. In Account settings, check the box to **Receive Emails when Food Service Balance is under...**

3. Click **Save**



The screenshot shows the 'Family Access' interface for 'KATHY BISIG' and 'BAXTER BISIG'. The 'Save' button in the top right corner is highlighted with a red box. The 'Account Settings' section is expanded, showing fields for 'Home Email', 'School Email', 'Phone', 'Family Access Login', and 'Password Last Changed'. Below this, there are checkboxes for 'Show Google™ Translator in Family Access', 'I'm Using a Screen Reader', and 'Outline Links When Focused'. The 'Address (Mailing Address)' section is expanded, showing fields for 'Street Number', 'Street Dir', 'Street Name', 'SUD', '#', 'P.O. Box', 'Address 2', 'Zip Code', 'Plus 4', 'City/State', and 'County'. An 'Address Preview' box shows the address: '2121 N CASINO RD EVERETT, WA 98204'. The 'Email Notifications' section is expanded, and the checkbox for 'Receive Notifications when Food Service Balance is under \$10.00' is checked and highlighted with a red box. Below this checkbox, there are radio buttons for 'Email', 'Wall Message', and 'Email and Wall Message'.