HOW TO APPLY ONLINE FOR FREE AND REDUCED PRICE SCHOOL MEALS

Please use these instructions to help you fill out the online application for free or reduced-price school meals. You only need to submit one application per household, even if your children attend more than one school in Lincoln County School District #2. The application must be filled out completely to certify your children for free or reduced-price school meals. Please follow these instructions in order! Each step of the instructions is the same as the steps on your online application. If at any time you are not sure what to do next, please contact Amanda Welch, Verification Official, 307-885-7136 or awelch@lcsd2.org.

STEP 1: Letter to Household
Please read this letter that includes detailed instructions and common questions and answers to help you with the application process. Please call or email Amanda Welch, Verification Official, 307-885-7136, awelch@lcsd2.org if you have any questions. Click Next to continue.

STEP 2: Signer Confirmation
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. 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 within your Infinite Campus account. Or please contact a school secretary and they will be able to assist you or answer any household/account questions you may have.

STEP 3: Household Members
The application will ask for **ALL** household members who are infants, children, and students up to and including grade 12. Household Members are listed below. You must confirm each person living in your household by selecting the checkbox 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

Adding Household Members:	Definition of a Household Member:	Children in **Foster Care** and
Select the type of person you are adding to your household, either student or non-student. A student is a person who will be enrolled in the school district during the school year. A non-student is a person who will not be enrolled in the school district during the school year. Complete the required fields and select 'Save' when finished or 'Cancel' to return to the household members screen	Anyone who is living with you and shares income and expenses, even if not related.	children who meet the definition of **Homeless**, **Migrant** or **Runaway** are eligible for free meals.

STEP 4: Meal Benefits

Do any Household Members (including you) currently participate in an assistance program?

● The Supplemental Nutrition Assistance Program (SNAP).

● Temporary Assistance for Needy Families (TANF).

● The Food Distribution Program on Indian Reservations (FDPIR).

If yes, click Yes and fill in the Benefit Case Number.

If you participate in one of these programs and need more information or assistance contact: **Lincoln County Family Service: 631 Washington St #A Afton, WY 83110, or call 307-886-9232.**

STEP 5: Child Members

Child Members of the household must be confirmed by selecting the check box next to their name. Children are those members age 18 or under AND are supported with the household's income.

After you have identified each child member, select 'Next' to continue.

Foster Children:	**Migrant, Head Start, Homeless and Runaway Children:**
Foster Children must be confirmed by selecting the check box next to their name. Enter any income the foster child receives. After you have identified foster children select 'Next' to continue.	Migrant, Head Start, Homeless and Runaway Children must be confirmed by selecting the Student Indicator in the drop list. After you have identified Migrant, Head Start, Homeless and Runaway Children select 'Next' to continue.

STEP 6: Gross Income

How do I report my income?

● Report all amounts in GROSS INCOME ONLY. Report all income in whole dollars. Do not include cents.

   o Gross income is the total income received before taxes.

   o Many people think of income as the amount they "take home" and not the total, "gross" amount. Make sure that the income you report on this online application has NOT been reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.

● Write a "0" in any fields where there is no income to report. Any income fields left empty or blank will also be counted as a zero. If you write '0' or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials suspect that your household income was reported incorrectly, your application will be investigated.

● Mark how often each type of income is received using the boxes to the right of each field.

If a Benefit or Student indicator is selected for any student, income information is not required.

Click 'Next' when done.

If you have any questions on what qualifies as child and adult income, please look at the examples below.

STEP 6 (continued): Examples of Child Income

Sources of Child Income	Example(s)
- Earnings from work	-A child has a regular full or part-time job where they earn a salary or wages

-Social Security
     - Disability Payments
     - Survivor's Benefits
	-A child is blind or disabled and receives Social Security benefits
	-A parent is disabled, retired, or deceased, and their child receives Social Security benefits

-Income from person outside the household	-A friend or extended family member regularly gives a child spending money
-Income from any other source	-A child receives regular income from a private pension fund, annuity, or trust

STEP 6 (continued)**: Examples of Adult Income**

Sources of Income for Adults		
Earnings from Work	**Public Assistance/ Alimony/ Child Support**	**Pensions/ Retirement/ All Other Income**

- Salary, wages, cash, bonuses
 	
-Net income from
 	
self-employment (farm or
 	
business)
 	
-If you are in the U.S. Military:
 	
    - Basic pay and cash
 	
    bonuses (do NOT include
 	
    combat pay, FSSA or
 	
    privatized housing
 	
    allowances)
 	
    - Allowances for off-base
 	
    housing, food and clothing
	-Unemployment benefits
	
	-Worker's compensation
	
	-Supplemental Security
	
	Income (SSI)
	
	-Cash assistance from
	
	State or local
	
	government
	
	-Alimony payments
	
	-Child support payments
	
	-Strike benefits
		-Social Security (including
		
		railroad retirement and black
		
		lung benefits)
		
		-Private pensions or disability
		
		benefits
		
		-Regular income from trusts or
		
		estates
		
		-Annuities
		
		-Investment income
		
		-Earned interest
		
		-Rental income
		
		-Regular cash payments from
		
		outside household

STEP 7: Review

Review the household information below for accuracy. If any of the information is incorrect, select 'Previous' to go back and correct the data. After household information is reviewed select 'Next' to continue.

STEP 8: Authorization
You must read and respond to the authorization statement below. By selecting **'Accept'** you agree to the authorization statement and you will be taken to the Electronic Signature PIN entry screen to submit the application. By selecting **'Decline'** you do not agree to the authorization statement, the application will be cancelled, and your information will no longer be available. If you choose to 'Decline' you may enter another application at any time or alternatively fill out a paper application. The paper application can be picked up at any school location including the District Office.
Social Security:
Please enter the last four digits of your social security number or click the "I do not have a SSN" checkbox if you do not have one.
Ethnicity (Optional):
This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced priced meals. If racial/ethnic background is not reported, a visual identification of the child's race and ethnicity will be made.

Ethnicity (check one)	**Race (check one or more)**
If you choose to fill out, please select the correct circle. If not, please select the "No Response" circle.	Please select the race that applies to your children. **If you selected the "No Response" option prior, you are NOT required to fill out this portion.**

STEP 9: Apply E-Signature

Please enter your E-Signature to verify the provided information in the application is accurate.

Terms of Use

The **Lincoln County School District #2** has adopted the use of electronic signatures for some documents. By registering and creating your electronic signature PIN you will be able to apply your signature electronically to some documents the district publishes that require your signature. Registration is easy to complete and takes less than 5 minutes.

Once registered, documents or applications that accept an E-signature may also give you the option to not use your electronic signature and instead print the document, sign, and submit the paper form. Not all documents or applications will require a PIN.

Do not use E-Signature:	**Forgot your PIN?**
By clicking this option, you have decided not to use your Electronic Signature. Your information is no longer available. You will need to restart the Meal Benefits Application if you choose to apply again at another time.	Please select the blue "Forgot your Pin?" button.

This will then direct you to create a PIN and then re-enter the PIN you created.

- PIN Requirements:
Enter five (5) letters, numbers or special characters (!@#$%^&*+?~\|=). You must have at least one each of two of the types. |
| If you would like to manually fill out a paper application for Meal Benefits, please visit any one of our school locations to pick up a paper application. Alternatively, you can download an application online at (https://lcsd2.org/free-reduced-application-instructions/).

If you have any questions, please contact Amanda Welch, Verification Official, at 307-885-7136. | The Password required will be the password you used to sign into your Infinite Campus account with.

Click "Submit" and you will then be brought back to the E-Signature page where you can input the new PIN and click "Submit" to submit the application. |