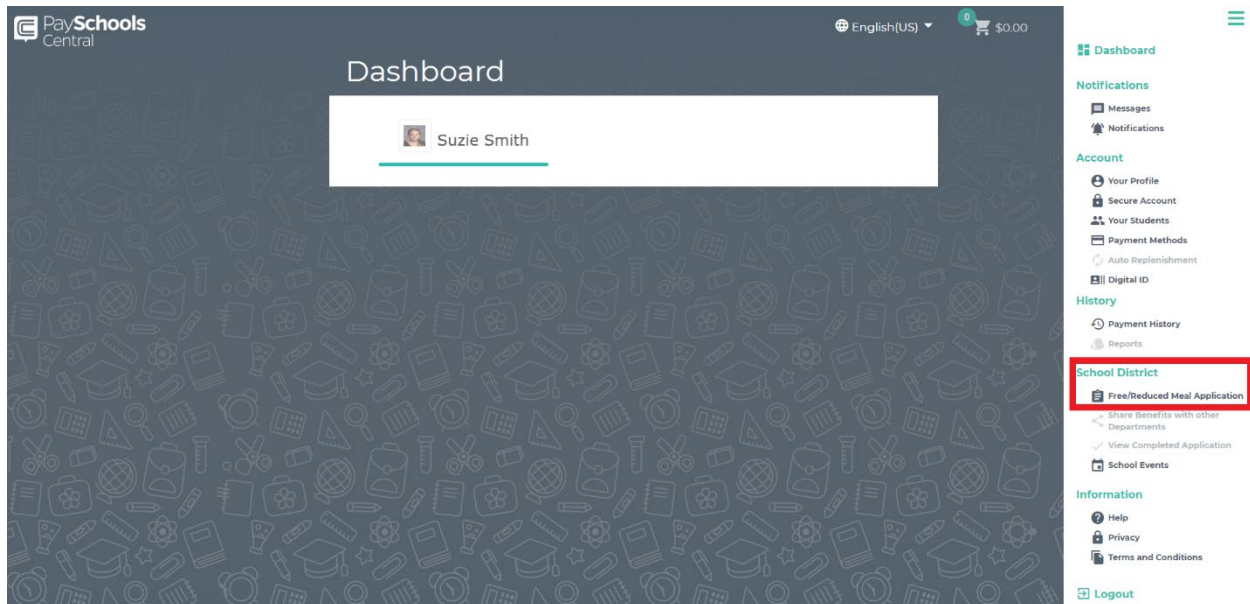


# PaySchools Central Free & Reduced Application

## Step 1-

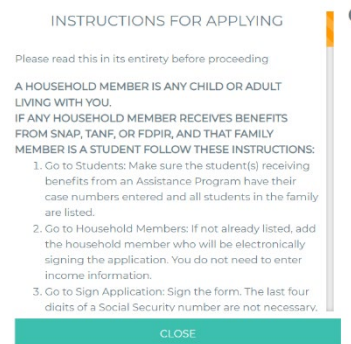
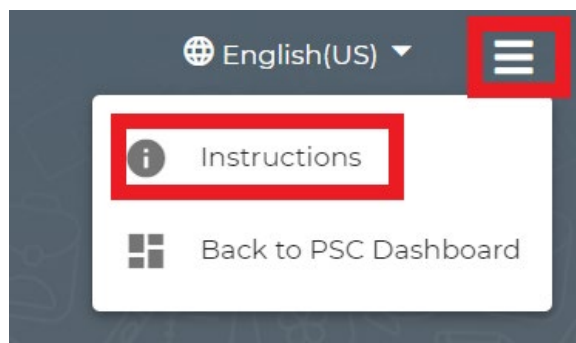
Once your account is set up in PaySchools Central, you can begin your Free/Reduced Application > Select Free/Reduced Meal Application from your dashboard.

- It is recommended to have your PaySchools Central Password & Income for all members of your household available for this process.



## Step 2-

Instructions on how to complete an application is located to the right of the screen



**Step 3-**

Your contact information is pre-filled with your profile information > verify and/or alter changes needed > Select preferred contact method; districts use to send determination letter > Click continue

## Contact Information

Contact   Students   Members   Sign   Disclosure

### YOUR CONTACT INFORMATION

First Name \*

Last Name \*

Email ID ?

Address Line 1

Address Line 2

Zip Code

City

State ▼

Phone Number

Mobile Number

### PREFERRED CONTACT METHOD

EMAIL FOR INSTANT CONTACT

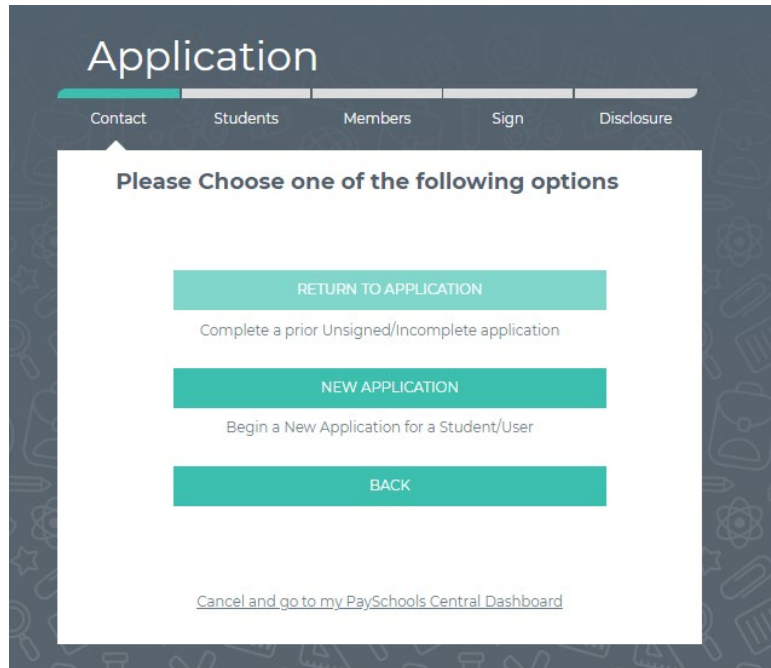
Email ▼

If your school district reviews all applications, your preferred delivery method will be used to send your determination letter. Email delivery is preferred to get your response as quickly as possible.

**CONTINUE**

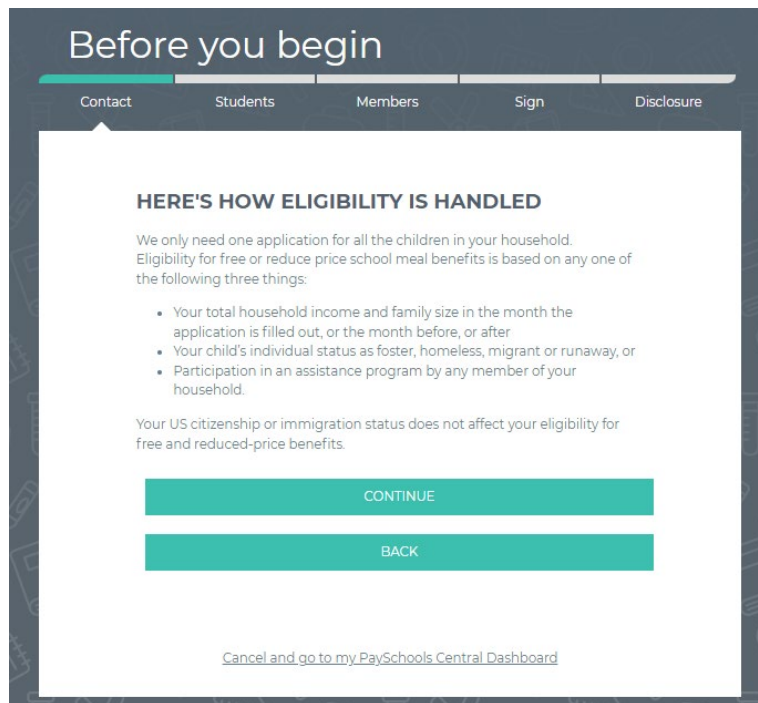
#### Step 4-

Return to Application allows you to complete an existing application. Select **NEW APPLICATION** to begin an application for current school year



#### Step 5-

Please read prompted message on how income should be entered. If no message appears- you will ONLY see the "Here's how eligibility is handled"



## Step 6-

Add/Verify Students > data from student(s) account will be shown > You can remove students by clicking the "x" > Click Add Student if additional students are in household > When complete, Start Application

- If **Direct Certification** says "YES", no application is needed from your district
  - If all your students in your household are DC, you will be directed to the disclosure options to allow or prohibit sharing of your meal status- information is typically used in waiving certain district fees.
  - If some, but not all students are DC, you can extend benefits to the other children by using the EXTEND TO ALL option and selecting those currently on your application > redirected for disclosure options
- Select **FOSTER CHILD** only for any students in your household- no income or additional information will be needed for student(s)

The screenshot shows the 'Verify Students' page with a navigation bar (Contact, Students, Members, Sign, Disclosure) and a student profile for 'Suzie Smith'. The profile includes fields for Student ID (99999), District Name (ABC Local Schools), Grade (8), School Name (ABC Middle School), and Direct Certification (No). A checkbox for 'Is this a Foster Child?' is set to 'YES'. Below the profile are three buttons: 'ADD STUDENTS', 'START APPLICATION', and 'BACK'. At the bottom, there is a link: 'Save and Go to my Payschools Central Dashboard'.

The screenshot shows the 'ADD STUDENTS' form. It features two dropdown menus: 'OHIO' and 'PLAIN LOCAL SCHOOLS'. Below these is a 'Select Grade' dropdown. There are three input fields: 'STUDENT ID', 'Your First Name', and 'Your Last Name'. At the bottom, there are two buttons: 'ADD' and 'CANCEL'.

**Step 7 -**

Select Assistance Type if applicable > Enter Case Number > Continue

**OR**

Select None of These > Yes or No to income > Enter Income if applicable > Continue

**To save and return later- click save and go to PaySchools Central Dashboard**

The screenshot shows a web form titled "Student Assistance" with a navigation bar containing "Contact", "Students", "Members", "Sign", and "Disclosure". The main heading is "Lets determine if your student has state assistance or sources of income." Below this, there is a list of common income sources for children, followed by instructions on what to include and exclude. The form is for a student named "Suzie Smith" and shows a section for "Lola Drlik". In this section, there are two dropdown menus for "Select Assistance Type\*" and "Select Special Situation\*", both currently set to "None of These". Below these is a question "Does Lola have income? Please select the checkbox to enter Income details." with radio buttons for "Yes" and "No", where "No" is selected. At the bottom of the section are "CONTINUE" and "BACK" buttons, and a link that says "Save and Go to my Payscale Central Dashboard".

## Step 8 -

Please read the information on what is considered to be a member in your household

- ✓ You are automatically added to application as member
- ✓ If application is file from prior year, members are automatically added
- ✓ Remove/Add members if needed

## Verify Members

Contact   Students   **Members**   Sign   Disclosure

Students already added to the application from your school district **MUST NOT** be added in the members section.

You have been added automatically as a member to this application, but there may be additional members in your household.

Please remove or add members to this application based on this following definition.

**A member is defined as:**

- Students that are in grade 12 or below and attend school in another school district
- Children that attend all day care or preschool, 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
- 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.

Parent Name

ADD MEMBER

CONTINUE

BACK

[Save and Go to my Payscale Central Dashboard](#)

**Step 9 -**

Enter Member Assistance (SNAP/TANF) > OR None of These > Enter Income  
Income must be complete for each field type selected > Continue

**To save and return later- click save and go to PaySchools Central Dashboard**

The screenshot shows a web form titled "Member Assistance" with a navigation bar containing "Contact", "Students", "Members", "Sign", and "Disclosure". The "Members" tab is active. The main heading is "Lets determine if your member has state assistance or sources of income". Below this, there are instructions: "Do the members have income from the following sources? Remember to report current, gross income. There are 4 types of Income that can be reported here." A list follows: 1. Employment Income - gross earning before deductions, include all jobs. 2. Welfare/Child support - Include welfare, child support and alimony payments. 3. Government Income - pension, social security, child SSI and permanent disability. 4. Other - Include withdrawals from savings account or any other income.

The form includes a "Member Name" label above a text input field. Below this is a dropdown menu for "Select Assistance Type\*" with "None of These" selected. A question follows: "Does Lisa have income? Please select the checkbox to enter Income details." with radio buttons for "Yes" (selected) and "No".

There are four sections for income reporting, each with a "\$ Income \*" input field and a "Select Frequency \*" dropdown menu:

- Income from Work (gross income)
- Welfare/Child Support/Alimony(gross income)
- Pension, Retirement, SSI, VA, SS(gross income)
- Other Income (PFD) (gross income)

At the bottom of the form are two buttons: "CONTINUE" and "BACK".

**Step 10 -**

- Read Use of Information & USDA Non-Discrimination Statement > Continue

**Statements**

Contact Students **Members** Sign Disclosure

**USE OF INFORMATION**

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.

**USDA NON DISCRIMINATION STATEMENT**

This institution is an equal opportunity provider

CONTINUE

BACK

[Save and Go to my Pyschools Central Dashboard](#)

**Step 11 -**

Review information entered > Edit if needed > Read & Certify > Continue

**Summary and Review**

Contact Students Members **Sign** Disclosure

**YOUR APPLICATION IS ALMOST COMPLETE!**

Please confirm the details below. Use the Edit links below to make changes, once done you will return to this screen, or you can use the Continue button to move to the final steps.

**MEMBERS**

Member Name  
Income: 10000/Annual [EDIT](#)

**STUDENTS**

Suzie Smith [EDIT](#)

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 purposefully give false information, that my children may lose meal benefits. Deliberate misrepresentation of information may subject applicants to prosecution under applicable State and Federal law.

I Agree

CONTINUE

BACK

[Save and Go to my Pyschools Central Dashboard](#)



**Step 12 -**

Provide last 4 of SSN or check if not applicable > Enter preferred language > Enter PaySchools Central Password > Click Sign

**Sign your Application**

Contact Students Members **Sign** Disclosure

**SIGN YOUR APPLICATION**

**SIGNER: Parent name**

Please provide the last four digits of your/the signer Social Security number. If you do not have a Social Security number, please check the box below labeled 'No SSN/Not Applicable.'

Last 4 of SSN: \*\*\*-\*\*- Enter last 4 digit of SS...

No SSN/Not Applicable

Preferred Language \*  
English(US)

**ELECTRONIC SIGNATURE**

I Certify (promise) that all information on this application is true and that all income is reported

CONFIRM PASSWORD \*

SIGN

BACK

**Step 13 -**

If your district doesn't automatically approve applications, you will be notified of a pending status and the preferred contact method will be used to send notification AND once approved a pop-up message will notify your completed application

**Success**

Contact Students Members **Sign** Disclosure

**APPLICATION PENDING**

Application pending approval from the school.

The district will review your application and if everything is accepted, the application will be approved, and you will receive your determination letter from the district based on the communication method chosen on the contact screen. If there are any issues with your application, you will receive an email from the district letting you know what you need to correct or add.

Thank you for applying for school meal benefits!

CONTINUE

**Information**

You can now view your completed meal application from PaySchools Central.

Click on the below button (or) navigate to User menu -> View Completed Application, to view your application

Do not show this popup again

VIEW COMPLETED APPLICATION

**Step 14 -**

To view your application, you can select from Download determination letter, download application, or decline benefits (If your income situation changes and no longer wish to receive)

**View Application**

Application ID: 10748      Status: Your Status will be here  
Entered By: Parent Name      Signed By: Parent Name  
Last 4 SSN: 1234

**STUDENTS**  
Suzie Smith

**MEMBERS**  
Will list all member on Application

DOWNLOAD APPLICATION

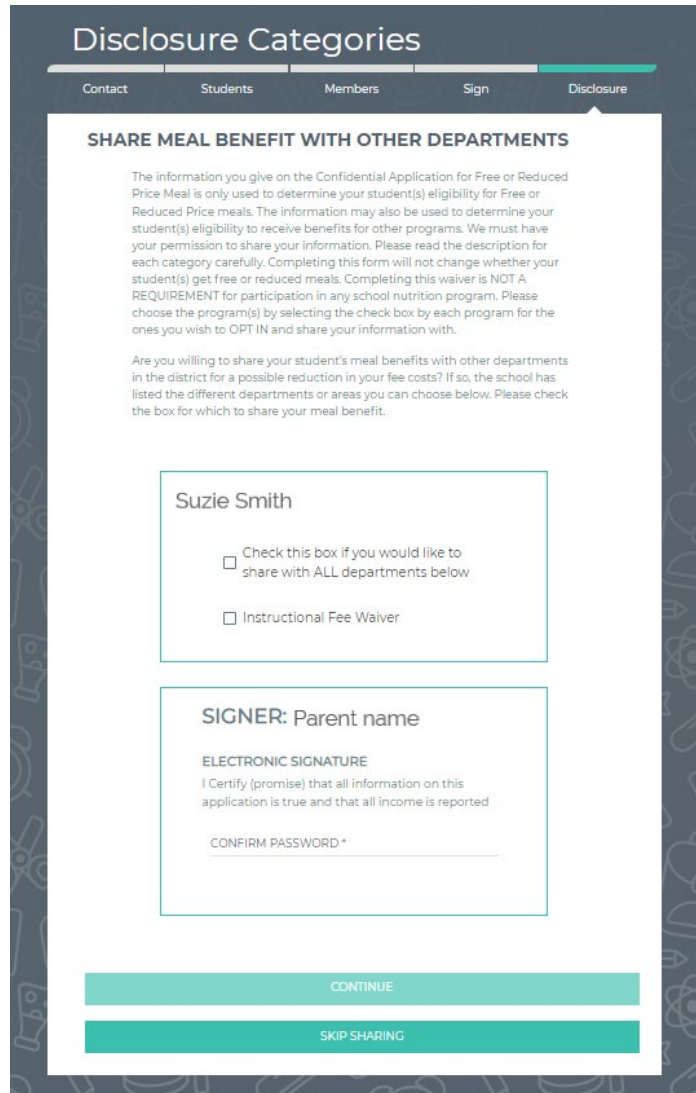
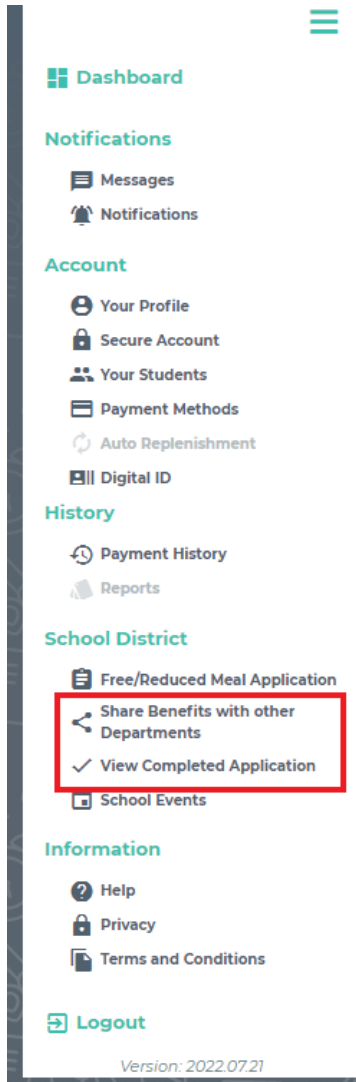
DOWNLOAD DETERMINATION

DECLINE BENEFITS

[Go to my Payschools Central Dashboard](#)

## Step 15 -

Once approved it is important to return to the **Share Benefits with Other Departments**- This allows your district to extend benefits to other items, such as Fees.



Please do not hesitate to contact the PaySchools Support Staff for assistance  
1-800-669-0792, [support@payschools.com](mailto:support@payschools.com)