



BREVARD PUBLIC SCHOOLS
ONLINE FREE & REDUCED APPLICATION INSTRUCTIONS 2025-2026



Before you begin

You do not need to submit an application if all of your children were automatically approved (directly certified) for free meals during the 2025-2026 school year. Households that were automatically approved will be notified through a letter sent to the home address on file or by email.

How am I eligible?

Eligibility for free or reduced priced school meal benefits is based on any one of the following:

- Your total household income and size
- Your child's individual status as foster, homeless, migrant, or runaway
- Participation in an **assistance program** (such as SNAP, TANF, Medicaid or FDIRP) by any member of your household

Your U.S. citizenship, immigration status, or not having a social security number does **not** affect your eligibility for receiving benefits.

Getting Started Checklist

We've compiled a list of the information you might need to complete the application:

- The school, grade and birthdate of every student in your household.
- If you are a participant of any **assistance program**, have your **case number** ready.
- If you are not a participant of assistance programs, gather income documentation for all members of your household.
- **Only submit 1 application per household. Please contact Tamara Cheek at (321) 633-1000 x11642, Lexa Reyes-Arturet at (321) 633-1000 x11655, or via email at: FSHelpDesk@brevardschools.org if you need assistance.**
- Click this link to apply: https://www.myschoolapps.com/Home/DistrictRedirect/BREVARDPDPS_FL?langid=1

Step #1 – Click Begin Application Process.

Step #2 – Review the Terms of Use. Check the box to acknowledge the Terms of Use and select I Agree to the Terms.

Step #3 – Enter your first and last name and select Save and Continue.

Step #4 – Read the application instructions and select Continue.

Step #5 – Check the appropriate box **if** the student is Homeless, Migrant or Runaway. If any child you are applying for is homeless, migrant or runaway, call Ivette Collado, Homeless Liaison at 321-633-1000 x11294 or Denise Gillich, Migrant Coordinator at 321-633-1000 x11336.

Step #6 – Check the appropriate box if any member of your household is enrolled in assistance programs such as SNAP, TANF or FDIRP. If the box for assistance programs is checked, you will need to enter a valid Florida case number (after you enter the student information, you will be given the option to Quick-Finish the application by checking a box that reads: I would like to skip entering my SSN and information about my household).

Step #7 – Enter your address information and select Save and Continue.

Step #8 – Click Add Student and enter student's first and last name, birthdate, indicate if the student is a Foster child, student number, school and grade. Select Save and Continue.

Step #9– Enter student's income if applicable by selecting Add Income. Enter any income that your children have such as full/part time job earnings, social security benefits, money regularly received from extended family or friends outside the household and money from a pension, annuity, or trust and select the Source of Income from the drop down menu. Select Save and Continue. If you need to add another type of income, select Add Income and repeat the process. Otherwise, select Done Entering Income. Repeat this process for each child that is a member of your household. Select Add Income or No Income accordingly. If SNAP, TANF or FDIRP, select no income for student(s).

Step #10 – If you are submitting an application for more than one child, select Add Student. If there are no more students to add, select Done Adding Students.

Step #11 – Enter non-student children information (include students that attend a non-BPS school, children that attend day care or preschool, children who are not of school age (including infants) and anyone 18 years old or younger living in your household that does not currently attend a BPS school.). Select Add Child or Done Adding Children accordingly.

Step #12 – Enter signer's first and last name, and last 4 digits of social security number or check the box: I don't have a Social Security Number, if applicable.

Step #13 – Enter non-student household members, beginning with the person submitting the application. Repeat as necessary to include all adult members in your household including spouse or partner, grandparents or other extended family living with you, children away at college and family members that are in the military even if they are deployed. Select Add Household Member or Done Adding Household Members accordingly.

Step #14 – Enter income information of all the adults in your household. This includes earnings from work, public assistance, alimony or child support, pensions or retirement, social security, trusts, estates, investments, annuities, earned interest, rental income, or regular cash payments from outside the household. Select the frequency of your income as weekly, every two weeks, twice per month, monthly or annually. Repeat this process for each adult household member that has income. If you need to report other sources of income, select Add Income; if you don't, enter Done Entering Income.

Step #15 – Enter your contact information in case we need to contact you about your application (email address and phone number).

Step #16 – Enter your children's ethnic identities (this section is optional).

Step #17 – Review and sign your application. Check the box at the bottom where you certify how many people live in your household and the household income. To sign the application, type your full name and click Submit my application. You will receive a message on your screen that your application has been submitted successfully. Please write down your application number for future reference. Food and Nutrition Services will send you a notification letter via e-mail or US mail with your children's status after your application has been processed.

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, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules."

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

<https://www.usda.gov/sites/default/files/documents/ad-3027.pdf> from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;

or fax: (833) 256-1665 or (202) 690-7442;

or email: program.intake@usda.gov

This institution is an equal opportunity provider.