

## **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 Justie Hillstead, Verification Official, 307-885-7136 or [justie.hillstead@lcsd2.org](mailto:justie.hillstead@lcsd2.org)**.

### **STEP 1. General Info: FIND YOUR DISTRICT**

Please find your district, Lincoln County School District #2 (Afton, Wyoming), enter the information of the **household member completing the application** and click NEXT to continue.

<b>General: Household Street Address</b> (Optional) Enter Address, Country (using the drop down menu), City, State/Province (using the drop down menu), and Zip Code.	<b>General: Daytime phone number and email address</b> (Optional) Enter Phone, Email.	<b>General: Do any Household Members (including you) currently participate in an assistance program?</b> <ul style="list-style-type: none"><li>• The Supplemental Nutrition Assistance Program (SNAP).</li><li>• Temporary Assistance for Needy Families (TANF).</li><li>• The Food Distribution Program on Indian Reservations (FDPIR).</li></ul> Enter Assistance Program (using the drop down menu).  If you participate in one of these programs and need more information or assistance contact: <b>Lincoln County Family Service: 631 Washington St #A Afton, WY 83110, or call 307-886-9232.</b>	<b>General: Click Next to Continue</b>
---	--	---	--

### **STEP 2. Letter to Household: FIND YOUR DISTRICT**

Please read this letter that includes detailed instructions and common questions and answers to help you with the application process. Please call or email Justie Hillstead, Verification Official, 307-885-7136, [justie.hillstead@lcsd2.org](mailto:justie.hillstead@lcsd2.org) if you have any questions. **Click Next to continue.**

### STEP 3. LIST ALL STUDENTS THAT ONLY ATTEND LINCOLN COUNTY SCHOOL DISTRICT #2

Tell us how many infants, children, and school students live in your household. They do NOT have to be related to you to be a part of your household.

**Who should I list here?** When filling out this section, please include ALL STUDENTS who only attend Hot Springs County School District #1: **Click on Add Student.**

<p><b>Student:</b> Enter ALL student's First Name, Middle Name, Last Name, Student ID (optional), School (using drop down menu), Date of Birth (MM/DD/YYYY) and Grade (using the drop down menu).  <u>If any children listed are foster children, homeless migrant or runaway, mark the appropriate box.</u>  <i>Foster children who live with you may count as members of your household and should be listed on your application. If you are applying for both foster and non-foster children</i></p>	<p><b>Click Save to continue.</b></p>	<p><b>Student:</b> Sometimes students in the household earn income. Please include the TOTAL income earned by ALL students. Enter Student Income and How Often (using the drop down menu).</p>	<p><b>Student: Click Next to Continue</b></p>
---	---------------------------------------	--	---

### STEP 4. Household: HOUSEHOLD MEMBERS

List ALL Household Members not listed on the Students tab (including yourself) even if you do not receive 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.

<p><b>Household: Total number of household members, including students.</b>                  Enter the Total Household Members</p>	<p><b>Household: Click on Add Household Member.</b> Enter First Name and Last Name. Report total income (before taxes) for each source in whole dollars only.                   Enter How Often income is received. Annually, Monthly, Weekly, Twice a Month or Every Other Week.</p>	<p><b>Household: Enter Wage and How Often (using the drop down menu).</b> Report wages from Work, Welfare, Child Support, Alimony, Pension, Retirement, Other and/or Unemployment.  <b>Click Save to Continue.</b></p>
--	---	--

**STEP 5. Review: REVIEW THE ENTERED INFORMATION**

Please review the entered information before continuing to submit the application. **Click Edit to make changes.**  
**Click Next to continue.**

**STEP 6. Review: SIGN & SUBMIT**

Please review the entered information before continuing to submit the application.

**Sign & Submit: Demographics**

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.

**Sign & Submit: Demographics**

Enter Ethnicity and Race (using the drop down menu).

**Sign & Submit: Demographics**

Enter the name of the household member completing the application, check the box to agree to the Terms of Use and enter the last 4 digits of SSN (or check the box NO SSN if you do not have a SSN).

**Sign & Submit: Demographics**

**Click Submit to submit the application.**