Tips for submitting
an Online Meal Application

Submitting an application online is easy if you follow these tips

- Gather your household information before beginning.
- Have your **SNAP (Food Stamp) Case Number** for a SNAP application (or TANF number).
- Have monthly income and names of all household members to qualify via income.
- Enter parent/guardian as "Applicant Name"
- Select the correct "Type" of Application - "SNAP/TANF" "Foster Child" or "Income"

Paper applications are also available if needed

o **Pick up a paper application from your student's school.**

   OR

o **Print a paper application from the *Free and Reduced-price Meals* section on the web site.**

Paper applications can be returned to your student's school or mailed to:

   Canby School District

   Nutrition Services

   1130 SW Ivy ST

   Canby, OR 97013

AVOID common problems in submitting an online application by:

○ Entering parent/guardian as "Applicant Name"

○ Clicking on the correct "Type" of Application

○ Confirming parent/guardian as "Adult Signature"

WATCH
OUT!

What is required for *Applicant Name*?

The "Applicant Name" is typically the name of the student's parent or guardian – not the student name (unless the student is an emancipated minor).

Parent or guardian name goes here

Select the correct "type" of application

There are three "types" of applications & three "buttons."

Click on the one that fits your student or family situation.

(The first "type" – SNAP- is the default button & must be changed for other "types")

SNAP or TANF

Foster Child

Income

SNAP (Food Stamps), TANF or FDPIR Applications

- The first "type" of application is a SNAP (Food Stamps), TANF or FDPIR application. Choose this application type if your student receives SNAP (Food Stamps) or TANF benefits or qualifies for benefits under the Food Distribution on Indian Reservations program. **Submit only one meal application for all of the household members.**

- You will need your SNAP (Food Stamp) or TANF case number for this type of application. SNAP (Food Stamp) case numbers have 9 characters, similar to a SSN# Example: **F 1 1 - 1 1 - 1 1 1 1**
  TANF Case numbers have 6 characters, with the first 2-3 being letters and the remaining 3-4 being numbers: **A A 1 1 1 1 or A A A 1 1 1**
  Do not use an Oregon Trail Card # or a medical card #.

- You will need to provide the names of all your Portland Public Schools students on the application. You do not need to list your income information or your Social Security number **when submitting a SNAP (Food Stamp), TANF or FDPIR application.**

Foster Child Application

- The second "type" of application is a Foster Child application. Choose this application type if your student is a foster child. **Foster children are considered a household of one. Only one student is allowed on a foster child application.** If you have more than one foster child, each foster child student will need a separate meal application.

- You will need to provide your foster child's monthly **personal use income**. This applies to a student's allowance or money the student may receive from the state - many times this amount is **zero. *This is not the money the foster parent(s) receive from the state.***

- You do not need to list your income information or your Social Security number **when submitting a Foster Child application.**

Income Application

- The third "type" of application is an Income application. Choose this application type to qualify for free or reduced-price meal benefits based on your household size and income. **You only need to submit one meal application for all of the household members.**

- You will need to list **ALL** of the members in your household and their monthly incomes. This includes infants, pre-school aged children and all adult household members. *If you list "zero" income for all household members on your application, it will be considered a temporary application and will expire after 45 days, at which time you will need to reapply.*

- **You will need to provide your Social Security number when submitting an income application or if you do not have one, check the box that indicates you do not have a Social Security number.**

Adult Signature = Applicant's Name

The very last screen of the online meal application asks for the Applicant's Name. ***This is the equivalent of the "signature" of an adult household member typically the parent or guardian.***

Do NOT type your student's name in this field.

ALL "types" of applications need an adult signature.

Parent/guardian signature

Summary of tips:

○ The "Applicant Name" is the person applying *for* the student. It is typically the parent or guardian of the student unless the student is an emancipated minor.

○ There are three "types" of meal applications. Click on the correct "button" to select the "type" of application that is right for your student or family situation.

○ The last screen of the online meal application asks for the "Applicant Name." This is the parent of guardian of the student unless the student is an emancipated minor. **Make sure the parent or guardian name is entered in the box on the last screen of the application.**

Thank you for reviewing the online meal application tips
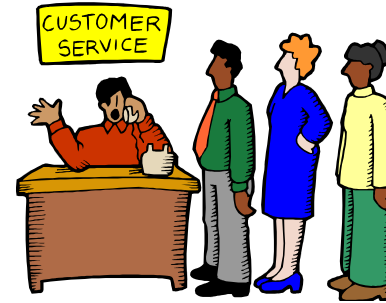
If you have problems completing the online application call:

Canby School District

Nutrition Services Department

503.266.6742