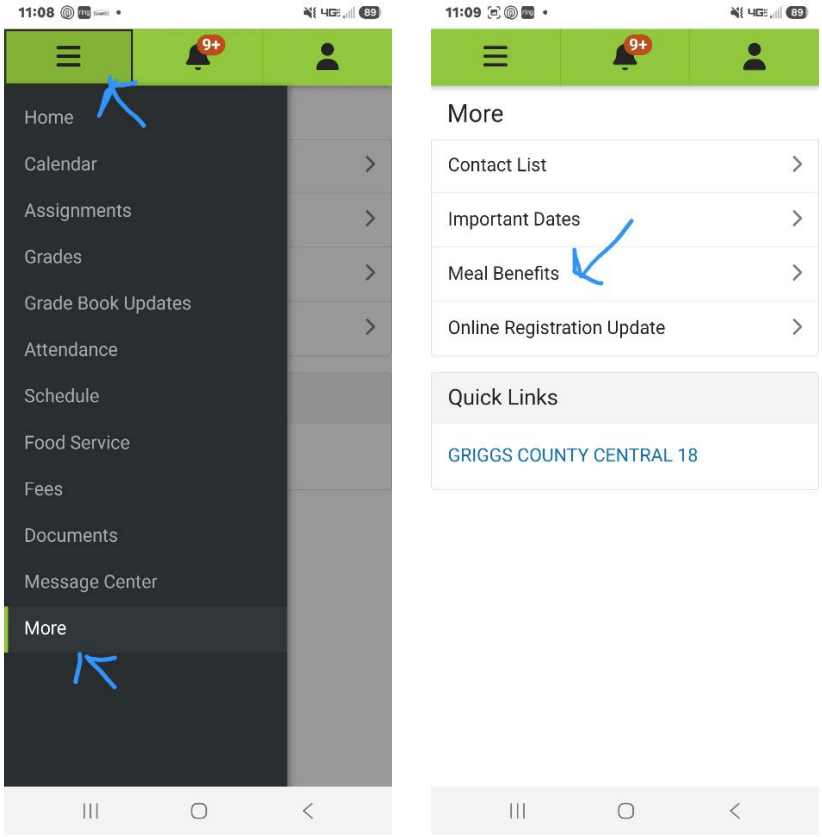
HOW TO APPLY FOR MEAL BENEFITS ON INFINITE CAMPUS:

1. SIGN INTO THE PARENT PORTAL (If you have not yet signed into the Infinite Campus Parent Portal check your email for an invitation or contact the school for login info.)
2. FROM THE MENU BUTTON CHOOSE MORE
3. THEN CHOOSE MEAL BENEFITS
4. FOLLOW THE PROMPS TO COMPLETE THE APPLICATION



STEP 1: LETTER TO HOUSEHOLDS – Letter to Household contains important information you will need during the application process. You may print this letter by selecting the 'Print' button. Select 'Next' to continue or 'Cancel' to stop.

STEP 2: INSTRUCTIONS – Application Instructions will help guide you through the application process. You may print this letter by selecting the 'Print' button. Select 'Next' to continue.

STEP 3: SIGNER CONFIRMATION – Please review the application signer's name and household address below. Confirm you are the person signing this online application by selecting 'Next'. Select 'Cancel' if you are not this person or if you do not wish to continue.

STEP 4: HOUSEHOLD MEMBERS – Household members are listed below. You must confirm each person living in your household by selecting the 'Household Member' button. If there are persons missing from your household you will need to add them by selecting the 'Add Household Member' button. You are not allowed to edit existing household member information or uncheck the

application signer. After you have identified and/or added household members select 'Next' to continue.

STEP 5: MEAL BENEFITS - Select 'No' if you do not have any household members receiving SNAP, TANF, or FDPIR benefits. Select 'Yes' if you do have any household members receiving SNAP, TANF, or FDPIR benefits. Select 'Next' to continue.

STEP 6: CHILDREN – Select the 'Child' button next to children in your household that meet the following criteria: all infants and children age 18 and under who are supported with the household's income; foster children in your care, children who qualify as homeless, migrant, or runaway; or students attending a school in this district, regardless of their age. Select the 'Student' button to confirm a child attends school in the district. After you identify each Child and Student, select 'Next'.

STEP 7: FOSTER – Select 'No' if none of the students are foster children. Select 'Yes' if any of the students are foster children. Select 'Next' to continue.

STEP 8: STUDENT INDICATORS - Select 'No' if none of the students are Migrant, Homeless or Runaway. Select 'Yes' if any of the students are Migrant, Homeless or Runaway. Select 'Next' to continue.

STEP 9: GROSS INCOME – Report the total gross income for each source in whole dollars only. Use the most recent paystub for Income from Work, Welfare, Child Support, Alimony, Pension, Retirement, Social Security, SSI, or VA Benefits. Enter the gross amount from the paystub and the frequency you receive that payment. Click 'Update' when finished adding all income sources. When finished adding each person's income, click 'Next' to continue.

STEP 10: REVIEW – Review the household information below for accuracy. If any of the information is incorrect, select 'Previous' to go back and correct the data. After household information is reviewed select 'Next' to continue.

STEP 11: AUTHORIZATION – You must respond to the following questions and read the authorization statement below. Selecting No to any of the Sharing questions will not affect your meal eligibility status. You must provide your Social Security Number if you have one. You must indicate Yes to the Authorization Statement that you are providing correct information. Click 'Submit' to complete the application process.

STEP 12: SUBMITTED – Your application has been submitted. You may print the page for your records. A submission notice and final summary report will be sent to your Portal Process Inbox. You may 'Close' the application at this time. A letter will be mailed to you once your application has been processed.