

# User Guide for Montana's Free and Reduced On-Line Application for the National School Lunch Program



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# 1 General Application Usage and Navigation

Welcome to the User Guide for the Montana Office of Public Instruction School Nutrition Program’s On-line Free and Reduced Application (FRAPP) for meals through the National School Lunch Program available to you on your computer and your smartphone! Please use this guide as needed to help you through filling out and submitting your application to your children’s school district. If you have questions, you can contact your district for assistance.

There are some informational pages at the beginning of the application to help you understand under what circumstances you need to fill out an application. Please read those carefully. If you determine you don’t need to fill out the application, simply close your browser. If you determine you need to fill out an application, please read about what you will need in order to do so and gather your information before you proceed.

Your family situation determines which pages you have to complete. As you answer questions, the system will automatically determine the needed pages and display them for you. Please fill out everything completely. After you have entered required information for your family circumstances, you will be asked to provide contact information (email, address, phone #) and some other optional details, then you will see some legal language, followed by a Summary page. The summary page contains the data you entered throughout the application, as well as your application number. It is suggested that you print this page for your records, and in the event you need to reference it when speaking you’re your district. Please review the Summary page carefully, then check the certification box and Submit.

Upon submittal, you will see a confirmation page that also contains your application number, and you will receive a confirmation email at the email address you provided on the Contact page in the application. Your school district staff will immediately receive your application and will process it per their processing schedule and get back to you with their determination.

Once you close your browser, you will be unable to access your application; however, the school district will be able to access it, and you can work with them on any necessary changes.

The following pages show you the navigation buttons and links you can use in the system and provide you with a picture and instructions for each page. Thank you for using FRAPP!

## 1.1 [FAQ](#)

In the upper right corner of Figure 1, you find the FAQ (Frequently Asked Questions). You may find answers to some of your questions if you click on this link.

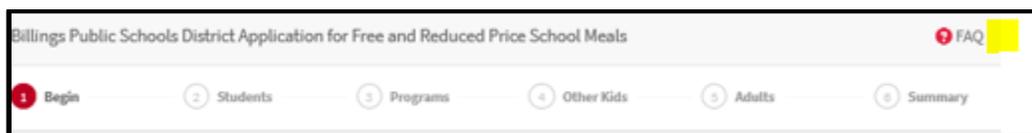


Figure 1. Frequently Asked Questions Link

## 1.2 [Breadcrumb Trail](#)

Figure 2 is the breadcrumb trail and is found at the top of each page. You can use this to move backward through pages you have already completed in the application in the event you wish to review and/or edit. To move forward you must use the continue button.

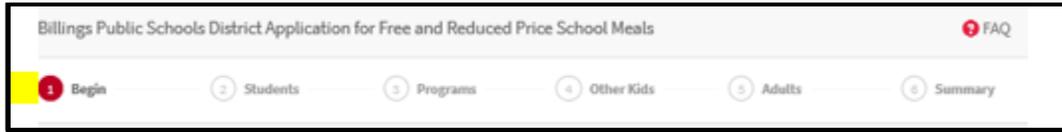


Figure 2. Breadcrumb Trail

## 1.3 [Question Mark Icon](#)

If you hover your cursor over the question mark icon throughout the application, you will see a tool tip to assist you as seen in Figure 3.

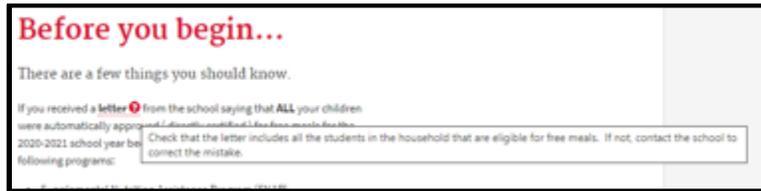


Figure 3. Question Mark Icon and Tooltip.

## 1.4 [Back – Continue - Add - Remove](#)

Figure 4 shows the Back and Continue buttons that are available on most pages.



Figure 4. The Back and Continue Buttons.

- The 'Back' button takes you back to previous pages in the event you need to review or edit something.
- The 'Continue' button activates when you have entered all required data and made all required radio button selections on a page. If it is not activated, review your page and fill in any missing data before clicking 'Continue'.

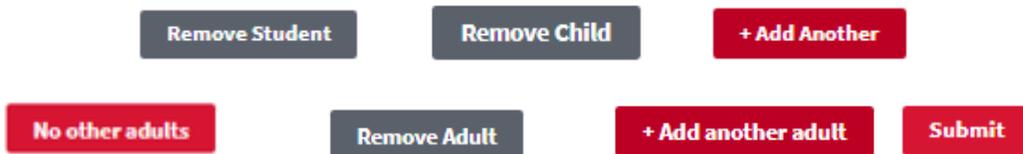


Figure 5. Other Navigational Buttons

There are other navigational buttons scattered throughout the application, such as those in Figure 5 that have obvious meaning on the pages where they appear.

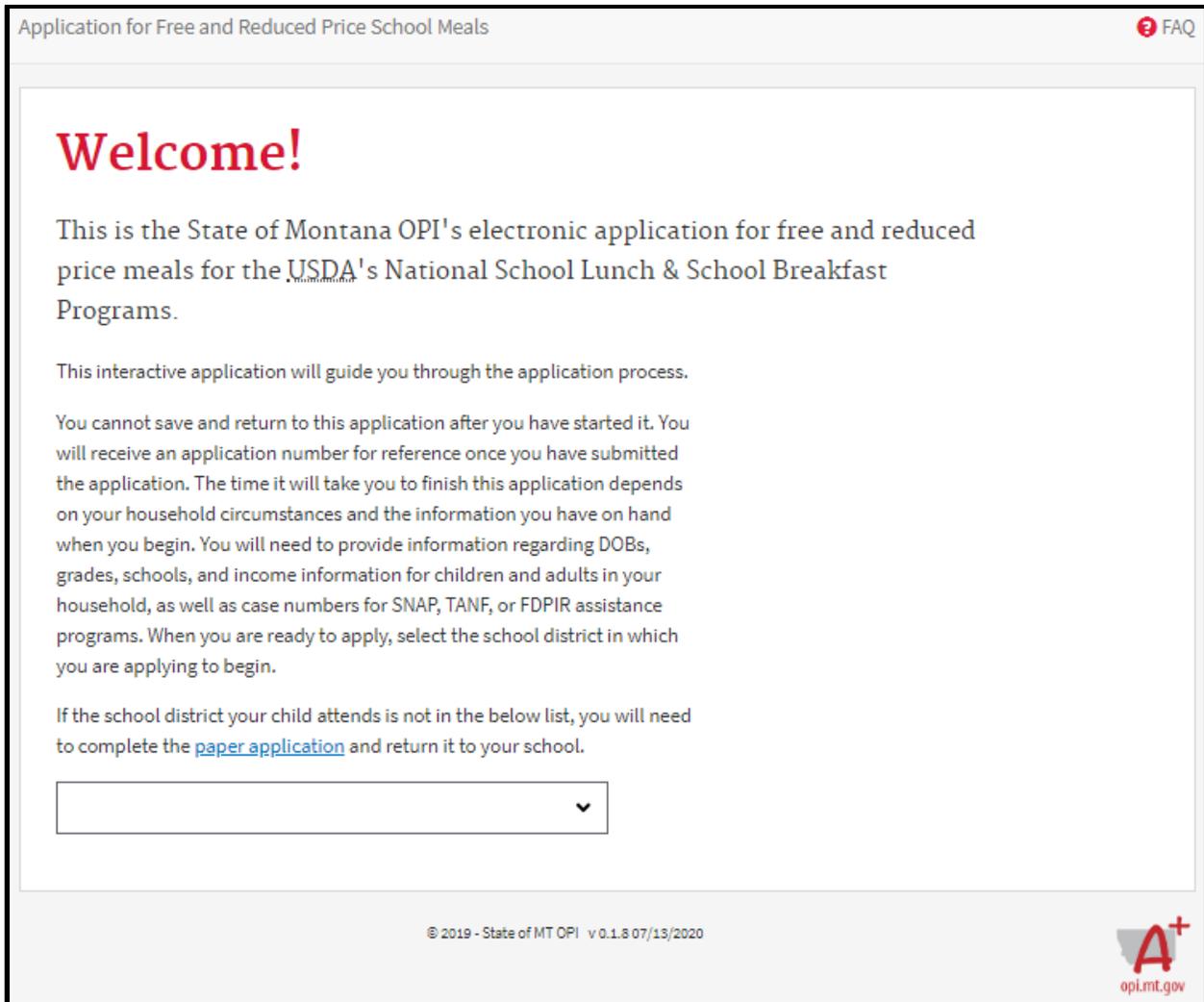
## 2 Introductory and Informational Pages

There are two ways to start this application:

- From the OPI School Nutrition page
- From your school district web page or a link provided in a communication from your district

### 2.1 [Welcome Pages](#)

If you start this application from the OPI School Nutrition page, you will see the following page from which you'll select your school district:



Application for Free and Reduced Price School Meals FAQ

# Welcome!

This is the State of Montana OPI's electronic application for free and reduced price meals for the USDA's National School Lunch & School Breakfast Programs.

This interactive application will guide you through the application process.

You cannot save and return to this application after you have started it. You will receive an application number for reference once you have submitted the application. The time it will take you to finish this application depends on your household circumstances and the information you have on hand when you begin. You will need to provide information regarding DOBs, grades, schools, and income information for children and adults in your household, as well as case numbers for SNAP, TANF, or FDIPIR assistance programs. When you are ready to apply, select the school district in which you are applying to begin.

If the school district your child attends is not in the below list, you will need to complete the [paper application](#) and return it to your school.

▼

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Figure 6. Welcome Page from the OPI School Nutrition Web Page.

You have the option to quit here and fill out a paper application by clicking on the blue link in Figure 6, printing the application, and taking it to your district. We encourage you to fill out the application and submit on line.

- Use the down arrow to select your school district.

- If all of your children are in the same school district, even if in multiple schools, fill out one application and include everyone.
- If you have children in multiple districts, you have to fill out a separate application for each district.

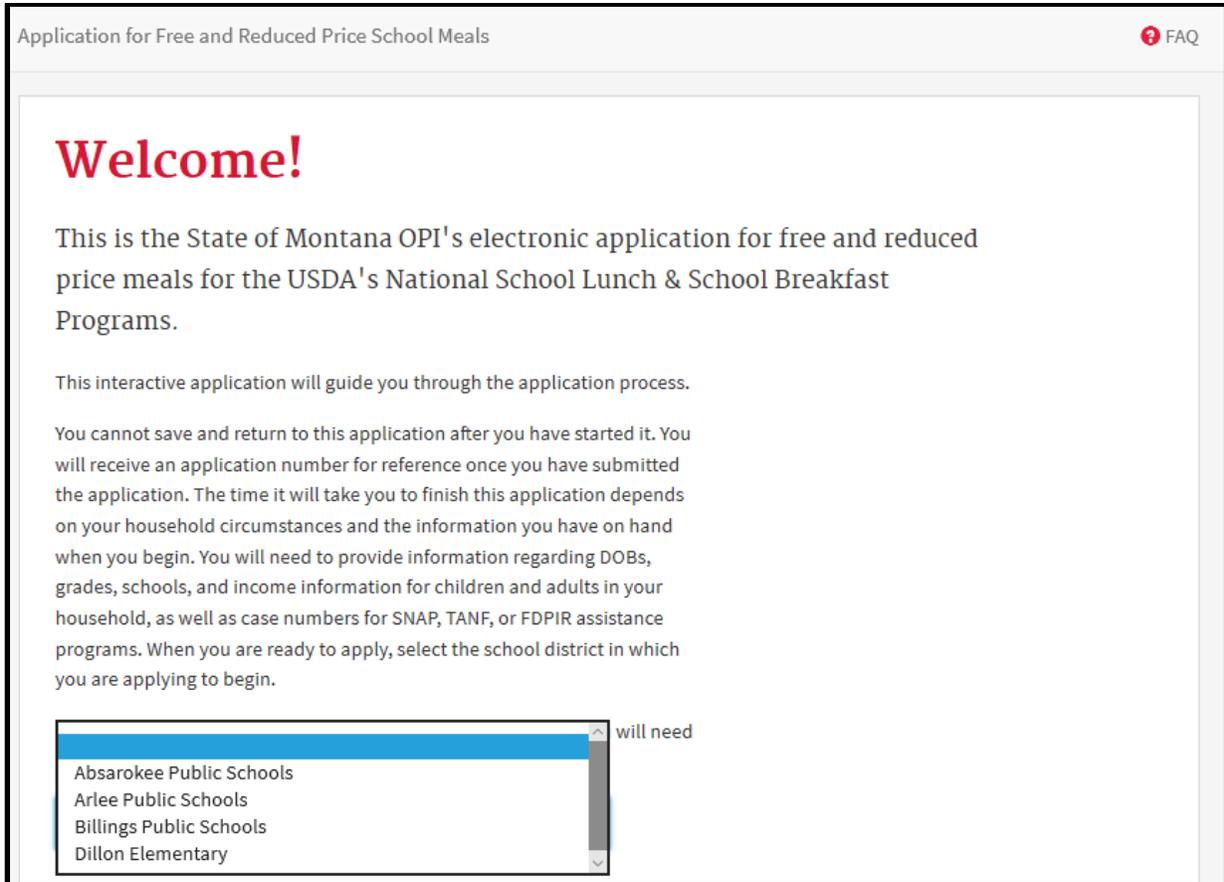


Figure 7. School District Dropdown List.

- Select your school district from the dropdown list as seen in Figure 7 to continue through the application.

If you have started the application from your school district web page or a link provided in a communication from your district, you will see the following page:

# Welcome!

This is the Billings Public Schools School District electronic application for free and reduced price meals for the USDA's National School Lunch & School Breakfast Programs.

This interactive application will guide you through the application process.

You cannot save and return to this application after you have started it. You will receive an application number for reference once you have submitted the application. The time it will take you to finish this application depends on your household circumstances and the information you have on hand when you begin. You will need to provide information regarding DOBs, grades, schools, and income information for children and adults in your household, as well as case numbers for SNAP, TANF, or FDPIR assistance programs. When you are ready to apply, click the 'Get Started' button below to begin.

If you would like to apply using the [paper application](#), you can print it out, complete it, and then return it to us at 415 North 30th Street, Billings, MT, 59102.

**Get Started**

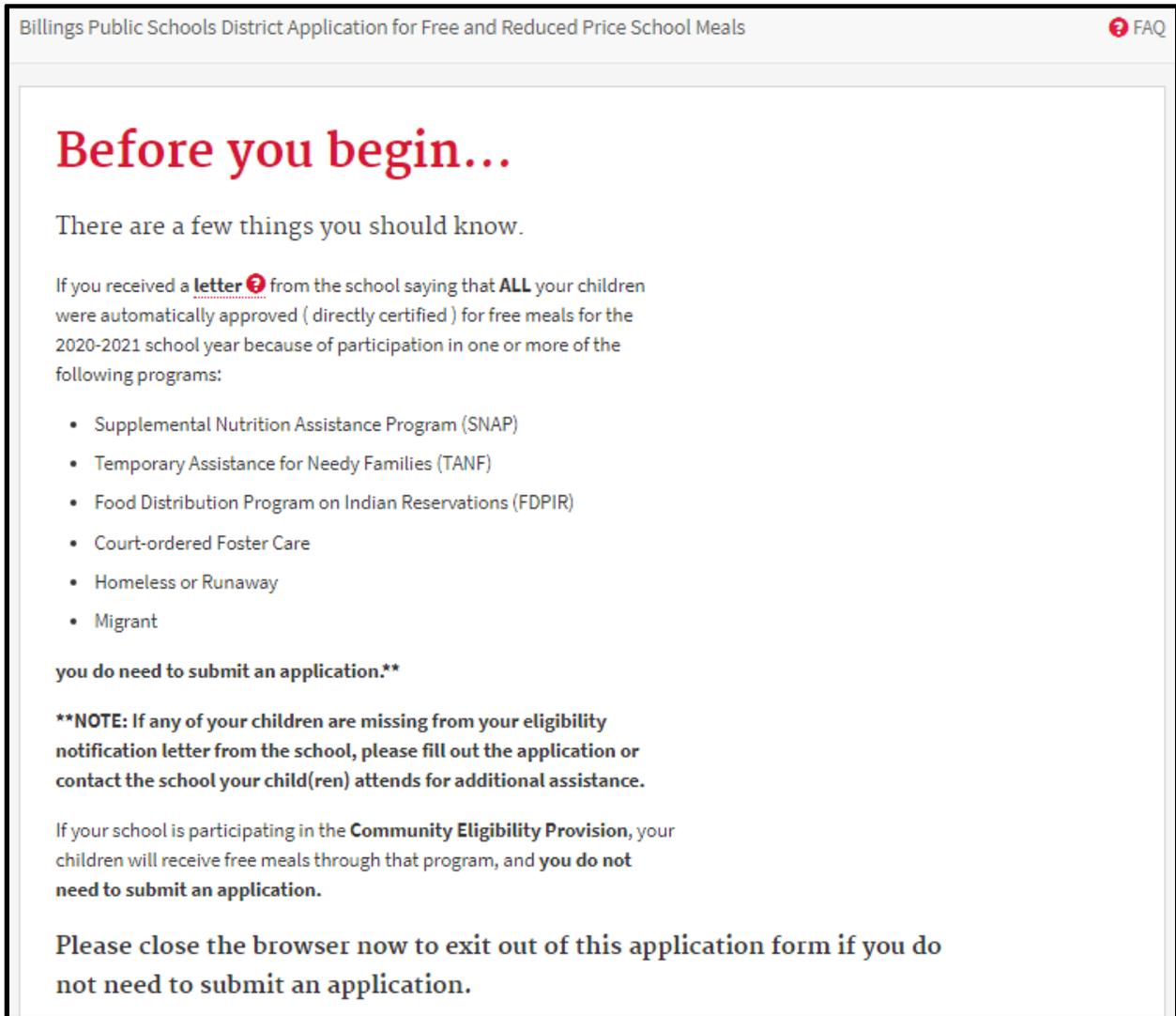
Figure 8. Welcome Page from the District Web Page or Other Communication.

You have the option to quit here and fill out a paper application by clicking on the blue link in Figure 8, printing the application, and taking it to your district. We encourage you to fill out the application and submit on line.

- Your school district contact information is at the bottom of every page through the application (not shown here).
- Click on the Get Started button to begin your application.

The following page displays with information regarding who needs to apply. Review carefully.

## 2.2 [Before You Begin Page](#)



Billings Public Schools District Application for Free and Reduced Price School Meals FAQ

## Before you begin...

There are a few things you should know.

If you received a **letter**  from the school saying that **ALL** your children were automatically approved (directly certified) for free meals for the 2020-2021 school year because of participation in one or more of the following programs:

- Supplemental Nutrition Assistance Program (SNAP)
- Temporary Assistance for Needy Families (TANF)
- Food Distribution Program on Indian Reservations (FDPIR)
- Court-ordered Foster Care
- Homeless or Runaway
- Migrant

**you do need to submit an application.\*\***

**\*\*NOTE: If any of your children are missing from your eligibility notification letter from the school, please fill out the application or contact the school your child(ren) attends for additional assistance.**

If your school is participating in the **Community Eligibility Provision**, your children will receive free meals through that program, and **you do not need to submit an application.**

**Please close the browser now to exit out of this application form if you do not need to submit an application.**

Figure 9. Informational Page, Part 1

- Evaluate your household circumstances and any communication you have received from the school regarding your children's eligibility per the instructions on the page in Figure 9.
  - If you don't need to apply based on the information on this page, close your browser. You are done!
  - If you do need to apply, please continue reading...

Billings Public Schools District Application for Free and Reduced Price School Meals FAQ

If you have not received a letter from the school as described in the previous paragraphs, then please continue through these instructions. You will have the opportunity to include a SNAP, TANF, or FDPIR case number/identifier and mark individual children as foster, homeless, runaway, or migrant, as you proceed through the application, if applicable.

We need only one application for all the children in your household that attend school in the Billings Public Schools.

**Eligibility for free or reduced price school meal benefits is based on any one of these three things:**

- your total household income and size in the month the application is filled out, or the month before, or
- your child's individual status as foster, homeless, migrant or runaway, or
- participation in an assistance program by any member of your household

If you have questions at any point during the application, click the question mark icon  to get help with the current section.

## Things you will need

[This list](#) contains information on what you might need to complete the application.

Back Continue

Figure 10. Informational Page, Part 2

- Evaluate your household circumstances and any communication you have received from the school regarding your children's eligibility per the instructions on the page in Figure 10.
  - If you don't need to apply based on the information on this page, close your browser. You are done!
  - Click on the blue 'This list' link to review information you might need to complete the application before you continue.
  - Click on the 'Continue' button when you're ready to fill out the application.

## Things you will need

[This list](#) contains information on what you might need to complete the application.

- If you participate in [SNAP](#), [TANF](#), or [FDPIR](#) you will need to know your case number (not your card or account number).
- If you do not participate in any of the above assistance programs, you will need to report your household income. In that case:
  - If anyone in your household has a job, you may need to reference the earnings statements or pay stubs to report your gross income, which is different from the amount you actually receive in your paycheck.
  - If anyone receives Social Security or retirement benefits, you may need to gather the benefit statements to report the amount and frequency of the payments.
  - You may also need to reference other financial documents for additional sources of income.

Still not sure if you have everything you need? Don't worry! The income section of the application contains detailed instructions and explanations about the sources of income you must include, and you can gather additional information then.

[Back](#)

[Continue](#)

Figure 11. List of Things You Need to Fill Out the Application.

- Review the list in Figure 11, gather everything you need, then click on 'Continue' to begin filling out the application.

### 3 Household Members and Eligibility Information

#### 3.1 Adult filling out form and certification

Billings Public Schools District Application for Free and Reduced Price School Meals FAQ

1 **Begin**   2 Students   3 Programs   4 Other Kids   5 Adults   6 Summary

## I certify (promise)...

that all information on this application is true 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 purposely give false information, my children may lose meal benefits.

Enter the name of the adult household member completing the application.

**First name** *required*

**Middle Name**

**Last Name** *required*

**Suffix (e.g. Jr., Sr., I, II, III)**

**Today's date**

\*Deliberate misrepresentation of information may subject applicants to prosecution under applicable state and federal law.

Figure 12. Applying Adult Information.

- Fill in the fields on the page in Figure 12 and click on 'Continue'.
  - Date defaults to today's date as date of application

### 3.2 Student Informational Pages

The screenshot shows a web application interface for the Billings Public Schools District. At the top, the title is "Billings Public Schools District Application for Free and Reduced Price School Meals" with an "FAQ" link on the right. A breadcrumb trail below the title shows: "Begin" (with a left arrow), "Students" (with a right arrow and highlighted), "Programs", "Other Kids", "Adults", and "Summary". The main content area has a heading "Student(s)" in red. Below it, there are several form fields: "First name" (required) with the value "Huey"; "Middle name" (empty); "Last name" (required) with the value "Duck"; "Date of Birth" with the value "01/24/2006"; "Gender" (dropdown menu) with "Male" selected; "School" (required) with "Billings West High School" selected; and "Grade" (required) with "09" selected. At the bottom of the form are three buttons: "Remove Student" (grey), "+ Add Another" (red), "Back" (white with red border), and "Continue" (red).

Figure 13. Student Information Page

- Fill out information for each student in your household on the page shown in Figure 13.
  - Date of Birth must be in mm/dd/yyyy format.
  - Use the dropdown selections for Gender, School, and Grade.
  - Click on 'Add Another' for each additional student. More fields will appear for each student. DO NOT enter non-student household members here. You will enter them later in the application.
  - Click 'Remove Student' if you enter a student in error.
  - Click 'Continue' when you have entered all students in your household in this district.
- Notice the breadcrumb trail – 'Begin' is now a link back to previous pages; 'Students' is active.

### 3.3 [Assistance Programs, Foster Care, Migrant, Homeless, Runaway Pages](#)

#### 3.3.1 [SNAP, TANF, FDPIR](#)

If someone in your household participates in SNAP, TANF, or FDPIR, and you have not received a letter from your school notifying you that ALL of your students are eligible for free meals, you will fill out this page.

The screenshot shows a web application interface for the Billings Public Schools District. At the top, the title is "Billings Public Schools District Application for Free and Reduced Price School Meals" with an "FAQ" link on the right. Below the title is a breadcrumb trail with six steps: "Begin" (checked), "Students" (checked), "Programs" (active, highlighted in red), "Other Kids", "Adults", and "Summary". The main content area contains the following text:

If anyone in your household participates in [SNAP](#), [TANF](#), or [FDPIR](#) then all of students in your household are eligible for free school meals.

A household is defined as a group of people, related or unrelated, that usually live together and share income and expenses.

This includes grandparents or other extended family members that are living with you. It also includes people that are not currently living with you, but are only away on a temporary basis, like kids that are away at college. It includes people regardless of age or whether they earn or receive income.

If anyone in your household (including you) currently participates in any of the following programs, please select one or more of the checkboxes below. If not, press continue.

- Supplemental Assistance Program (SNAP)
- Temporary Assistance for Needy Families (TANF)
- Food Distribution Program on Indian Reservations (FDPIR)

At the bottom of the form are two buttons: "Back" and "Continue".

Figure 14. Assistance Program Participation Page.

- Click 'Continue' if no one in your household participates in SNAP, TANF, or FDPIR.
- Notice the breadcrumb trail – 'Begin' and 'Students' are now links back to those pages; Programs is now active.

Otherwise,

- Check the box or boxes for applicable program(s) shown in Figure 14. A box will display for you to enter your case number for each program you check as seen in Figure 15.

Supplemental Assistance Program (SNAP)

Case number

Temporary Assistance for Needy Families (TANF)

Food Distribution Program on Indian Reservations (FDPIR)

Figure 15. Case Number Entry Field.

- Enter the case number(s) for the applicable program(s).
- Click 'Continue' to go to the Application Wrap-up and Summary Pages.

### 3.3.2 Foster Care Indicator

Billings Public Schools District Application for Free and Reduced Price School Meals FAQ

Begin — Students — **3 Programs** — 4 Other Kids — 5 Adults — 6 Summary

No Problem! There are other ways to qualify.

**Do Duey or Huey live with you under a formal (court-ordered) foster care arrangement?**

Yes

No

**Back** **Continue**

Figure 16. Foster Care Information.

- Select 'No' and click on 'Continue' on the page in Figure 16 if none of the listed student(s) live with you under a formal, court-ordered foster care agreement.

Otherwise,

- Select 'Yes' and click on the checkbox next to the student(s) in your household that are living with you under a formal, court-ordered foster care arrangement as shown in Figure 17.

Do Duey or Huey live with you under a formal (court-ordered) foster care arrangement?

Yes

No

Which students?

Duey

Huey

Figure 17. Foster Care Student(s) Selection.

- Click 'Continue'.
- If ALL students in your household are living with you under a formal, court-ordered foster care arrangement, you will go to Application Wrap-up and Summary Pages.

Otherwise,

- You will go to further questions regarding Homeless, Migrant and Runaway programs.

### 3.3.3 Homeless, Migrant and Runaway

The screenshot shows a web application interface for the Billings Public Schools District. At the top, the title is "Billings Public Schools District Application for Free and Reduced Price School Meals" with a "FAQ" link. A progress bar below the title shows six steps: "Begin", "Students", "Programs" (the current step, highlighted with a red circle and number 3), "Other Kids", "Adults", and "Summary". The main content area contains the following text:

Your children can also qualify for free meals if any of these apply.

**Do Duey or Huey receive assistance under the McKinney-Vento Homeless Assistance Act?**  
If not, but your household lacks a permanent address, or stays together in a shelter, hotel, or other temporary housing arrangement, contact Billings Public Schools District for help.

Yes  
 No

**Do Duey or Huey participate in the Migrant Education Program (MEP)?**  
If not, but you moved your household into a different school district within the last three years to gain or look for temporary/seasonal work in agriculture or fishing, contact Billings Public Schools District for help.

Yes  
 No

**Do Duey or Huey participate in a program under the Runaway and Homeless Youth Act?**  
If not, but they chose to leave their prior family or household, contact Billings Public Schools District for help.

Yes  
 No

At the bottom of the form are two buttons: "Back" and "Continue".

Figure 18. Homeless, Migrant, Runaway Information Page.

- Select 'No' and 'Continue' if none of these circumstances listed on the page in Figure 18 applies to any of the students in your household. You will go to pages where you enter Other Child(ren), Child(ren) Income, Other Adult(s), Adult Income Pages.

Otherwise,

- Select 'No' where applicable, then...
- Select 'Yes' and check the box(es) for applicable children as shown in Figure 19, then click 'Continue'.

Your children can also qualify for free meals if any of these apply.

**Do Duey or Huey receive assistance under the McKinney-Vento Homeless Assistance Act?**  
If not, but your household lacks a permanent address, or stays together in a shelter, hotel, or other temporary housing arrangement, contact Billings Public Schools District for help.

Yes  
 No

**Do Duey or Huey participate in the Migrant Education Program (MEP)?**  
If not, but you moved your household into a different school district within the last three years to gain or look for temporary/seasonal work in agriculture or fishing, contact Billings Public Schools District for help.

Yes  
 No

**Which students?**

Duey  
 Huey

**Do Duey or Huey participate in a program under the Runaway and Homeless Youth Act?**  
If not, but they chose to leave their prior family or household, contact Billings Public Schools District for help.

Yes  
 No

Figure 19. Selection for student(s) in Homeless, Migrant, or Runaway Programs.

- If all students in your household are a combination of foster care with you, and are homeless, or migrant, or runaway, you will go to the Income Entry Option Page
- If any or all of the students in your household are not a combination of foster care with you, and homeless, migrant, or runaway, you will go to the Other Child(ren), Child(ren) Income, Other Adult(s), Adult Income Pages.

### 3.4 [Income Entry Option Page](#)

The screenshot shows a web application interface for the Billings Public Schools District. The title bar reads "Billings Public Schools District Application for Free and Reduced Price School Meals" with an "FAQ" link on the right. A progress bar at the top indicates the current step: "1 Begin", "2 Students", "3 Programs" (highlighted), "4 Other Kids", "5 Adults", and "6 Summary". The main content area contains the following text:

You have indicated that Duey and Huey participate in Migrant, homeless, or runaway programs.

We just need to confirm that with program staff. If we are unable to do so, you will need to submit an application with income information to determine your benefit level. Additionally, if there are other students besides those listed above in the household that are NOT foster care, migrant, homeless, or runaway, you need to provide income information to determine your benefit level. Select the appropriate action for your circumstances using the radio buttons.

Please choose one of the following:

- Provide income information
- Submit my application without income information

At the bottom, there are two buttons: "Back" and "Continue".

Figure 20. Income Entry Option Page.

You are not required to provide income information if the students who live with you are Homeless, Migrant, or Runaway. However, if the school district is unable to verify that with program staff, and you have not provided income in your application, you will have to start over and resubmit your application with income information.

- Select 'Provide income information' and 'Continue' if you wish to provide that information in this application. You will go to the Other Child(ren), Child(ren) Income, Other Adult(s), Adult Income Pages.

Otherwise,

- Select 'Submit my application without income information', and you will go to the Contact Information Page.

### 3.5 [Other Child\(ren\), Child\(ren\) Income, Other Adult\(s\), Adult Income Pages](#)

#### 3.5.1 [Other Child\(ren\) Inquiry Page](#)

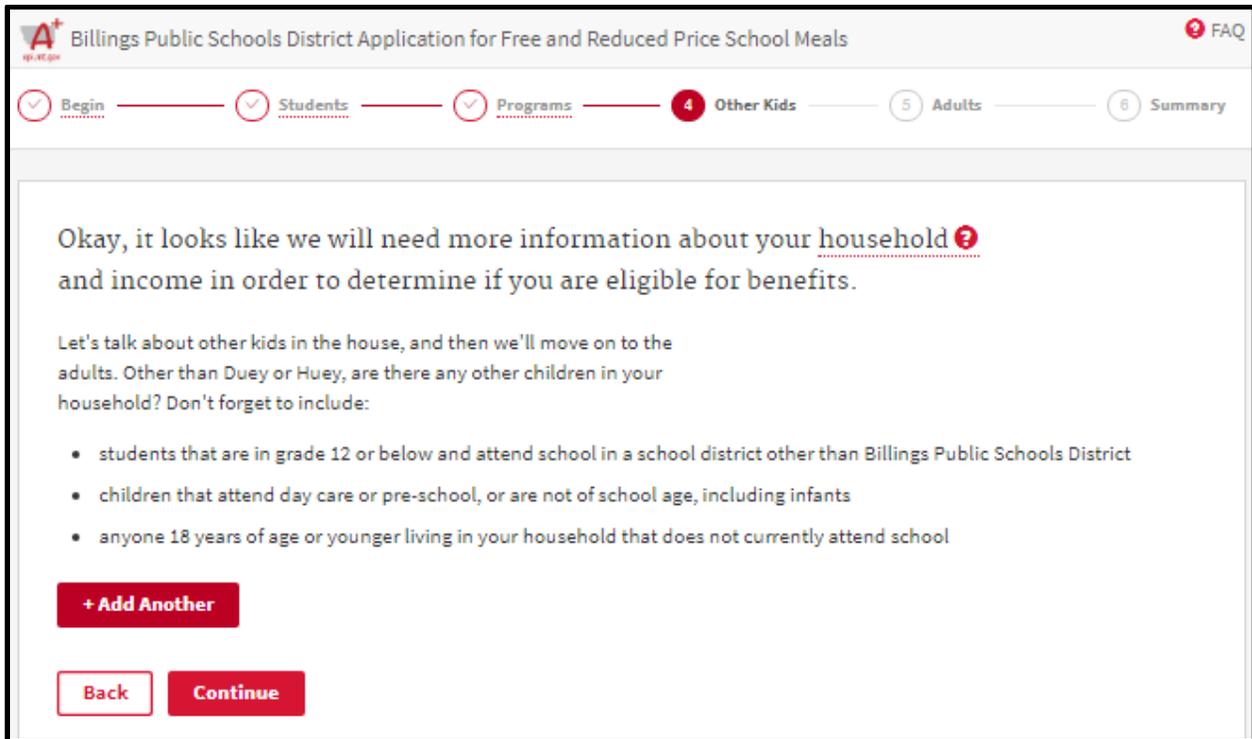


Figure 21. Other Children Inquiry Page.

- Review the instructions on the page in Figure 21.
- If there are no other child(ren) in your household that need to be added, click 'Continue'. You will go to the Child Income Overview Page.
- If there are child(ren) to add, click '+ Add Another'. You will go to the Add Other Child(ren) Page.
- Notice the breadcrumb trail – 'Begin', 'Students', and 'Programs' are all links to go back to previous sections; 'Other Kids' is active.

### 3.5.2 Add Other Child(ren) Page

The screenshot shows a form titled "Child" with the following fields and controls:

- First name** (required): A text input field.
- Middle name**: A text input field.
- Last name** (required): A text input field.
- Date of Birth**: A text input field with a placeholder "mm/dd/yyyy".
- Gender**: A dropdown menu currently set to "Female".
- Foster child**: A checkbox.
- Remove Child**: A grey button.
- + Add Another**: A red button.
- Back**: A red button.
- Continue**: A grey button.

Figure 22. Add Other Child(ren) Page.

- Fill in the information for each additional child(ren) per the instructions on the page in Figure 22.
- Date of Birth must be in mm/dd/yyyy format.
- Check the 'Foster child' box for each child you add, when applicable.
- Click on '+Add Another' for each child you need to add, and another child data section will display.
- You can remove any child entered in error.
- Click 'Continue' when all additional children have been entered.

### 3.5.3 Child(ren) Income Page(s)

#### 3.5.3.1 Child Income Overview Page

The screenshot shows a web application interface for the Billings Public Schools District. The title bar reads "Billings Public Schools District Application for Free and Reduced Price School Meals" with an "FAQ" link on the right. A progress bar at the top indicates the current step: "4 Other Kids" (highlighted in red), with previous steps "Begin", "Students", and "Programs" marked with checkmarks, and subsequent steps "Adults" and "Summary" marked with circles. The main content area is titled "The next few questions are about your children's income ?". Below this, it lists common sources of income for children: a full-time or part-time job, Supplemental Security Income (SSI), money regularly received from extended family or friends outside the household, or money from a pension, annuity, or trust. A note specifies to exclude infrequent earnings like baby-sitting or mowing lawns. Two questions follow: "Does Duey have income from any of these, or any other sources?" with "Yes" selected, and "Does Huey have income from any of these, or any other sources?" with "No" selected. At the bottom are "Back" and "Continue" buttons.

Figure 23. Child Income Overview Page

- Select 'Yes' or 'No' for each child listed on the page in Figure 23 and click 'Continue'.
  - If you select 'Yes' for any child(ren), you will go to each Child Income Detail Page for anyone you marked 'Yes'.
  - If you select 'No' for all children, you will go to the Other Adult(s) Inquiry Page.

### 3.5.3.2 Child Income Detail Page

Billing Public Schools District Application for Free and Reduced Price School Meals

Begin Students Programs **Other Kids** Adults

Summary

## Duey

Does Duey have any income from any of the following sources?

Income reported here should be the child's current **gross** income.

Gross income means all money earned or received before deductions, such as income taxes, social security taxes, and insurance premiums. You should not report net income, which is the amount of money received in a pay check. Net income is total (or gross) income, minus taxes and deductions, and is commonly referred to as "take home pay."

**Money earned from a full or part-time job.**

Yes  
 No

\$0 monthly

**Supplemental Security Income (SSI) or Social Security survivor benefits.**

Yes  
 No

**Money regularly received from extended family or friends outside the household.**

Yes  
 No

\$5 monthly

**Pension, annuity, or trust.**

Yes  
 No

**Any other source of income.**

Yes  
 No

Back Continue

Figure 24. Child Income Detail Page.

- Select 'Yes' or 'No' for each type of income for the child listed on the page in Figure 24.
  - If you select 'Yes', enter the amount and frequency for that income type.
- Click 'Continue' to move to the Child Income Detail Page for the next child you indicated has income on the Child Income Overview Page and fill it out.
- If there are no other children income details to enter, you will go to the Other Adult(s) Inquiry Page.

### 3.5.4 Other Adult(s) Inquiry Page

Billings Public Schools District Application for Free and Reduced Price School Meals FAQ

[Begin](#) — [Students](#) — [Programs](#) — [Other Kids](#) — **5 Adults** — [6 Summary](#)

Okay, now lets talk about the adults in your household.

Not including Daphne, what other adults live in the household?

Remember, for the purposes of applying for school meal benefits, a household is defined as a group of people, related or unrelated, that usually live together and share income and expenses. Don't forget about:

- grandparents or other extended family members that are living with you
- Also include people that are not currently living with you, but are only away on a temporary basis, like:
  - kids that are away at college,
  - members of your family that are in the military, and are deployed

**Include people regardless of age or whether they earn or receive income.**

[+ Add another adult](#)

[Back](#) [No other adults](#)

Figure 25. Other Adult(s) Inquiry Page.

- Review the instructions on the page in Figure 25.
- If there are no other adults in your household that need to be added, click 'No Other Adults'. You will go to the Adult Income Overview Page.
- If there are adults to add, click '+ Add Another Adult'. You will go to the Add Other Adults Page.
- Notice the breadcrumb trail – 'Begin', 'Students', 'Programs', and 'Other Kids' are all links to go back to previous sections; 'Adults' is active.

### 3.5.5 Add Other Adults Page

**Adult**

**First name** *required*

Micky

**Middle name**

**Last name** *required*

Mouse

Remove Adult

+ Add another adult

Back Continue

Figure 26. Add Other Adults Page.

- Fill in the information for each additional adult per the instructions on the page in Figure 26.
- Date of Birth must be in mm/dd/yyyy format.
- Click on '+Add Another Adult' for each adult you need to add, and another adult data section will display.
- You can remove any adult entered in error.
- Click 'Continue' when all additional adults have been entered.

### 3.5.6 Adult Income Pages

#### 3.5.6.1 Adult Income Overview Page

There are quite a few income categories for adults. The first is regarding military income, which leads to a military income page. The other categories take you to an income detail page for those categories.

Billings Public Schools District Application for Free and Reduced Price School Meals FAQ

[Begin](#) [Students](#) [Programs](#) [Other Kids](#) **Adults** [Summary](#)

## Daphne

This page is all about Daphne.

On questions about income, all amounts should be Daphne's current gross income.

Gross income means all money earned or received before deductions such as income taxes, social security taxes, and insurance premiums. You should not report net income, which is the amount of money received in a pay check.

Is Daphne in the military?

Yes  
 No

Is Daphne currently deployed?

Yes  
 No

Does Daphne have earnings from work including salary, wages, tips, commissions, cash bonuses or net income from self-employment?

Yes  
 No

Does Daphne have income from public assistance including Supplemental Security Income (SSI) or cash assistance or housing subsidies from state or local government?

Yes  
 No

Does Daphne have income from alimony or child support?

Yes  
 No

Figure 27. First Half of Adult Income Overview Page.

Does Daphne have income from unemployment benefits, Veteran's benefits, worker's compensation, strike benefits, or Social Security Disability Insurance (SSDI)?

Yes

No

Does Daphne have retirement income from Social Security (including survivor benefits, Black Lung Benefits and Railroad Retirement) or pensions?

Yes

No

Does Daphne have other sources of income including regular cash payments from outside the household, rental income, earned interest, investment income and annuities, or any other source of income available to pay for children's school meals?

Yes

No

Figure 28. Second Half of Adult Income Overview Page.

- Select 'Yes' or 'No' to the military questions and each category of income on the page in Figure 27 and Figure 28.
  - If you select 'Yes' for the military questions, you will go to the Adult Military Income Detail Page and then to the Adult Other Income Detail Page.
  - If you select 'No' for the military questions, you will go to the Adult Other Income Detail Page.

### 3.5.6.2 Adult Military Income Detail Page

Billings Public Schools District Application for Free and Reduced Price School Meals FAQ

Begin Students Programs Other Kids **Adults** Summary

## Daphne

Military basic pay, drill pay, cash bonuses and allowances for off-base housing, food, or clothing (including BAH) count as income for purposes of applying for school meal benefits. Do not include Combat Pay, Family Subsistence Supplemental Allowance (FSSA), or Military Housing Privatization Initiative (MHPI).

Does Daphne have income from the following sources?

NOTE: Remember to report current, gross income.

**Military basic pay**

Yes  
 No

750 monthly

**Military cash bonus**

Yes  
 No

**Military allowance for off-base housing, food, clothing (other than FSSA and MHPI)**

Yes  
 No

100 monthly

Back Continue

Figure 29. Military Income Detail Page.

- Select 'Yes' or 'No' for each type of military income for the adult listed on the page in Figure 29.
  - If you select 'Yes', enter the amount and frequency for that income type.
- Click 'Continue' to move to the Adult Other Income Detail Page for the adult listed on the page
- If there is no other income to enter for this adult, you will go to the Adult Income Overview Page for the next adult in the household and go through the same steps for military income and other income.

### 3.5.6.3 Adult Other Income Detail Page

Blings Public Schools District Application for Free and Reduced Price School Meals

Begin Students Programs Other Kids **Adults** Summary

## Daphne

Does Daphne have income from the following sources?

NOTE: Remember to report current gross income.

**Salary/Wages**

Yes  
 No

\$10000.00 annually

**Tips**

Yes  
 No

\$0.00 twice per month

**Commission**

Yes  
 No

**Cash bonus**

Yes  
 No

**Net income from self-employment**

Yes  
 No

**Alimony or child support**

Yes  
 No

\$50.00 every two weeks

**Retirement income from Social Security**  
(including survivor benefits, Black Lung Benefits and Railroad Retirement) or pensions

Yes  
 No

\$100.00 monthly

Back Continue

Figure 30. Other Adult Income Detail Page.

- Select 'Yes' or 'No' for each type of income for the adult listed on the page in Figure 30
  - If you select 'Yes', enter the amount and frequency for that income type.

Click 'Continue' to move to the

- Adult Income Overview Page for the next adult in the household.
- When you have entered all income for all adults in the household, you will go to the Application Wrap-up and Summary Pages.

## 4 Application Wrap-up and Summary Pages

### 4.1 [SSN Page](#)

The screenshot shows a web application interface for the Billings Public Schools District. At the top, the title is "Billings Public Schools District Application for Free and Reduced Price School Meals" with an "FAQ" link on the right. A progress bar below the title shows six steps: "Begin", "Students", "Programs", "Other Kids", "Adults", and "Summary". The "Adults" step is currently active, indicated by a red circle with the number 5. The "Summary" step is indicated by a grey circle with the number 8. The main content area has a heading "Great, you are almost done!". Below this, a paragraph asks the user to provide the last four digits of the Social Security number for the person who signed at the beginning of the application, using "Daphne Duck" as an example. It also provides an option to check a box labeled "No SSN" if the person does not have one. A text input field contains "XXXX". Below the input field is a checkbox labeled "No SSN". A note at the bottom explains that United States citizenship or immigration status is not a condition of eligibility for free and reduced price benefits. At the bottom of the form are two buttons: "Back" (highlighted in red) and "Continue" (greyed out).

Figure 31. SSN Page.

- Enter the last 4 digits of the household member filling out the application (shown in the first sentence) on the page in Figure 31 or check the box 'No SSN'.

## 4.2 [Contact Information Page](#)

The screenshot shows a web application interface for the Billings Public Schools District. At the top, the title is "Billings Public Schools District Application for Free and Reduced Price School Meals" with an "FAQ" link on the right. A breadcrumb trail at the top includes "Begin", "Students", "Programs", "Other Kids", "Adults", and "Summary", with "Summary" being the active page. The main heading is "Contact Info" in red. Below it, a message states: "Please enter your contact information so that we can reach you in case there are any issues with your application. This information is optional, but we strongly encourage you to provide it." The form contains several fields: "Phone number" with the value "5555555555"; "Email" with the value "daphne.duck@daphne.com"; "Street address 1" with the value "1234 Cartoon Alley"; "Street address 2" which is empty; "City" with a dropdown menu showing "Helena"; "State" with a dropdown menu showing "MT"; and "ZIP" with the value "59602". At the bottom of the form are two buttons: "Back" and "Continue".

Figure 32. Contact Information Page.

- You are strongly encouraged to enter contact information on the page in Figure 32 so you can be reached by the school district for clarification and notification of eligibility.
- The email you enter here is where your confirmation email will be sent upon submittal and where the school district may email you with notification of eligibility.
- The state will default to MT. Select your city from the dropdown list.
  - If you live in another state, select that state from the state dropdown box first, then select the city from the list of cities in the city dropdown box for the state you selected.
- Click 'Continue' to move to the next page.
- Notice the breadcrumb trail – 'Begin', 'Students', 'Programs', 'Other Kids', 'Adults' are all links to previous sections; Summary is active.

### 4.3 Race and Ethnicity Page

The screenshot shows a web application interface for the Billings Public Schools District. At the top, the title is "Billings Public Schools District Application for Free and Reduced Price School Meals" with a "FAQ" link on the right. A progress bar below the title shows six steps: "Begin", "Students", "Programs", "Other Kids", "Adults", and "Summary". The "Summary" step is currently active, indicated by a red circle. The main content area contains the following text:

This is an optional question for information we collect about students that attend school in Billings Public Schools.

We are required to ask for information about the 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 effect your children's eligibility for free or reduced price meals.

**Duey**

**Ethnicity**

Hispanic or Latino

Non Hispanic or Latino

**Race**

American Indian or Alaskan Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

**Huey**

**Ethnicity**

Hispanic or Latino

Non Hispanic or Latino

**Race**

American Indian or Alaskan Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

At the bottom of the form, there are two buttons: "Back" and "Continue".

Figure 33. Race and Ethnicity Page.

- You are encouraged to enter information on the page in Figure 33 for the students in your household to assure your community is being fully served.
- Click 'Continue' to move to the next page.

## 4.4 Legal Statements Page

Slings Public Schools District Application for Free and Reduced Price School Meals

Begin — Students — Programs — Other Kids — Adults — Summary

### Legal Statements

Almost done! Please read and acknowledge the following legal statements.

#### Use of Information Statement

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 submit all needed information, 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 social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), Program on Food Distribution Program on Indian Reservations (PDIR), case number or other PDIR 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.

#### USDA Non-Discrimination Statement

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.

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.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.usda.gov/complaint\\_filing\\_cust.html](http://www.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) 692-6992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

Back Continue

Figure 34. Legal Statements Page.

- Review the legal statements in Figure 34 and Click 'Continue'.

## 4.5 [Summary Page](#)

Review the Summary page thoroughly and certify your information before you submit it. Note your application number in the top paragraph. It is recommended that you also print this page. If everything looks fine, please check the required boxes at the bottom of the page and click on Submit. If you need to go back to a section, please use the breadcrumb trail at the top of the page to get back to the section you need to review and/or change, make your changes and proceed through the application until you get to this summary page again.

The screenshot shows a web browser window with the title "Billings Public Schools District Application for Free and Reduced Price School Meals". At the top, there is a breadcrumb trail with links for "Begin", "Students", "Programs", "Other Kids", "Adults", and "Summary". The "Summary" link is highlighted with a red circle. Below the breadcrumb trail, the word "Summary" is displayed in a large, bold, red font. The main content area contains the following text and lists:

Awesome, you finished!

Here is a summary of the information you provided in the application. Your application number is ( 1116 ). We encourage you to save or print this screen for your records. If everything looks good, click the 'Submit' button at the bottom of the page.

**Students attending school in the Billings Public Schools District**

- Duey Duck 
  - Part Time - \$90.00 Monthly
  - Friends or family - \$25.00 Monthly
- Huey Duck

**Adults**

- Daphne Duck 
  - Military basic pay - \$750.00 Monthly
  - Military housing assistance - \$100.00 Monthly
  - Salary / Wages - \$15,000.00 Annually
  - Tips - \$50.00 Twice per month
  - Alimony or Child Support - \$150.00 Every two weeks
  - Retirement income from Social Security or pensions - \$110.00 Monthly
- Mickey Mouse

**Assistance program case numbers**

- (none)

**Contact Information**

Daphne Duck  
1234 Cartoon Alley  
5555555555  
daphne.duck@daphne.com

Figure 35. Demographic Summary

- You are strongly encouraged to print this page and keep it for your records. Your application number is in the top paragraph and may be needed for reference, along with the other information on the page, if you speak with your school district.
- Review the household students, other children, and adults you entered, as well as their income.

- Review any Assistance program case numbers and contact information you entered.
- If you need to edit any information, you can use the breadcrumb trail at the top of the page to go back to the application section you need to edit. You can click 'Back' to go backwards a page at a time.
- You can use the pencil links next to each person's income to go back to individual income entry pages.

Figure 36. Income Summary and Certification

- Check the 'I certify' box in Figure 36 to confirm your application review.
- Click on 'Submit' to send your application to your school district.

#### 4.6 [Confirmation Page](#)

You will receive a confirmation message similar to the following, which also contains your application number.

Figure 37. Confirmation Page.

- You may want to print this page in Figure 37 for your records.
- Look for an email confirmation at the email address you provided on the Contact page