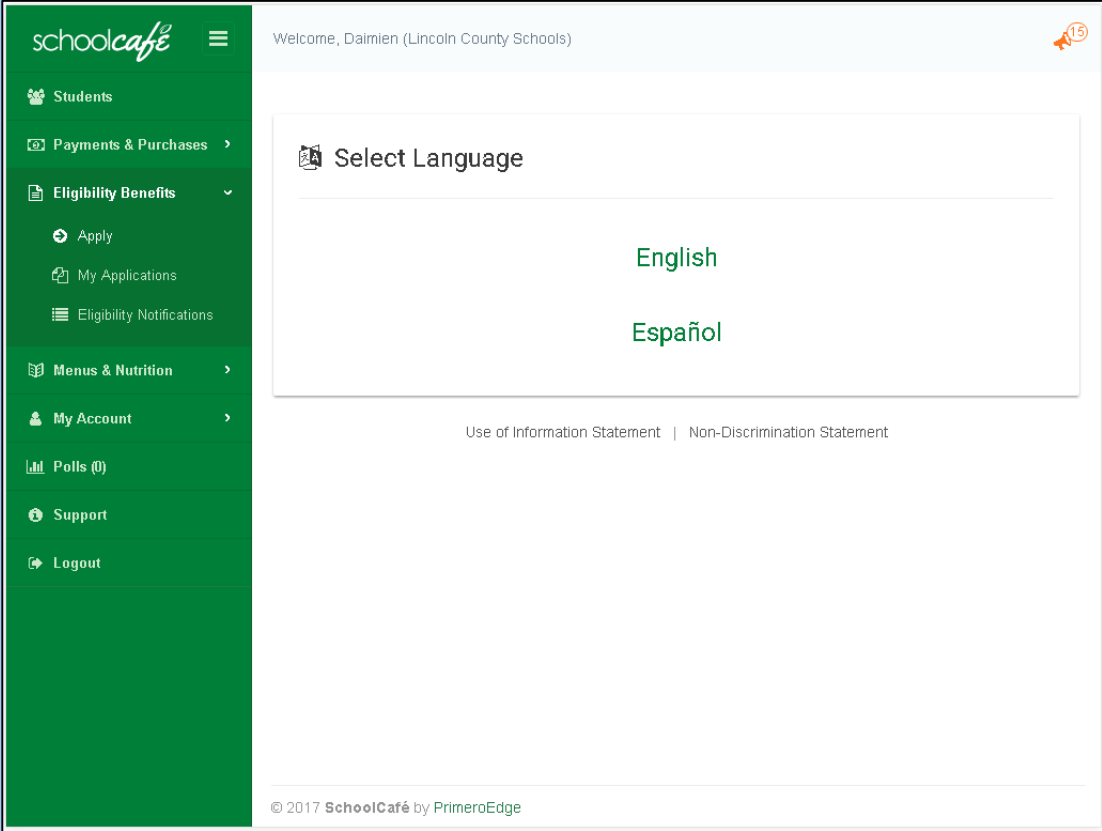# SchoolCafé Applications – Process Screens

Eligibility Benefits – Apply: The parent begins their application by selecting an available language (Parent View):

Both the Use of Information statement and Non-Discrimination Statement links are available on every step:

After selecting a language, the parent can both view and download the household letter uploaded by the district. From here on, they can also change the language at the top-right of a page (highlighted below) and have all contents update instantly:

On the next step, the parent will certify the application. The applicant information box is populated directly from the user's **My Profile** page. They can also update their information here through the Edit pencil link to update profile info:

English ▾

Certify

Please provide honest acknowledgem

First Name
John

Last Name
Doe

John Doe

4422 Cypress Creek Pkwy, Suite #40

Houston, TX

(281) 453-8545

daimien.burks@primeroedge.com

Email
daimien.burks@primeroedge.com

Phone
(281) 453-8545

Street Address
4422 Cypress Creek Pkwy, Suite #400

City
Houston

State
TX ▾

ZIP
77068

I certify (promise) that all infor_____ required). I understand that the school will receive the information I
☐ gave. I understand that school _____ sely give false information, my children will lose benefits, and I may
be prosecuted.
* required

Cancel   Save Applicant Information

Previous

Use of Information Statement | Non-Discrimination Statement

English ▾

Certify

Please provide honest acknowledgement of the terms and conditions for this application before proceeding.

John Doe   Edit ✏

4422 Cypress Creek Pkwy, Suite #400

Houston, TX

2814538545

john.doe@primeroedge.com

☐ I certify (promise) that all information on this application is true and that all income is reported (where required). I understand that the school will receive the information I
gave. I understand that school officials may verify (check) the information. I understand that if I purposely give false information, my children will lose benefits, and I may
be prosecuted.
* required

Previous   Next

Use of Information Statement | Non-Discrimination Statement

☑ I certify (promise) that all information on this application is true and that all income is reported (where required). I understand that the school will receive the information I
gave. I understand that school officials may verify (check) the information. I understand that if I purposely give false information, my children will lose benefits, and I may
be prosecuted.

Previous   Next

Next, the parent selects students from their account (if any have already been added on the Students screen) and answers some basic questions to speed up the application process. This is not the actual application, but a quick "pre-questionnaire":

If they do not select all (available) students, they are prompted to do so, just in case:

If no students exist on the account, they will be prompted to manually add them when the actual application begins on the next step:

If students *do* exist and were added in the pre-questionnaire, they will display automatically:

If the user adds a student that is not already in the database (perhaps not processed yet), they will display as 'unidentified' for the child nutrition office to process manually, when the user hovers over the icon to their left:

The parent then proceeds to the Assistance step, where they can enter information regarding financial assistance they receive:

Information such as case number can then be entered, and the number of digits is validated to ensure accuracy:

Next is the Household step. If the parent indicated that they receive assistance, they can automatically skip this step:

Otherwise, they can enter household income and size details:

For household members with income, the parent can click the Edit pencil to add, update, or remove Income info:

Once all income has been added and these steps are complete, the parent can proceed to the next step to review their selections. Buttons are provided to quickly go back to previous steps and make any final changes:

Review

Glance over your information and make sure everything looks good. If something needs to be changed you can select the edit option for each section. Otherwise, you can proceed to the next step.

👥 Students

Go Back to Students

You have indicated that your household contains 2 K-12 student(s).

Name	Date of Birth	Income
⚠ Adkins, Joseph		None
✓ Adkins, Arnton James (LINCOLN COUNTY HIGH SCHOOL)	7/25/1997	None
✓ Adkins, Samantha Hope (LINCOLN COUNTY HIGH SCHOOL)	4/17/1998	None

★ Decline Benefits

Go Back to Decline Benefits

Not opted to Decline Benefits

🔁 Assistance

Go Back to Assistance

You have indicated that you did not receive any assistance from SNAP, TANF, or FDPIR.

🏠 Household

Go Back to Household

Name	Income
Adkins, Joseph (student)	None
Adkins, Arnton James (student)	None
Adkin, Samantha Hope (student)	None
Doe, John (applicant)	$29,000.00 (Yearly)

Total Household Size (Including Children and Adults): 4

Previous

Next

Once they determine this information is accurate, they can proceed to the next step and opt to provide (or not provide) information that is *optional*, but helpful, for their district. The Information Sharing checkbox is checked by default, meaning the parent's information will be shared with other parties unless they uncheck the box:

Finally, the parent can enter their SSN (if they have one), sign, verify, and submit their application:

Sign, verify, and submit process screens below. The verification automatically tracks the parent's IP address and date/time of the application submission:

Do you have an SSN? ◯ Yes ⦿ No

Please select the applicant signing the application:

Select Applicant ▼

Do you have an SSN? ⦿ Yes ◯ No

Enter the last 4 digits of your Social Security Number

Do you have an SSN? ⦿ Yes ◯ No

Enter the last 4 digits of your Social Security Number

1234

Please select the applicant signing the application:

Select Applicant

Select Applicant

John Doe

Previous

Please select the applicant signing the application:

Select Applicant

John Doe ▼   Sign

Previous

John Doe

Your application was successfully verified and signed via IP Address 10.0.1.19.

← Go Back to Review   Submit My Application ✓

Once they submit the application, the parent is giving an application number. They can then download a copy of the application, submit another application, or leave the application entirely:

Summary

You have successfully completed your online application!

Your application number is **879**

Download a copy of your application

[⬇ Download]

[← I need to apply for more students. Start another application.]

To view the application status, the parent can go to *My Applications*:

My Applications

View your current and previous applications that you've submitted for eligibility benefits.

Search: [   ]

Academic Year	Submission Date	Application #	Results	Students	Application
2016 - 2017	05/10/17	879		Joseph Adkins Anton Adkins Samantha Adkins	⬇ Download

If the district has enabled auto-processing for applications with all required fields filled, they will be able to immediately see the results:

Academic Year	Submission Date	Application #	Results	Students	Application
2016 - 2017	01/22/17	174	Approved for FREE based on Income	ERIKA HUNTER, MARTIN ADKINS	⬇ Download

To view the notification letter, they can go to *Eligibility Notifications* and click View:

Eligibility Notifications

View notifications letters regarding application and/or other sources of eligibility determination.

Academic Year	Notification Date	Notification Type	Notification Letter
2016-17	1/23/17	Approval/Denial Notice	📄 View

🖨 Print   ⬇ Download

NOTIFICATION OF APPROVAL
LINCOLN COUNTY SCHOOLS

Batch: 132
Application: 174
Processed Date: 1/22/2017
Printed: 1/23/2017

To the parents of
ERIKA HUNTER
415 Candy Cane Lane
Houston, TX 77068

Application Date: 1/22/2017

Dear Parent/Guardian:

Your application for free and reduced-price meals for your child(ren) has been **approved for free meals** based on **Income.**

Details of each student listed on the application and their status can be found below. Please note that students who were previously approved for better benefits will retain their current status; therefore, some students may have a different Application #/Reason listed below.

Child Name	School Name	Application #/ Reason	Current Status	Start Date
ERIKA HUNTER	LINCOLN COUNTY HIGH SCHOOL	174	Free	1/23/2017
MARTIN ADKINS	LINCOLN COUNTY HIGH SCHOOL	174	Free	1/23/2017

If you do not agree with this decision, or wish to decline benefits, please contact at (234) 555-0195. You also have the right to a fair hearing. To request a fair hearing, please call or write the following official:

Jane Smith
(234) 555-0195,
Houston, TX

You may reapply for benefits at any time during the school year. If you are not eligible now, but have a decrease in household income, become unemployed, have an increase in household size, or qualify for TANF or food stamps, you may fill out another application at that time.

Sincerely,

Close

This information may not be available until the application has been validated by the district.