

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



Created School Year 2020-2021

## Table of Contents

1	General Application Usage and Navigation .....	4
1.1	FAQ.....	4
1.2	Breadcrumb Trail.....	5
1.3	Question Mark Icon.....	5
1.4	Back – Continue - Add - Remove.....	5
2	Introductory and Informational Pages.....	6
2.1	Welcome Pages.....	6
2.2	Before You Begin Page .....	9
3	Household Members and Eligibility Information.....	12
3.1	Adult filling out form and certification .....	12
3.2	Student Informational Pages .....	13
3.3	Assistance Programs, Foster Care, Migrant, Homeless, Runaway Pages .....	14
3.3.1	SNAP, TANF, FDPIR.....	14
3.3.2	Foster Care Indicator.....	15
3.3.3	Homeless, Migrant and Runaway .....	17
3.4	Income Entry Option Page .....	19
3.5	Other Child(ren), Child(ren) Income, Other Adult(s), Adult Income Pages .....	20
3.5.1	Other Child(ren) Inquiry Page .....	20
3.5.2	Add Other Child(ren) Page .....	21
3.5.3	Child(ren) Income Page(s).....	22
3.5.4	Other Adult(s) Inquiry Page .....	24
3.5.5	Add Other Adults Page.....	25
3.5.6	Adult Income Pages.....	26
4	Application Wrap-up and Summary Pages .....	30
4.1	SSN Page.....	30
4.2	Contact Information Page .....	31
4.3	Race and Ethnicity Page .....	32
4.4	Legal Statements Page .....	33
4.5	Summary Page .....	34
4.6	Confirmation Page .....	35

## Table of Figures

Figure 1. Frequently Asked Questions Link.....	4
Figure 2. Breadcrumb Trail.....	5
Figure 3. Question Mark Icon and Tooltip .....	5
Figure 4. The Back and Continue Buttons.....	5
Figure 5. Other Navigational Buttons .....	5
Figure 6. Welcome Page from the OPI School Nutrition Web Page. ....	6
Figure 7. School District Dropdown List.....	7
Figure 8. Welcome Page from the District Web Page or Other Communication. ....	8
Figure 9. Informational Page, Part 1 .....	9
Figure 10. Informational Page, Part 2 .....	10
Figure 11. List of Things You Need to Fill Out the Application. ....	11
Figure 12. Applying Adult Information.....	12
Figure 13. Student Information Page.....	13
Figure 14. Assistance Program Participation Page. ....	14
Figure 15. Case Number Entry Field.....	15
Figure 16. Foster Care Information.....	15
Figure 17. Foster Care Student(s) Selection.....	16
Figure 18. Homeless, Migrant, Runaway Information Page. ....	17
Figure 19. Selection for student(s) in Homeless, Migrant, or Runaway Programs. ....	18
Figure 20. Income Entry Option Page. ....	19
Figure 21. Other Children Inquiry Page.....	20
Figure 22. Add Other Child(ren) Page.....	21
Figure 23. Child Income Overview Page .....	22
Figure 24. Child Income Detail Page. ....	23
Figure 25. Other Adult(s) Inquiry Page. ....	24
Figure 26. Add Other Adults Page.....	25
Figure 27. First Half of Adult Income Overview Page. ....	26
Figure 28. Second Half of Adult Income Overview Page. ....	27
Figure 29. Military Income Detail Page.....	28
Figure 30. Other Adult Income Detail Page. ....	29
Figure 31. SSN Page.....	30
Figure 32. Contact Information Page.....	31
Figure 33. Race and Ethnicity Page. ....	32
Figure 34. Legal Statements Page. ....	33
Figure 35. Demographic Summary.....	34
Figure 36. Income Summary and Certification .....	35
Figure 37. Confirmation Page. ....	35

## 1 General Application Usage and Navigation

Welcome to the User Guide for the Montana Office of Public Instruction School Nutrition Program's Online 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 with 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.

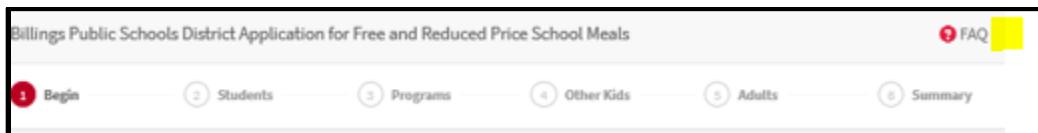


Figure 1. Frequently Asked Questions Link

## 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.

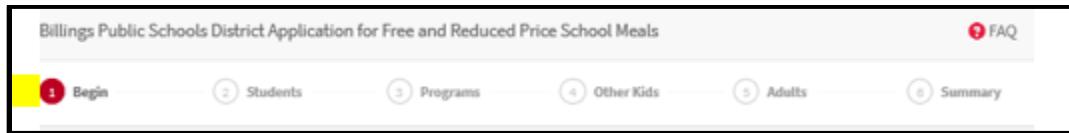


Figure 2. Breadcrumb Trail

## 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.

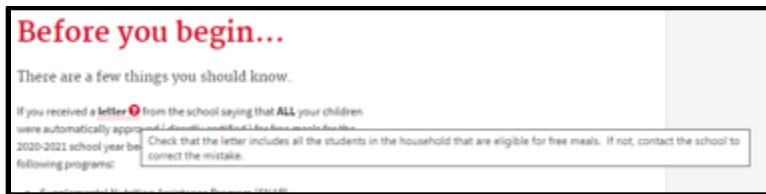


Figure 3. Question Mark Icon and Tooltip.

## 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:

The screenshot shows the 'Application for Free and Reduced Price School Meals' welcome page. At the top right is a 'FAQ' link with a question mark icon. The main heading is 'Welcome!' in large red text. Below it, a paragraph explains the purpose of the application: '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.' A note follows: 'This interactive application will guide you through the application process.' Another paragraph details 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, select the school district in which you are applying to begin.' A note at the bottom states: '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.' A dropdown menu is shown with a downward arrow. At the bottom, there is copyright information: '© 2019 - State of MT OPI v 0.1.8 07/13/2020'. To the right is the OPI logo, featuring a stylized 'A+' and the website 'opi.mt.gov'.

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 online.

- 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.

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 FDPIR assistance programs. When you are ready to apply, select the school district in which you are applying to begin.

Absarokee Public Schools  
Arlee Public Schools  
Billings Public Schools  
Dillon Elementary

*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...

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.

[Back](#) [Continue](#)

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 for school meal benefits. At the top, a navigation bar includes links for 'FAQ' and steps 1 through 5: 'Begin', 'Students', 'Programs', 'Other Kids', 'Adults', and 'Summary'. The 'Students' link is highlighted with a red circle and the number '2'. The main content area is titled 'List the names of the students in your household that attend school in Billings Public Schools District and are applying for school meal benefits.' Below this, a section titled 'Student(s)' contains fields for entering student information. The fields include:

- First name: Huey
- Middle name: (empty)
- Last name: Duck
- Date of Birth: 01/24/2006
- Gender: Male
- School: Billings West High School
- Grade: 09

Below these fields are buttons for 'Remove Student', '+ Add Another', 'Back', and 'Continue'.

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 breadcrumb trail at the top: 'Begin' (with a checkmark), 'Students' (with a checkmark), 'Programs' (highlighted in red with the number '3'), 'Other Kids' (with a question mark icon), 'Adults' (with a question mark icon), and 'Summary' (with a question mark icon). To the right of the breadcrumb trail is a 'FAQ' link with a question mark icon. 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 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.

The screenshot shows a software window with a black border. At the top left is a red square icon followed by the text "Supplemental Assistance Program (SNAP)". Below it is a rectangular input field labeled "Case number". To the right of the input field are three checkboxes: the first is checked and labeled "Temporary Assistance for Needy Families (TANF)", the second is unchecked and labeled "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

The screenshot shows a software window titled "Billings Public Schools District Application for Free and Reduced Price School Meals". At the top right is a "FAQ" link. Below the title is a navigation bar with six steps: "Begin" (highlighted with a pink circle), "Students" (highlighted with a pink circle), "Programs" (highlighted with a red circle containing the number 3), "Other Kids" (highlighted with a light blue circle containing the number 4), "Adults" (highlighted with a light blue circle containing the number 5), and "Summary" (highlighted with a light blue circle containing the number 6). The main content area contains the following text: "No Problem! There are other ways to qualify." Below this is a question: "Do Duey or Huey live with you under a formal (court-ordered) foster care arrangement?". There are two radio buttons: "Yes" and "No". At the bottom are two buttons: "Back" (in a red box) and "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

**Back** **Continue**

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

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

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

[Back](#) [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

[Back](#) [Continue](#)

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 step-by-step application process. The current step is 'Programs' (highlighted with a red circle). The previous step was 'Students' (highlighted with a green checkmark), and the next steps are 'Other Kids', 'Adults', and 'Summary'. A 'FAQ' link is in the top right corner.

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

**Back** **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

The screenshot shows a breadcrumb trail at the top: 'Begin' (with a red circle icon), 'Students' (with a red circle icon), 'Programs' (with a red circle icon), 'Other Kids' (with a red circle icon and the number '4'), 'Adults' (with a red circle icon), and 'Summary' (with a red circle icon). A 'FAQ' link is also present. The main content area contains the following text:

Okay, it looks like we will need more information about your household [?](#) and income in order to determine if you are eligible for benefits.

Let's talk about other kids in the house, and then we'll move on to the adults. Other than Duey or Huey, are there any other children in your household? Don't forget to include:

- students that are in grade 12 or below and attend school in a school district other than Billings Public Schools District
- children that attend day care or pre-school, or are not of school age, including infants
- anyone 18 years of age or younger living in your household that does not currently attend school

Below the text are two buttons: '+ Add Another' (in a red box) and 'Back' (in a white box) and 'Continue' (in a red box).

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". It includes fields for "First name" (required), "Middle name", "Last name" (required), "Date of Birth" (mm/dd/yyyy), "Gender" (Female dropdown), and a "Foster child" checkbox. There are buttons for "Remove Child", "+ Add Another", "Back", and "Continue".

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 step-by-step application process. The top navigation bar includes 'FAQ' and a progress bar with six steps: 'Begin' (checkmark), 'Students' (checkmark), 'Programs' (checkmark), 'Other Kids' (red circle with number 4), 'Adults' (circle with number 5), and 'Summary' (circle with number 6). The main content area starts with a message: 'The next few questions are about your children's income'. It lists common sources of income for children: full-time or part-time job, Supplemental Security Income (SSI), money from extended family or friends, and money from pension, annuity, or trust. It advises not to include infrequent earnings like babysitting or mowing lawns. Two questions follow: 'Does Duey have income from any of these, or any other sources?' (radio buttons for Yes and No, 'Yes' is selected) and 'Does Huey have income from any of these, or any other sources?' (radio buttons for Yes and No, 'No' is 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

The screenshot shows the 'Elings Public Schools District Application for Free and Reduced Price School Meals' interface. At the top, there's a navigation bar with links for 'Begin', 'Students', 'Programs', 'Other Kids', and 'Adults'. Below that is a 'Summary' link. The main content area is titled 'Duey'. It asks, 'Does Duey have any income from any of the following sources?'. A note states that income reported here should be the child's current gross income. It defines gross income as all money earned or received before deductions, such as income taxes, social security taxes, and insurance premiums. Net income is the amount of money received in a pay check. A note also says that gross income, minus taxes and deductions, is commonly referred to as "take-home pay".  
  
The first section is 'Money earned from a full or part-time job'. It has two radio button options: 'Yes' (selected) and 'No'. There are input fields for '25' and 'monthly' with a dropdown arrow.  
  
The second section is 'Supplemental Security Income (SSI) or Social Security survivor benefits'. It has two radio button options: 'Yes' (unchecked) and 'No' (selected).  
  
The third section is 'Money regularly received from extended family or friends outside the household'. It has two radio button options: 'Yes' (selected) and 'No'. There are input fields for '25' and 'monthly' with a dropdown arrow.  
  
The fourth section is 'Pension, annuity, or trust'. It has two radio button options: 'Yes' (unchecked) and 'No' (selected).  
  
The fifth section is 'Any other source of income'. It has two radio button options: 'Yes' (unchecked) and 'No' (selected).  
  
At the bottom, there are 'Back' and 'Continue' buttons.

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

The screenshot shows a web application for school meal applications. At the top, a breadcrumb trail indicates the user has completed steps for 'Begin', 'Students', 'Programs', and 'Other Kids', and is currently on the 'Adults' step, which is highlighted with a red circle containing the number '5'. To the right of the breadcrumb is a 'FAQ' link with a question mark icon. Below the breadcrumb, a message says 'Okay, now lets talk about the adults in your household.' A note asks what other adults live in the household, defining a household as a group of people related or unrelated that usually live together and share income and expenses. It provides instructions for including grandparents, temporary residents like college students or military members, and notes that people regardless of age or whether they earn or receive income should be included. At the bottom of the page are three buttons: a red 'Add another adult' button, a 'Back' button, and a 'No other adults' button.

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

FAQ

Begin Students Programs Other Kids Adults 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

The screenshot shows a form titled 'Adult'. It has three text input fields: 'First name' (Micky), 'Middle name' (empty), and 'Last name' (Mouse). Below the inputs are two buttons: 'Remove Adult' (grey) and '+ Add another adult' (red). At the bottom are 'Back' and 'Continue' buttons.

Adult	
First name	required
Micky	
Middle name	
Last name	required
Mouse	
<b>Remove Adult</b>	
<b>+ Add another adult</b>	
<b>Back</b>	<b>Continue</b>

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.

Billing's 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

[Back](#) [Continue](#)

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

**Military cash bonus**

Yes  
 No

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

Yes  
 No

**Back** **Continue**

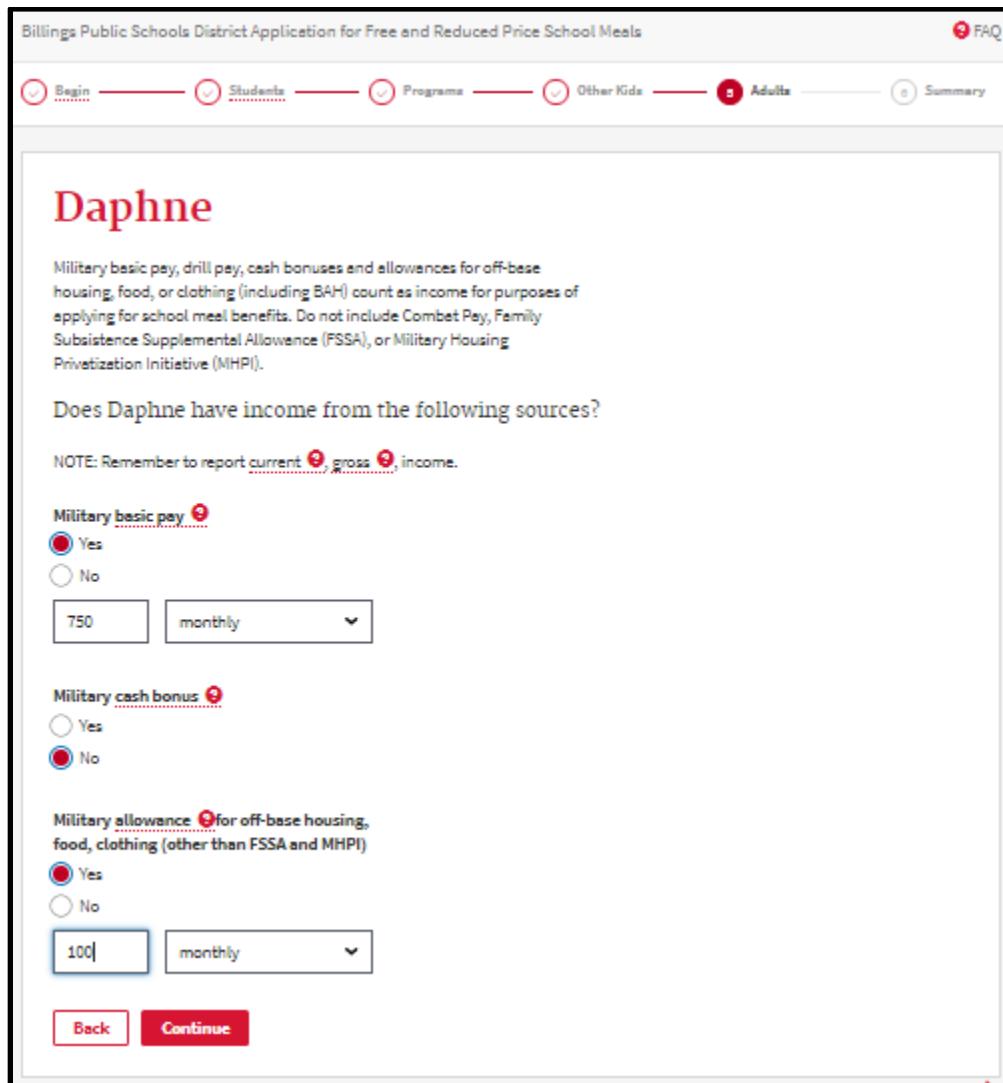


Figure 29. Military Income Detail Page.

- 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

The screenshot shows a web-based application for the Bellingham Public Schools District Application for Free and Reduced Price School Meals. The page title is "Bellingham Public Schools District Application for Free and Reduced Price School Meals". The navigation bar includes links for "Login", "Students", "Programs", "Other Kids", "Adults", and "Summary". The main section is titled "Daphne" and asks, "Does Daphne have income from the following sources?". It includes a note: "NOTE: Remember to report current gross income." Below this, there are several sections for different types of income:

- Salary/Wages:** Radio button selected for "Yes" (checked), with an input field showing "15000.00" and a dropdown menu set to "annually".
- Tips:** Radio button selected for "Yes" (checked), with an input field showing "50.00" and a dropdown menu set to "twice per month".
- Commission:** Radio button selected for "No" (checked), with an input field showing "0.00" and a dropdown menu set to "never".
- Cash bonus:** Radio button selected for "No" (checked), with an input field showing "0.00" and a dropdown menu set to "never".
- Net income from self-employment:** Radio button selected for "No" (checked), with an input field showing "0.00" and a dropdown menu set to "never".
- Alimony or child support:** Radio button selected for "Yes" (checked), with an input field showing "150.00" and a dropdown menu set to "every two weeks".
- Retirement Income from Social Security (Including survivor benefits, Black Lung Benefits and Railroad Retirement) or pensions:** Radio button selected for "Yes" (checked), with an input field showing "140.00" and a dropdown menu set to "monthly".

At the bottom of the form are two buttons: "Back" and "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 progress bar at the top with six steps: Begin, Students, Programs, Other Kids, Adults (which is step 5 and highlighted in red), and Summary (step 6). Below the progress bar, a message says "Great, you are almost done!" A text area asks for the last four digits of the Social Security number for the person who signed the application (Daphne Duck) and provides an input field with "XXXX". A checkbox labeled "No SSN" is also present. A note below states: "Note: United States citizenship or immigration status is not a condition of eligibility for free and reduced price benefits. The non-cash benefits received through the school meal programs are not subject to public charge consideration. In other words, you will not be deported, denied entry to the country, or denied permanent status because you apply for or receive school meal benefits." At the bottom are "Back" and "Continue" buttons.

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 for school meal applications. At the top, a breadcrumb trail indicates the user is at the 'Students' section of the 'Contact Info' page. The trail consists of six items: 'Begin', 'Students' (which is checked), 'Programs', 'Other Kids', 'Adults', and 'Summary'. The 'Summary' item has a small gear icon next to it. In the top right corner, there is a 'FAQ' link with a question mark icon.

The main content area is titled 'Contact Info' in red. A message encourages users to enter contact information so they can be reached for issues with their application. This information is optional but strongly encouraged. Below the message are several input fields:

- Phone number:** A text input field containing '5555555555'.
- Email:** A text input field containing 'daphne.duck@daphne.com'.
- Street address 1:** A text input field containing '1234 Cartoon Alley'.
- Street address 2:** An empty text input field.
- City:** A dropdown menu showing 'Helena'.
- State:** A text input field containing 'MT'.
- ZIP:** A text input field containing '59602'.

At the bottom of the form are two buttons: a red 'Back' button and a red 'Continue' button.

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-based application for school meal applications. At the top, a navigation bar indicates the current step: "Students" (with a checked circle) followed by "Programs", "Other Kids", "Adults", and "Summary". A "FAQ" link is also present. Below the navigation, there is explanatory text for the race and ethnicity section:

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 affect your children's eligibility for free or reduced price meals.

The page is divided into two sections, each for a student:

**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 page 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

The screenshot shows the 'Legal Statements' page of the application. At the top, there's a navigation bar with tabs: 'Begin', 'Students', 'Programs', 'Other Kids', 'Adults', and 'Summary'. The 'Summary' tab is currently selected. In the center, the title 'Legal Statements' is displayed in bold. Below it, a message reads: 'Almost done! Please read and acknowledge the following legal statements.' A red header 'Use of Information Statement' follows, containing detailed text about the Richard B. Russell National School Lunch Act requirements. Another red header 'USDA Non-Discrimination Statement' follows, containing text about USDA civil rights regulations and the filing of discrimination complaints. At the bottom of the page are two buttons: 'Back' and '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 the 'Summary' page of an application. At the top, there's a breadcrumb navigation bar with icons: 'Begin' (unchecked), 'Students' (checked), 'Programs' (checked), 'Other Kids' (checked), 'Adults' (checked), and 'Summary' (checked). The title 'Summary' is centered above the content. A message says 'Awesome, you finished!' followed by a summary of the application details. Below this, sections include 'Students attending school in the Billings Public Schools District' (listing Duey Duck and Huey Duck), 'Adults' (listing Daphne Duck and Mickey Mouse), 'Assistance program case numbers' (listing '(none)'), and 'Contact Information' (listing Daphne Duck's address: 1234 Cartoon Alley, phone: 5555555555, email: daphne.duck@daphne.com). The page has a header 'Billings Public Schools District Application for Free and Reduced Price School Meals' and a footer '© FRS'.

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.

**Total household income**  
\$2,710.00 ⓘ

I certify\* that **4 PEOPLE** are in my household and that our household income is about **\$2,710.00 PER MONTH**

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

[Back](#) [Submit](#)

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.

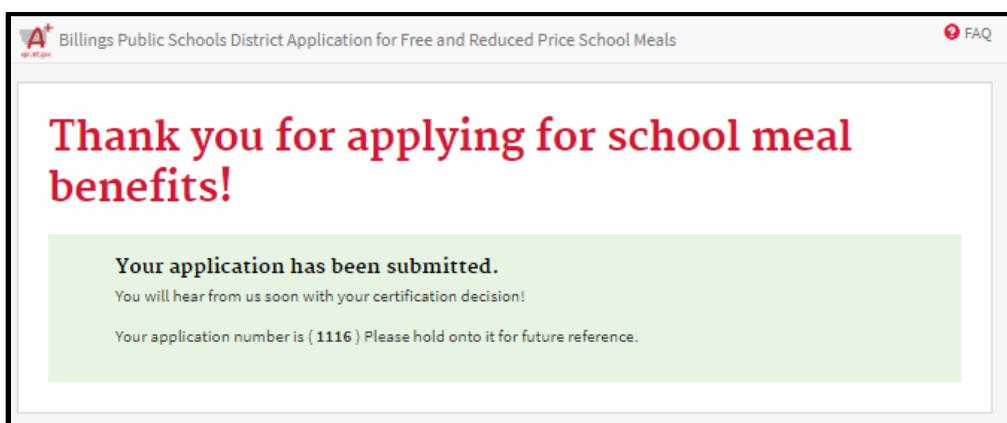


Figure 37. Confirmation Page.

- 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