Meal Benefits Application (Portal)

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Campus Student: More > Meal Benefits Application

The Meal Benefits Application allows parents/guardians and emancipated students to electronically submit Meal Benefits Applications to their district.

In order to complete the Meal Benefits Application, the application signer must complete the following steps:

- Step 1. Review the Letter to Household
- Step 2. Review Application Instructions
- Step 3. Review and Confirm Signer
- Step 4. Confirm Household Members
- Step 5. Indicate Meal Benefits
- Step 6. Confirm Child Household Members
- Step 7. Indicate Foster Children
- Step 8. Indicate Migrant, Homeless, or Runaway Children
- Step 9. Enter Household Gross Income
- Step 10. Review Household Information for Accuracy
- Step 11. Authorize Household Application
- Step 12. Review and Print Submission Notice

Accessing the Meal Benefits Application
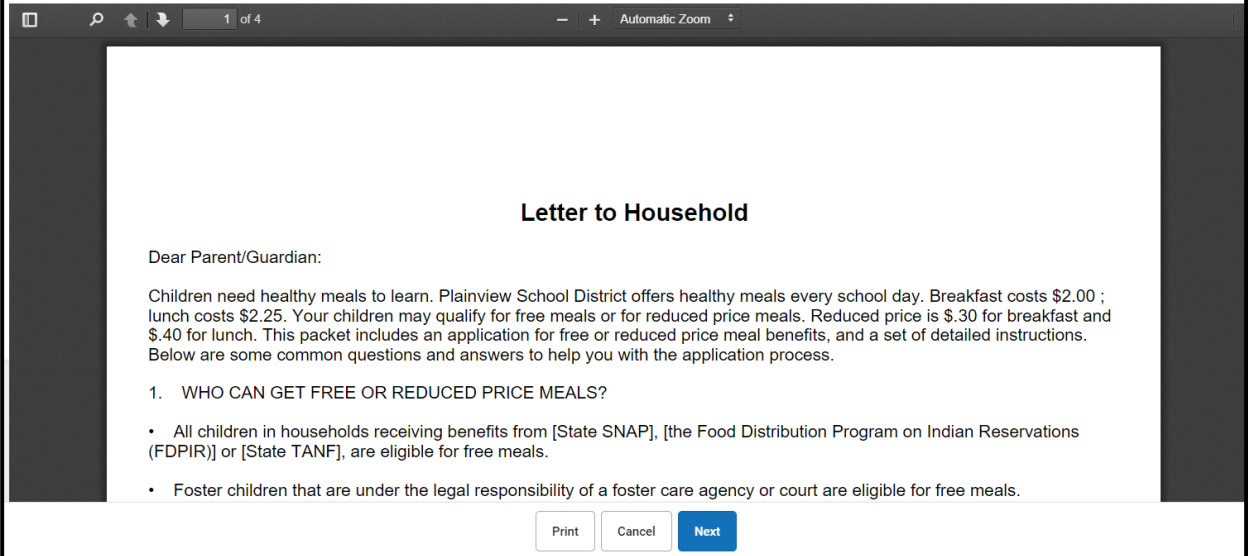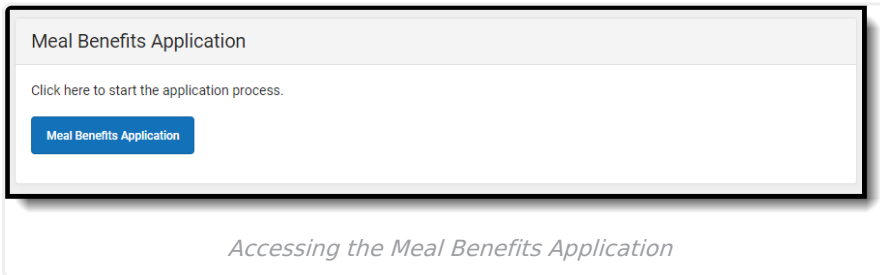
Step 1. Review the Letter to Household

The application signer must review the Letter to Household prior to beginning the application process. This letter contains important information and guidance about the online Meal Benefits Application.

After you review or print the letter for reference, click the **Next** button to review the application's instructions.

Reviewing the Letter to Household

Step 2. Review Application Instructions

The application signer must also review the Application Instructions prior to beginning the application process. These instructions can also be printed and contain important information about the application process and submission.

After you review or print the Application Instructions for reference, click the **Next** button. The Signer Confirmation screen displays.

Application Instructions will help guide you through the application process. You may print a PDF of this letter by selecting the print icon. Select 'Next' to continue.

1 of 3 — Automatic Zoom

How To Apply For Free And Reduced Priced Student Meals

You are submitting an application for the [insert school year] School Year. Application Instructions will help guide you through the application process.

It is recommended you gather any household income information needed and review your household members in the Household Information section of the Portal for accuracy prior to starting the online application. The USDA's definition of a household member is any child or adult living with you.

An electronic signature PIN is required to submit your online Meal Benefits Application. If you do not have an electronic signature PIN created you will be required to do so prior to starting your online Meal Benefits Application. Prior to submitting your application you will be allowed five attempts to enter your PIN, if you fail on the fifth attempt you will be locked out and the information you entered will be lost. Your PIN will need to be reset prior to submitting a new online Meal Benefits Application.

For security purposes the Campus Portal is set to automatically log users out after a set amount of time due to inactivity.

Print   Previous   Cancel   **Next**

Reviewing the Application Instructions

Step 3. Review and Confirm Signer

Once both the Letter to Household and Application Instructions have been reviewed, the person completing the online application must confirm their identity as the application signer.

If the identity information is correct, select the **Next** button.

> If the address shown is incorrect and your district has Self Service functionality enabled, you can updated it using the Address Information tool.

Please review the application signer's name and household address below. Confirm you are the person signing this online application by selecting 'Next'. Select 'Quit' if you are not this person or if you do not wish to continue.

Gus Crane, you have been identified as the household member signing this Meal Benefits Application.

You are applying for meal benefits for all household members living at the address below. If the address is incorrect, you may update it in the Household Information section of the Portal.

Primary Address:
1576 Butternut Blvd
Blaine, 55449

[Previous] [Cancel] [**Next**]

Verifying the Signer's Identity

Step 4. Confirm Household Members

The application signer must confirm all people living within their household.

Mark the checkbox next to the name of each person within your household. Once all members have been marked, select the **Next** button.

> If a person is listed that should not be considered a household member, do not mark the checkbox next to their name. This does not remove them from the household within Campus, but does exclude them from the application.

> In order to complete the remaining steps of the application process, it is critical Household members are identified.

Household Members (Step 4 of 12)

Household Members are listed below. You must confirm each person living in your household by selecting the check box next to their name. If a person listed below is no longer living in your household, do not check the box next to their name. 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.

Crane, Gus SIGNER
04/01/1972
Gender: M
☑ Household Member

Crane, Clark
10/18/2001
Gender: M
☐ Household Member

Crane, Kane
01/28/2002
Gender: M
☐ Household Member

Crane, Pani
03/06/2007
Gender: M
Harrison High (10)
☐ Household Member

Crane, Ralph
11/25/2001
☐ Household Member

Previous   Cancel   Next

Verifying Household Members

Adding a Household Member

If a household member does not appear in the list, you can manually add them. This often occurs when someone has just moved into the household or the person filling out the application does not have access to a specific family member within the Portal.

> The manually added student household member must exist in Campus at the time the FRAM Processor processes the application. If the manually added student member does not exist within Campus, the application cannot be processed and must be suspended if the district cannot confirm the validity of the student member.

1. Click the **Add Household Member** button. The **Add Student/Non-Student Member** window displays.
2. Select whether the person is a **Student or Non-Student**.

> A Student is a household member who will be enrolled in the district during the school year.
>
> A Non-Student is any household member who will not be enrolled in the district during the school year.

Enter information about the household member in all required fields and select the **Update** button. Required fields display with a red asterisk.

3. The added household member appears on the Household Members screen with the words (Manual Add) appearing after the person's name. To remove the person from the household, select **Delete**.

> The School and Grade (and Student Number, if known) fields are important for application processing as the FRAM Processor uses these fields to better identify and match this student to records within Campus.

4. Once all household members have been identified, select the **Next** button.

Step 5. Indicate Meal Benefits

Once household members have been identified, the application signer is asked whether any household members receive SNAP, TANF or FDPIR benefits.

If household member(s)...	Then...
do NOT receive benefits	Select **No** and click **Next**.
DO receive SNAP, TANF or FDPIR benefits	Select **Yes**. Enter the benefit case number then click **Next**.

Step 6. Confirm Child Household Members

Now that household members have been established, children in the household must be identified. Check the checkbox associated with each child household member and if they are a student, then click **Next**.

Identifying Child Household Members

Step 7. Indicate Foster Children

Once student household members have been identified, the application signer must indicate whether any of the student household members are foster children.

If a household member...	Then...
IS a foster child	Select **Yes**. Check the checkbox of each student household member that is a foster child, enter their **Monthly Income** and select the **Next** button. Proceed to Step 10.
is **NOT** a foster child	Select **No**.

Selecting Foster Children

Step 8. Indicate Migrant, Homeless, or Runaway Children

Once Foster students are identified, the application signer must indicate whether any of the student household members are Migrant, Homeless, or Runaway children.

If a household member...	Then...
IS a Migrant, Homeless, or Runaway child	Select **Yes**. Select one of the following options from the Student Indicator dropdown for the appropriate student(s) then click **Next**: Homeless, Runaway, or Migrant.
is NOT a Migrant, Homeless, or Runaway child	Select and go to step 10.

Step 9. Enter Household Gross Income

Now that household members have been identified, income must be entered for each member.

> Per USDA policy, income may only include whole dollar amounts.

If...	Then...
you want to enter income information	Indicate each household member's income by selecting the **Add Income** button and entering their income amount. **OR** Mark the **No Income** checkbox for each household member that has no income. Once all household member income is entered, click **Next**.
you do NOT want to enter income information	Select **Next**. If income is not specified, **you are certifying that you have no income to report**. Your application will be processed as No Income and be approved for free benefits.

Indicating Household Member Income

Step 10. Review Household Information for Accuracy

Now that household members (and their benefits) have been identified, household information must be reviewed for accuracy.

The **Total Income** lists the total amount of money each household member makes based on the frequency noted (i.e., monthly, yearly, etc). Frequencies listed automatically annualized across all members. The **Total Household Income** field indicates the total amount of income the household (all members included) earns per year. The **Total Household Size** indicates the total amount of members within the household.

Review all the information on the screen and if it is accurate, select the **Next** button. If this

information is incorrect, select the **Previous** button to go back to the previous step and correct inaccurate information.

Reviewing Household Information for Accuracy

Step 11. Authorize Household Application

Now that all household information has been entered and confirmed as accurate, the household application must be authorized.

Options	Description
Sharing Information with Medicaid/SCHIP	The first step in the authorization process is to indicate whether you give your district permission to share your Medicaid or SCHIP information with Medicaid and SCHIP. Select the Yes or No radio buttons for each question.
Sharing Information with Other Programs	If your district has created benefit permissions, you will be asked whether you consent to the district sharing your child's name and meal eligibility with each benefit program. Select the **Yes** or **No** radio button for each question shown in the Sharing Information with Other Programs section.
Social Security Number	You must provide Social Security information. Enter the last four digits of your SSN or mark the "I do not have a SSN" box.

Options	Description
Authorization Statement	Review the Authorization Statement. If you agree with this statement, believe all entered information is accurate and would like to complete the application process, select the **Accept**. If you do not agree with the application and Authorization Statement, select the **Decline** button. If the Decline button is selected, a message will appear warning you the application process will be cancelled and all application information entered will be deleted.

Once you have reviewed the application and agreed to the Authorization Statement, and would like to sign the document with you legally-binding E-Signature, select the **Sign** button.

If you do not want to electronically sign the application, select the **Decline** button. This action will cancel the application due to the need for the application to have a legally-binding electronic signature in order to meet state and federal guidelines

Step 12. Review and Print Submission Notice

The application has now been submitted to the district for processing.

 You may print and/or save the Confirmation Submission Notice and the Benefits Application Summary Report for your records. You may also access this information in your Inbox.

Your Inbox will contain a message indicating submission of the Meal Benefits Application. Select the link to review the Confirmation Submission Notice and the Application Summary Report. The

FRAM Processor(s) will also receive an Inbox notice indicating your application was submitted.

After the FRAM Processor has processed the application, you will receive an Inbox message indicating the application was processed. If your district has enabled the Include Approval/Denial Letter FRAM Preference, you will receive an Inbox message containing a PDF copy of your Approval/Denial Letter which indicates whether the application was approved or denied.