Meal Benefits Application (Portal)

PATH: *Family > Applications/Forms > Meal Benefits Application*

The Meal Benefits Application allows parents/guardians 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. Register PIN Number/Electronic Signature](#)
- [Step 2. Review the Letter to Household](#)
- [Step 3. Review Application Instructions](#)
- [Step 4. Review and Confirm Signer](#)
- [Step 5. Confirm Household Members](#)
- [Step 6. Indicate Meal Benefits](#)
- [Step 7. Confirm Child Household Members](#)
- [Step 8. Indicate Foster Children](#)
- [Step 9. Indicate Migrant, Homeless, Runaway, and Head Start Children](#)
- [Step 10. Enter Household Member Income](#)
- [Step 11. Review Household Information for Accuracy](#)
- [Step 12. Authorize Household Application](#)
- [Step 13. Electronically Sign the Household Application](#)
- [Step 14. Review and Print Submission Notice](#)

Accessing the Meal Benefits Application

Step 1. Register PIN Number/Electronic Signature

In order to submit a legally-binding application to the district, an E-Signature PIN must be established. If you already have a PIN, skip to Step 2. The E-Signature PIN allows users to submit an electronic signature along with the application which is treated the same legally as a signature made on the paper application.

Notification of No E-Signature PIN Established

To create an E-Signature PIN, click the **Yes** button. The Create your PIN editor will display.

To create a PIN, enter the **PIN**, **Re-enter the PIN**, enter your current Campus account **Password** and select the **Submit** button. Your PIN is now saved within Campus and available for use with any documents or forms which require a PIN for signature or verification. To change you PIN, go to the [Account Management](#) tool.

Creating an E-Signature PIN

Step 2. 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 3. 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.

Reviewing the Application Instructions

Step 4. 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 update it using the [Household Information](#) tool.

Meal Benefits Application   ✕

Letter to Household › Instructions › **Signer Confirmation** › Household Members › Children › Gross Income › Review › Authorization › Submitted

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.

Smith, Jason 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, please contact your child(ren)'s school to request a change.

Primary Address:
123 Main Street
Metro City, MN 55432

| Quit | Previous | Next |

Timeout
57:55

Verifying the Signer's Identity

Step 5. 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.

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

1. Click the **Add Household Member** button.
   Result
   The Add Child/Adult Member editor displays.

2. Select whether the person is a **Child** or **Adult** and click the **Save** button.
   A Child is a household member who will be enrolled in the district during the school year.

   An Adult is any household member who will not be enrolled in the district during the school year.

   Result
   The Add Child/Adult Member window displays.

3. Enter information about the household member in all required fields and select the **Save** icon. Required fields display with a red asterisk.
   Result
   The Household Members Confirmation screen displays. 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 the black X on the far right of the screen.
   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.

Meal Benefits Application ✕

Letter to Household ▶ Instructions ▶ Signer Confirmation ▶ Household Members ▶ Children ▶ Gross Income ▶ Review ▶ Authorization ▶ Submitted

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.

Name	Gender	DOB	School	Grade	
☑ *Smith , Jason A* (Signer)	M				
☐ Smith , Amy Jo	F	10/27/2004	019 Westridge MS	06	
☐ Smith , Barbara S	F				
☐ Smith , Samuel	M				
☐ Smith , Simon	M	12/02/2005	017 Shoemaker Elem	05	
☑ *Smith , Joe P* (Manual Add)	M		008 Jefferson Elem	KG	✕

If you need to add additional household members click here. **Add Household Member**

Previous **Next**
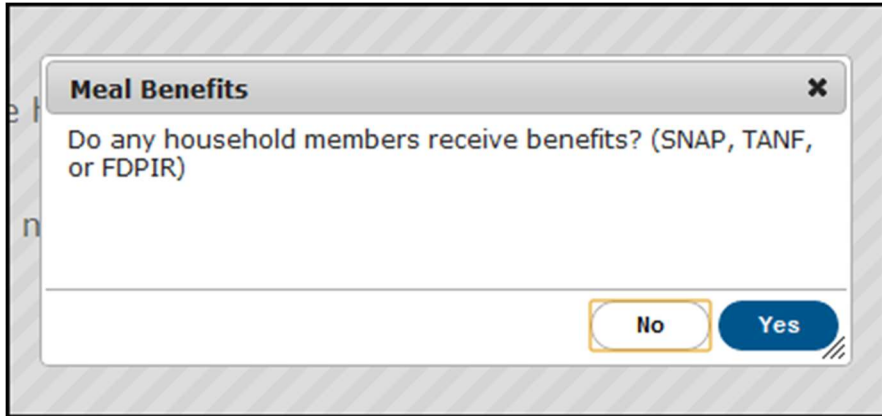
Timeout
52:53

4. Once all household members have been identified, select the **Next** button.
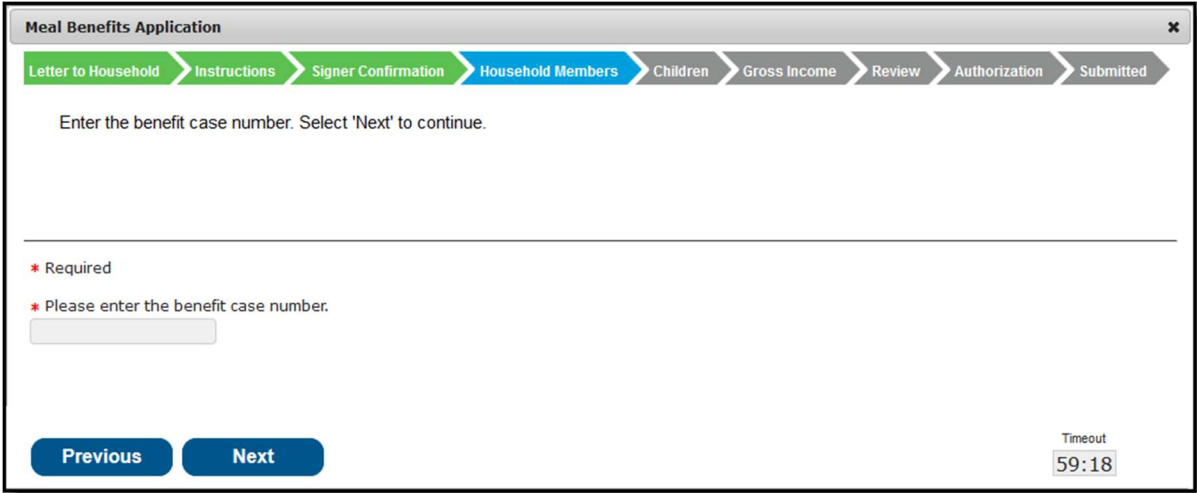
Step 6. Indicate Meal Benefits

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

Identifying SNAP, TANF or FDPIR Benefits

If household member(s)...	Then...
do NOT receive benefits	click **No**. You will be directed to the Children screen (see Step 7).
DO receive SNAP, TANF or FDPIR benefits	click **Yes**. Enter the benefit case number then click **Next**.

Step 7. Confirm Child Household Members

Now that household members have been established, children in the household must be identified. Mark the checkbox next to the name of each child household member then click Next.

Identifying Child Household Members

Step 8. 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.
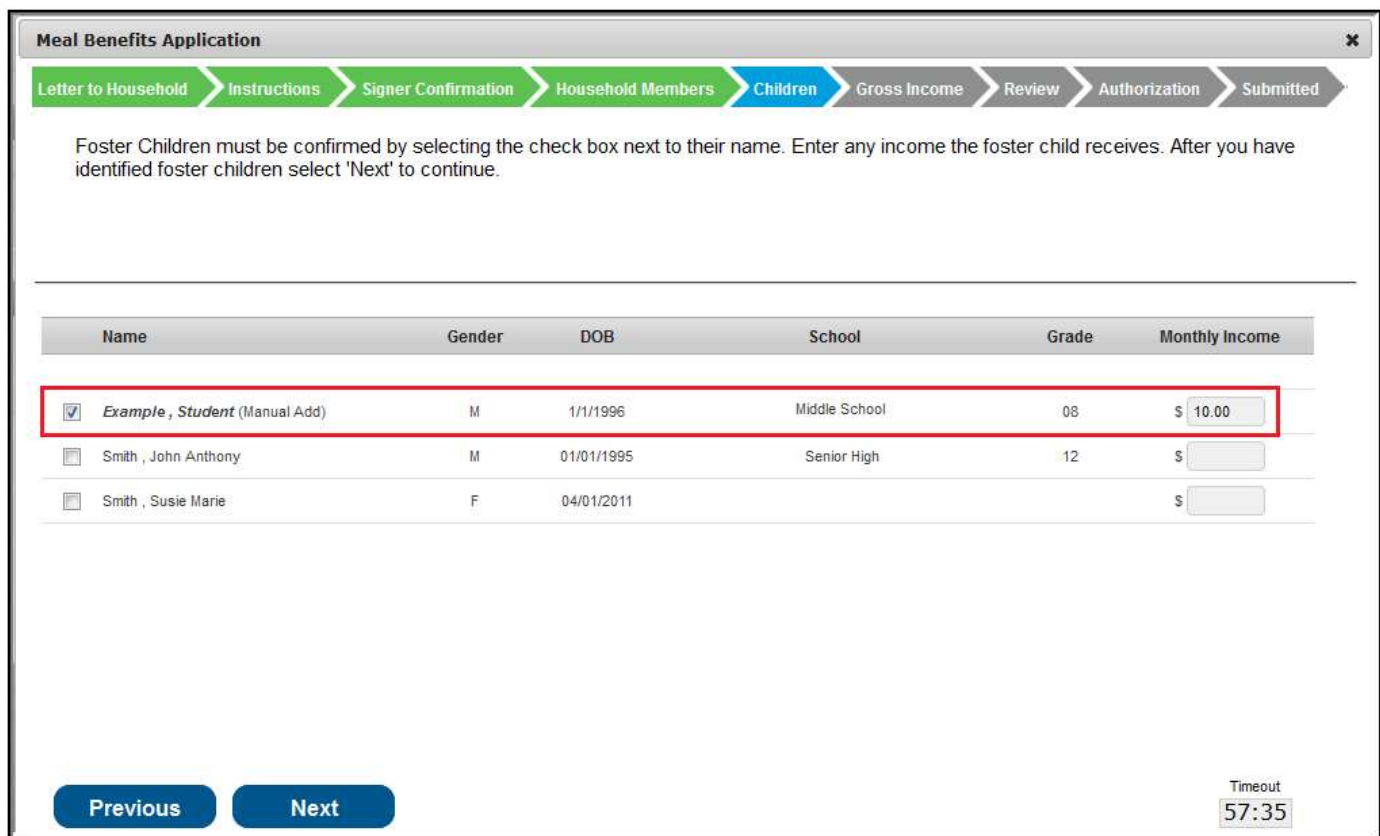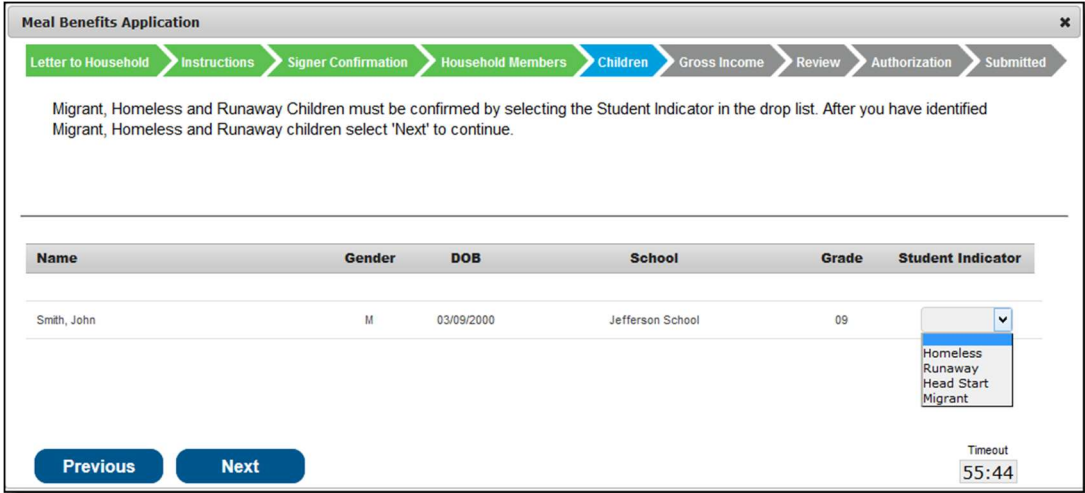

Identifying Student Foster Children

If a household member...	Then...
IS a foster child	click **Yes**. Mark the checkbox next to the name of each student household member that is a foster child, enter their **Monthly Income** and select the **Next** button.
is NOT a foster child	click **No** and go to step 9.

Selecting Foster Children

Step 9. Indicate Migrant, Homeless, Runaway, and Head Start Children

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

Prompt for Migrant, Homeless, Runaway, or Head Start Children

If a household member...	Then...
IS a Migrant, Homeless, Runaway, or Head Start child	click **Yes**. Select one of the following options from the Student Indicator dropdown for the appropriate student(s) then click **Next**: Homeless, Runaway, Head Start, Migrant.
is NOT a Migrant, Homeless, Runaway, or Head Start child	click **No** and go to step 10.

Step 10. Enter Household Member Income

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

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 has been entered, click **Next**.
you do NOT want to enter income information	click **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 11. 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** column lists the total amount of money each household member makes based on the frequency noted (i.e., monthly, yearly, etc). Frequencies listed in this column are 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 12. Authorize Household Application

Now that all household information has been entered and confirmed as accurate, the household application must be authorized. Authorization is a four part process.

Authorizing 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 shown in the image above.

Authorizing the Sharing of 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.

Entering Your Social Security Number

In order to verify stated household income, the last 4 digits of your Social Security Number must be entered. If you do not have a Social Security Number, mark the **I do not have a SSN** checkbox.

Reviewing the 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** button.

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.

Step 13. Electronically Sign the Household Application

Once you have reviewed the application and agreed to the Authorization Statement, you must review the Terms of Use.

Terms of Use and Entering E-Signature PIN

If you agree to the Terms of Use and would like to sign the document with you legally-binding E-Signature, **Enter your E-Signature PIN** and select **Submit**.

If you do not want to electronically sign the application, select the **Do not use E-Signature** 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

If you forgot your PIN, click the **Forgot you PIN** button. You will be redirected to the Reset your PIN editor where you can reset your PIN.

Resetting a Forgotten PIN

Step 14. Review and Print Submission Notice

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

Application Submission Notice

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.

Inbox Message Indicating Meal Benefits Application Submission

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.

💬 Feedback