



Online Free and Reduced Applications

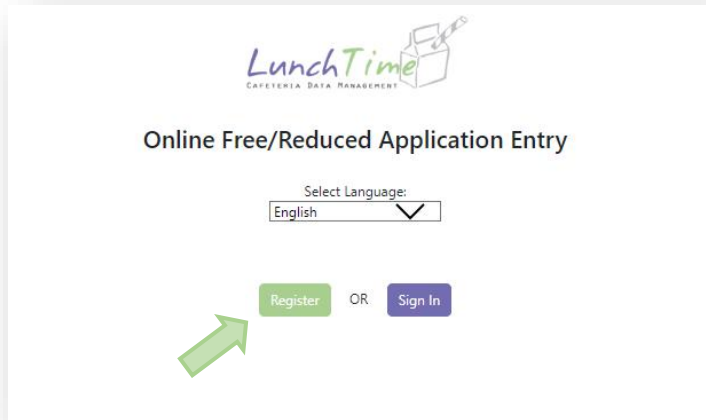
Parents' Guide to Getting Started

Contents

Creating a New Account	3
Email Verification.....	6
Logging into the Online Free Reduced Portal.....	8
Site Logout	9
Adding Students to Account	10
Start a New Application	13
Enter Demographics	14
Assign Students.....	15
Special Living Situations.....	16
Children’s Racial and Ethnic Identities (OPTIONAL)	17
Assistance Programs.....	17
Household Members	18
Error Message.....	18
Household Member Information	19
Income Amounts, Frequencies and Types.....	20
Additional Income Sources.....	22
Confirm Application Information	23
Submit Application	24
Application Submitted	25
Additional Applications.....	25

Creating a New Account

To create a *new* account, click the **Register** button.



Fill in the information:

Start > Register

Online Free/Reduced Account Registration

Complete the following information to set up your account.
* denotes required field

Personal Information

First Name:*

Middle Name:

Last Name:*

Name Suffix:

Last 4 SSN:*

No SSN:

Address Information

Address:*

Address Line 2:

City:*

State:*

Zip Code:*

Contact Phone Numbers

Mobile Phone:

Home Phone:

Work Phone:

Household Information

A household member is anyone who is living with you and shares income and expenses, even if not related to you.

Household Size:*

Login Information


Password must be at least 6 characters.

Email Address:*

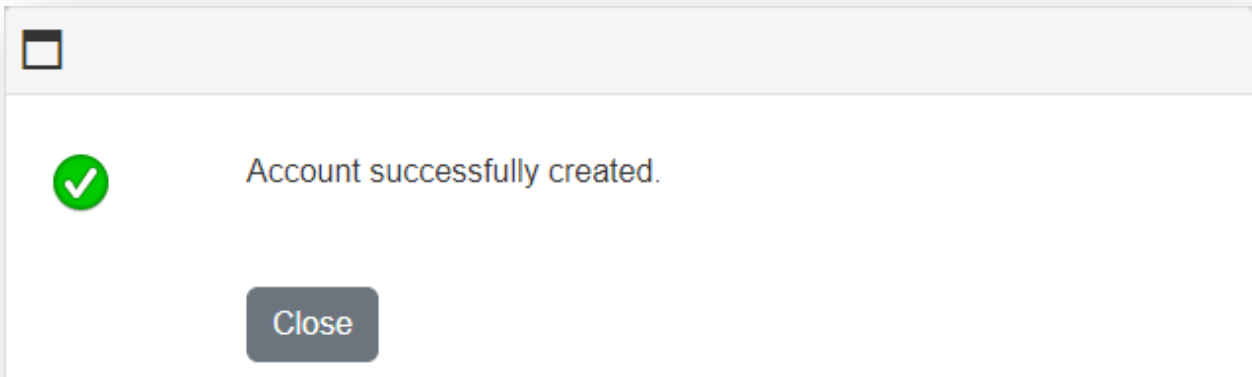
Password:*

Confirm Password:*

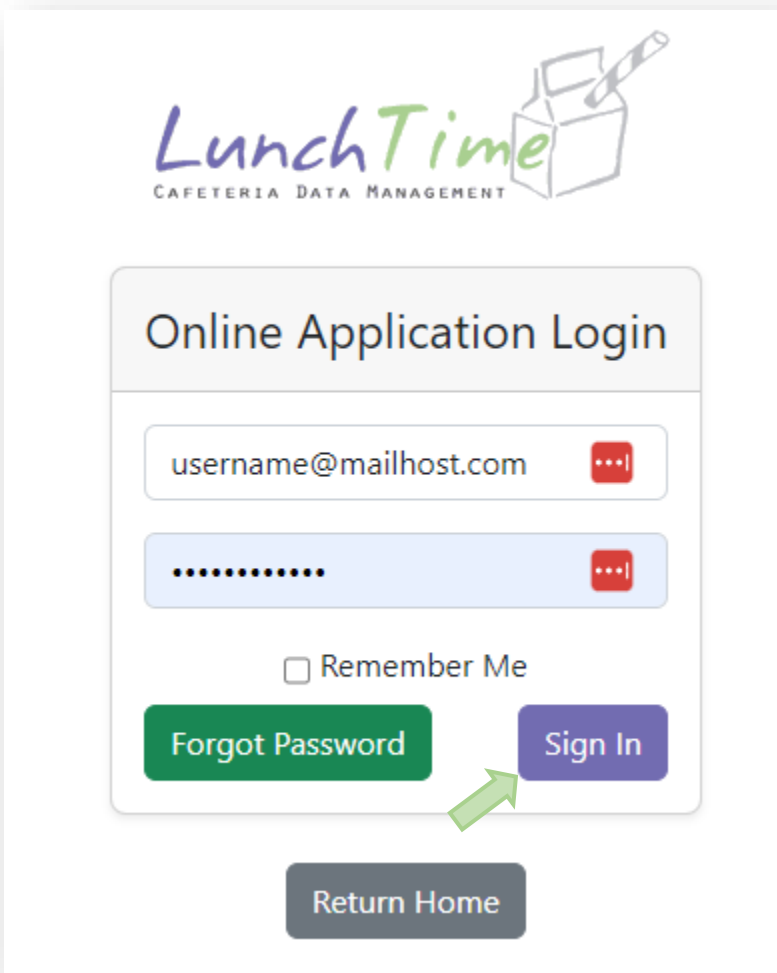
©2005-2024 LunchTime Software, LLC. All Rights Reserved.



Click the **Register** button.



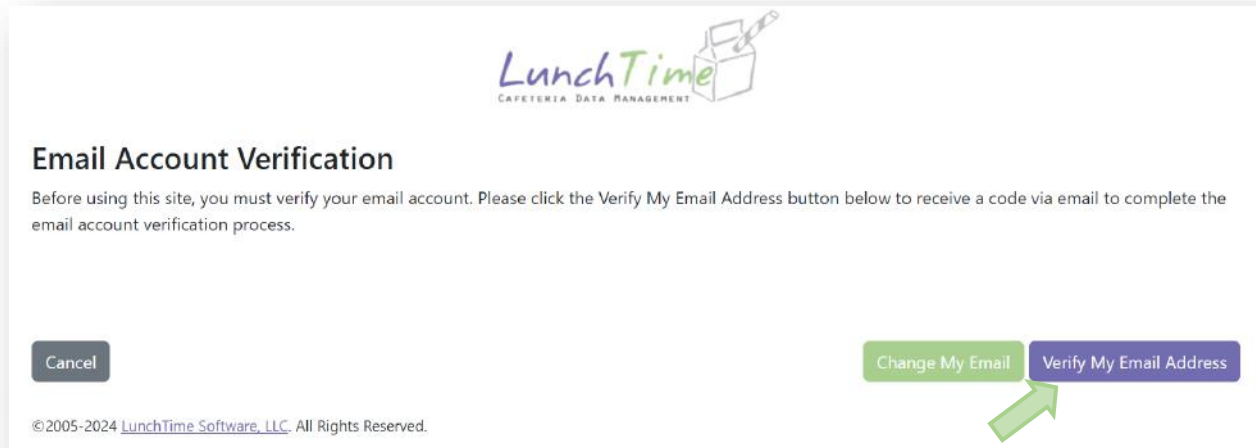
Once the New Account has been successfully created, use the credentials to log in. The Verification Process will begin.



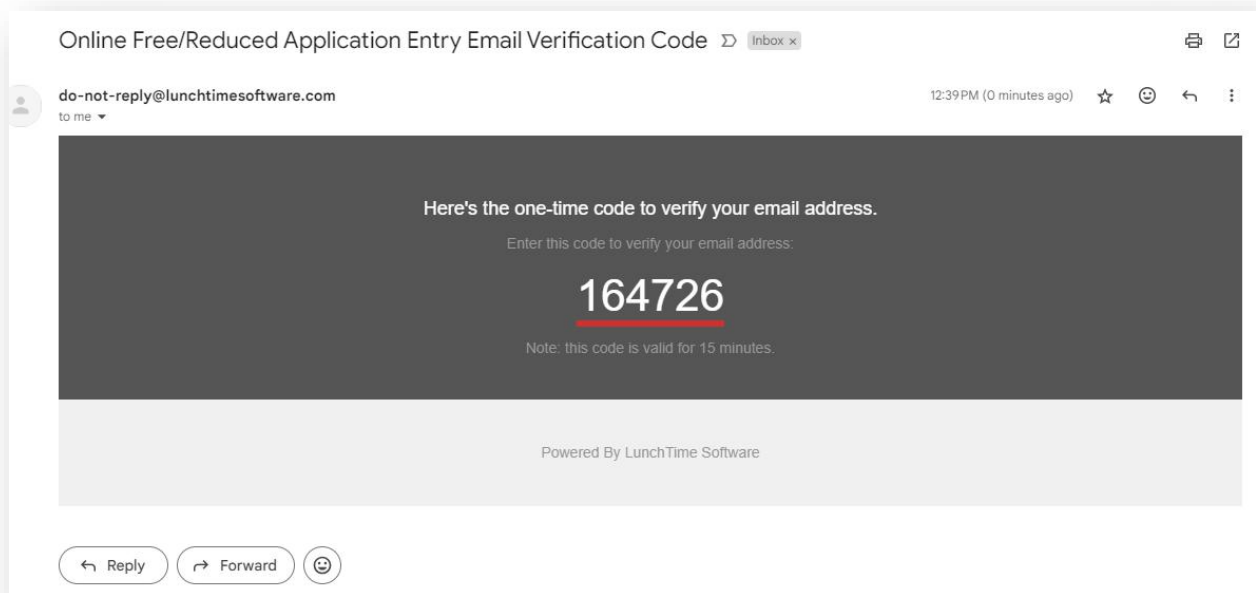
Email Verification

Click the Verify My Email Address button and an email will be sent to the email account shown. If the email address is incorrect, click the My Account button to return to the Registration screen and correct the email address.

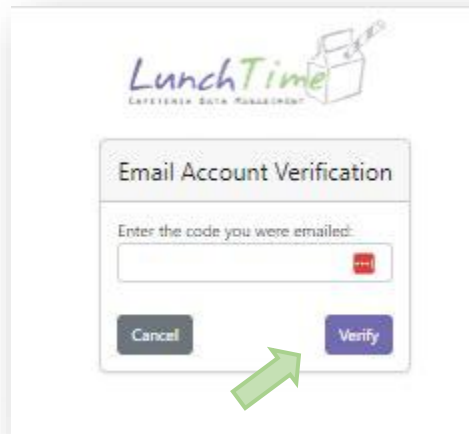
If there is an issue with being able to check for the email (if an email address used to register is no longer accessible), please click the Change My Email button to update to a new email address.



Please check for the email (including the junk / spam folders) to find the code in the email. It should look like this:

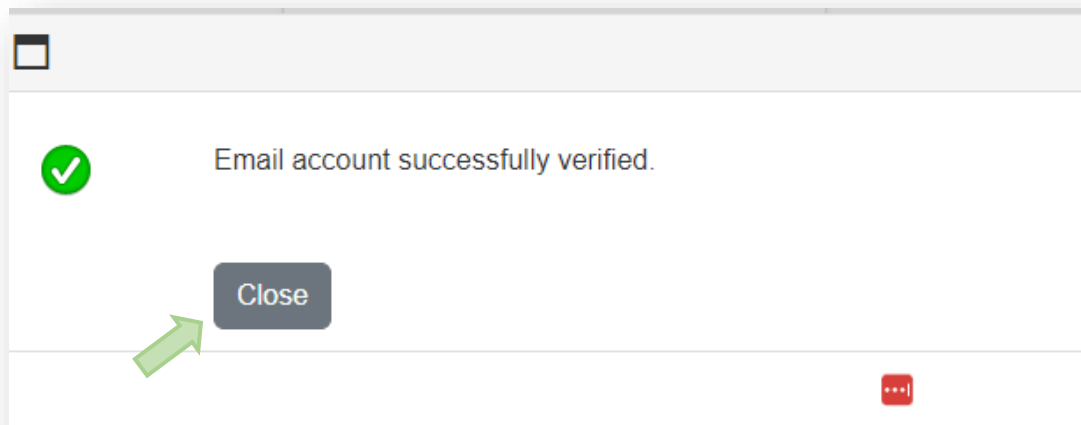


Return to the website and enter the code:

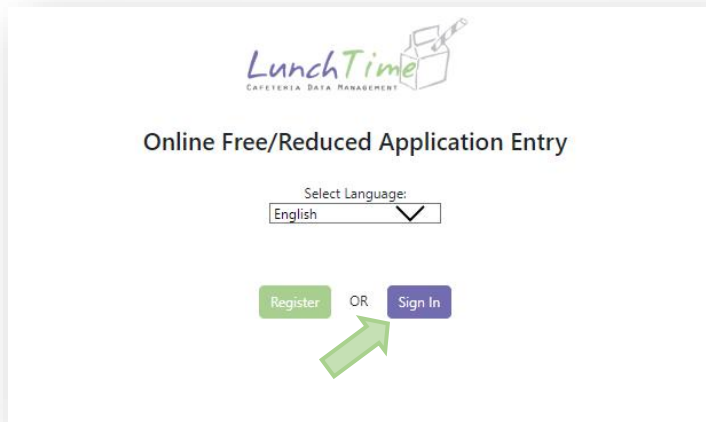


The screenshot shows a dialog box titled "LunchTime CAFETERIA DATA MANAGEMENT". Below the title is the "Email Account Verification" section. It contains a text input field with the placeholder text "Enter the code you were emailed:". Below the input field are two buttons: "Cancel" and "Verify". A green arrow points to the "Verify" button.

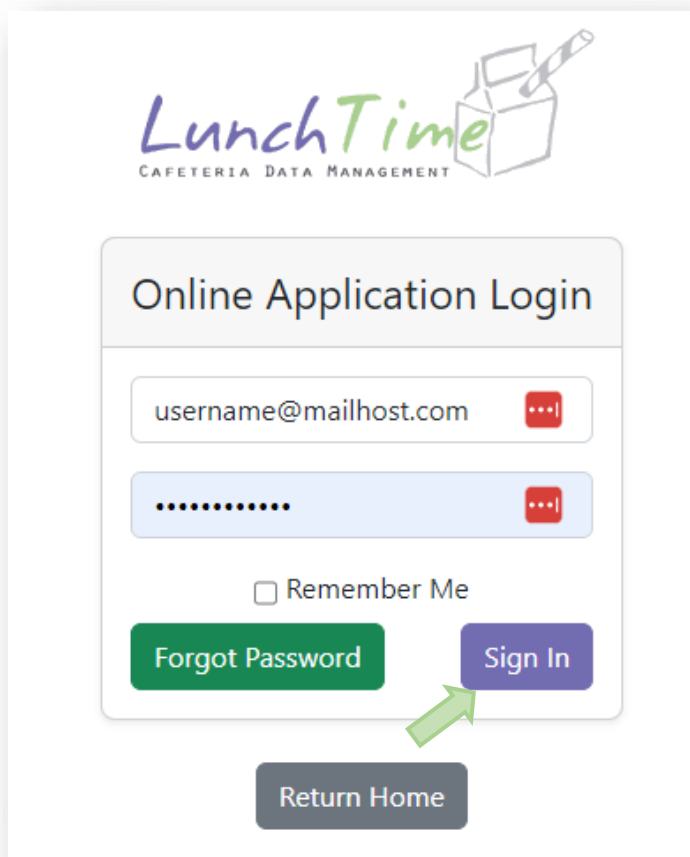
If correct, the email will have been verified. Click the Close button to resume the Online Free and Reduced Application process.



Logging into the Online Free Reduced Portal



Click on the **Sign In** button.
Enter your credentials and Click the **Sign In** button.



Site Logout

The screenshot shows the LunchTime website interface. At the top right, it says "Logged in as Eugene Hossenpfeffer | [Log Out](#)". A green arrow points to the "Log Out" link. Below this is a dark blue navigation bar with the following items: Home, Account, Applications, Income Surveys, Pass on Application, Students, and Contact Us. The main content area is titled "Start" and "Home". It contains a grid of links with descriptions:

- [Account](#)**: View and make changes to your user account information.
- [Applications](#)**: Submit an application and review pending or submitted applications.
- [Income Surveys](#)**: Submit an income survey and review pending or submitted income surveys.
- [Pass on Application](#)**: Indicate that you are declining to submit application information.
- [Students](#)**: Review or modify students associated with your account.
- [Contact Us](#)**: Contact the LunchTime support team.
- [Nondiscrimination Statement](#)**: View the Nondiscrimination Statement.
- [Privacy Policy](#)**: View the Privacy Policy.

In the upper right corner, click on **Log Out** to end your session

Account

Click here to update Password, email address, physical address or household size.

Applications

To view incomplete or submitted applications

Income Surveys

For schools who participate in the Community Eligibility Program, please use the Income Survey

Pass on Application

To indicate that you choose not to fill out an application

Students

To view / edit / add Household school age children into the account.

Contact Us

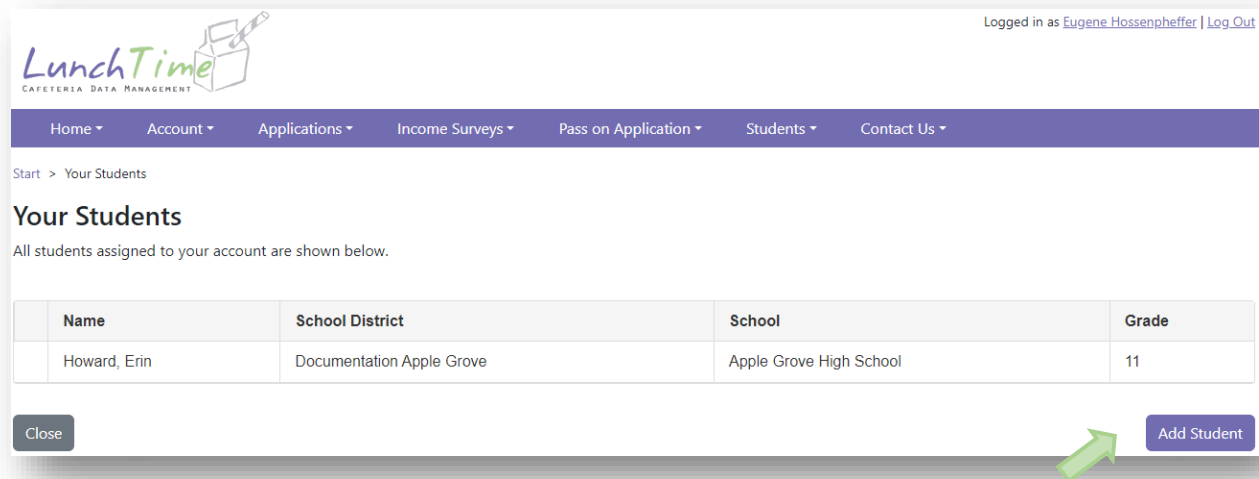
Click the link to email LunchTime or for additional help resources.

Nondiscrimination & Privacy Statements

Click the links in the upper left to view the Nondiscrimination and Privacy Statements.

Adding Students to Account

On the Home Page, Click the **Add Student** button.



Logged in as [Eugene Hossenpfeffer](#) | [Log Out](#)

Home ▾ Account ▾ Applications ▾ Income Surveys ▾ Pass on Application ▾ Students ▾ Contact Us ▾

Start > Your Students

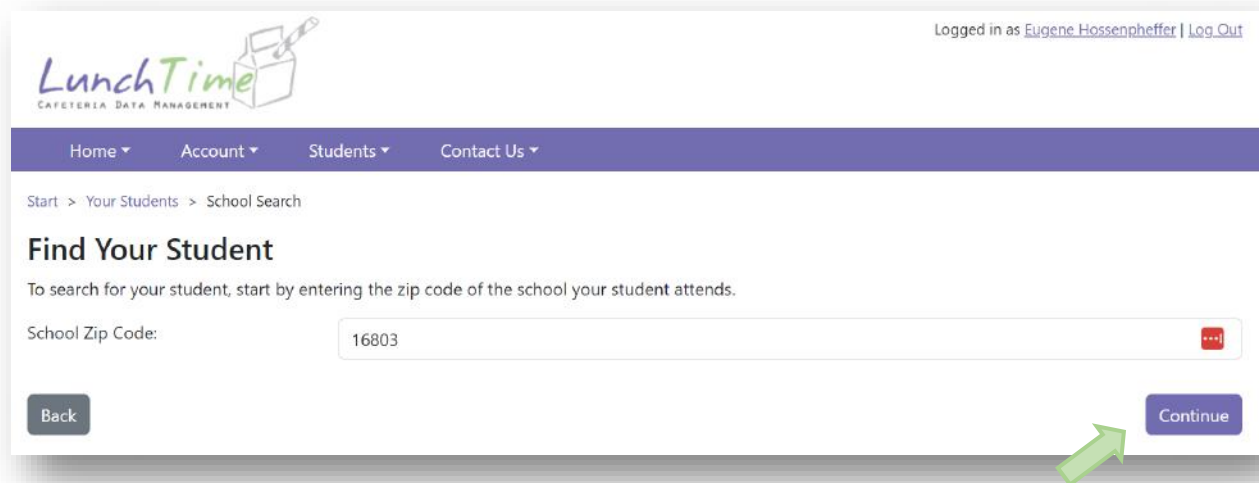
Your Students

All students assigned to your account are shown below.

Name	School District	School	Grade
Howard, Erin	Documentation Apple Grove	Apple Grove High School	11

Close Add Student

Enter the Zip Code of your first students' school.



Logged in as [Eugene Hossenpfeffer](#) | [Log Out](#)

Home ▾ Account ▾ Students ▾ Contact Us ▾

Start > Your Students > School Search

Find Your Student

To search for your student, start by entering the zip code of the school your student attends.

School Zip Code:

Back Continue

Click the **Continue** button on the bottom.

Available schools will be displayed. Click on the blue **SELECT** to the left of your students' school.

Logged in as [Eugene Hossenpfeffer](#) | [Log Out](#)

LunchTime
CAFETERIA DATA MANAGEMENT

Home ▾ Account ▾ Students ▾ Contact Us ▾

Start > Your Students > School Search > School Selection

Find Your Student

Schools located in the entered zip code are shown below. Click the Select link next to the school your student attends.

	School	City	State	Zip Code
Select	Apple Grove High School	State College	PA	16803
Select	Apple Grove Jr High School	State College	PA	16803
Select	Cherry Hill Middle School	State College	PA	16803
Select	Washington Elementary	State College	PA	16803

[Back](#)

Enter the Required information and Click on the **Continue** button in the lower right.

Logged in as [Eugene Hossenpfeffer](#) | [Log Out](#)

LunchTime
CAFETERIA DATA MANAGEMENT

Home ▾ Account ▾ Students ▾ Contact Us ▾

Start > Your Students > School Search > School Selection > Student Search

Find Your Student

Please enter your student's information for each of the fields shown below.

School: Apple Grove High School

First Name:

Last Name:

[Back](#) [Search](#)

Note: each school may establish their own criteria for Finding Your Student. Please contact the school if the search function is unable to Find Your Student.

Verify the information and Click on the blue **Add** to the left of your students' name.

Find Your Student

If your student is shown in the list below, click the Add link next to their name in order to add them to your account.

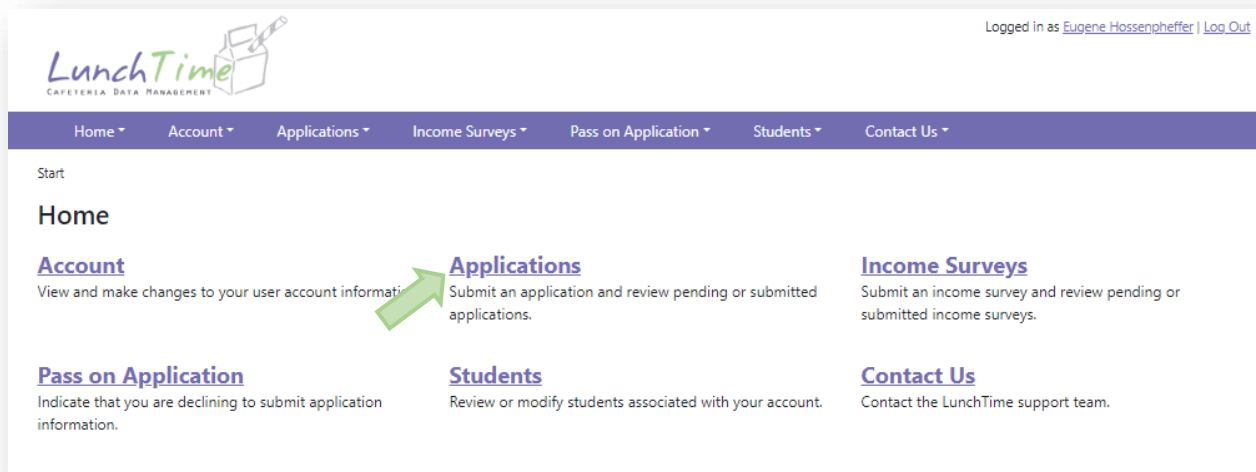
	Student	Grade
Add	Howard, Erin	11

[Back](#)

You will be returned to the Home page. You can continue to add additional students as needed.

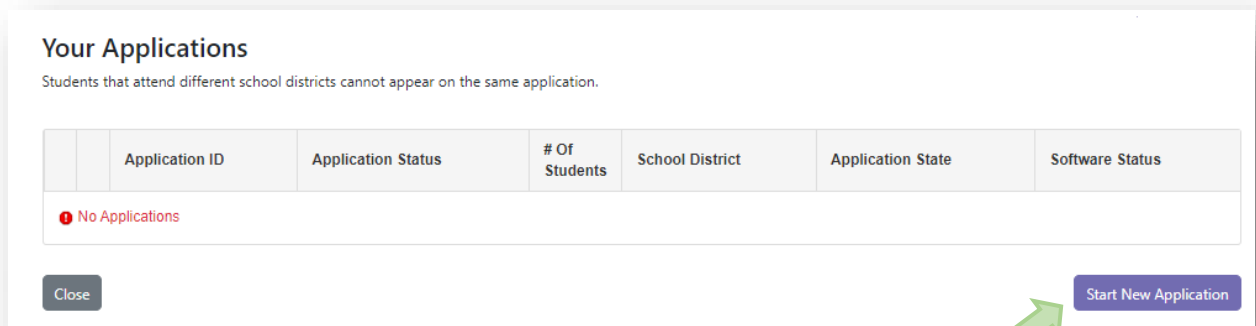
Start a New Application

On the Home Screen, click the **Applications** link.



The screenshot shows the LunchTime Home page. At the top right, it says "Logged in as Eugene Hossenpfeffer | Log Out". The navigation bar includes links for Home, Account, Applications, Income Surveys, Pass on Application, Students, and Contact Us. The main content area is titled "Home" and contains six cards: Account, Applications, Income Surveys, Pass on Application, Students, and Contact Us. A green arrow points to the "Applications" card, which has the text "Submit an application and review pending or submitted applications."

Next, click the Start New Application button



The screenshot shows the "Your Applications" page. It features a table with columns: Application ID, Application Status, # Of Students, School District, Application State, and Software Status. Below the table, there is a message: "No Applications". At the bottom right, there is a "Start New Application" button, which is highlighted by a green arrow. A "Close" button is also visible at the bottom left.

Enter Demographics

Complete all required fields (as indicated by *****) in the Demographics Page.

LunchTime
CAFETERIA DATA MANAGEMENT

Logged in as Eugene Hossenpfeffer | [Log Out](#)

Home * Account * Applications * Income Surveys * Pass on Application * Students * Contact Us *

Start > Your Applications > Demographics

Application Demographics

Complete the information below to start the process of adding a new application or editing an existing application.
* denotes required field

Application ID: New Application

First Name:*

Middle Name:

Last Name:*

Name Suffix:

Last 4 SSN*

No SSN:

Address:*

Address Line 2:

City:*

State:*

Zip Code:*

Mobile Phone:

Home Phone:

Work Phone:

Household Information

A household member is anyone who is living with you and shares income and expenses, even if not related to you.

Household Size:*

Additional Applicant Information

Please check the box below if you are applying for benefits for yourself on this application. Only check this box if you are a student.

I will be listed as a student on this application.

Click the **Continue** button to move to the next section.

Assign Students

From the students listed in the top section, click **Add** link to include the student on the current application. If a student was previously added to an application, that student will not be available.

Logged in as Eugene.Hossendieffer | Log Out

Home - Account - Applications - Income Surveys - Pass on Application - Students - Contact Us -

Start > Your Applications > Demographics > Students

Assign Students

Please add each student individually by clicking the Add link next to their name or click the Add All Students button if you want to add all of your students to this application. Each student on the application must attend the same school district. Each student may only appear on one application in your account. If a student is not appearing in the list of available students, either the school district is not currently accepting applications or the student exists on another application in your account.

	Name	School District	School	Grade
Add	Howard, Erin	Documentation Apple Grove	Apple Grove High School	11

Students on this Application [Add All Students](#)

Click the Remove link next to any student you wish to remove from this application.

Application ID: 73235

Name	School District	School	Grade
No Students			

[Back](#) [Continue](#)

Click Close on the confirmation screen

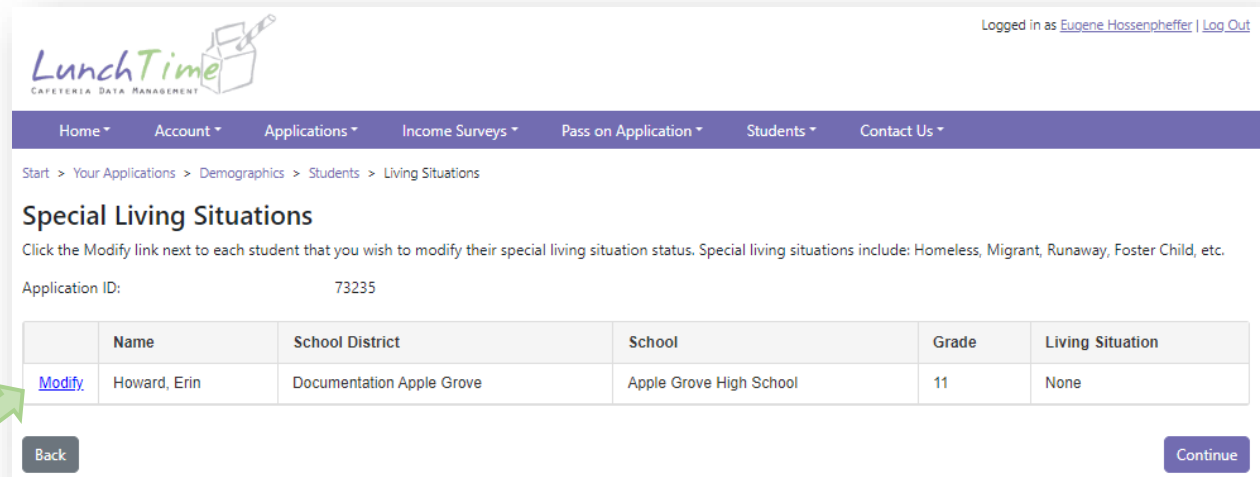
Student added to this application.

[Close](#)

Click the Continue button.

Special Living Situations

If the student is a Foster Child, is Homeless, is a Runaway, or is Migrant use the [Modify](#) link next to the student's name to indicate these special situations.



Logged in as [Eugene Hossenpfeffer](#) | [Log Out](#)

Home ▾ Account ▾ Applications ▾ Income Surveys ▾ Pass on Application ▾ Students ▾ Contact Us ▾

Start > Your Applications > Demographics > Students > Living Situations

Special Living Situations

Click the Modify link next to each student that you wish to modify their special living situation status. Special living situations include: Homeless, Migrant, Runaway, Foster Child, etc.

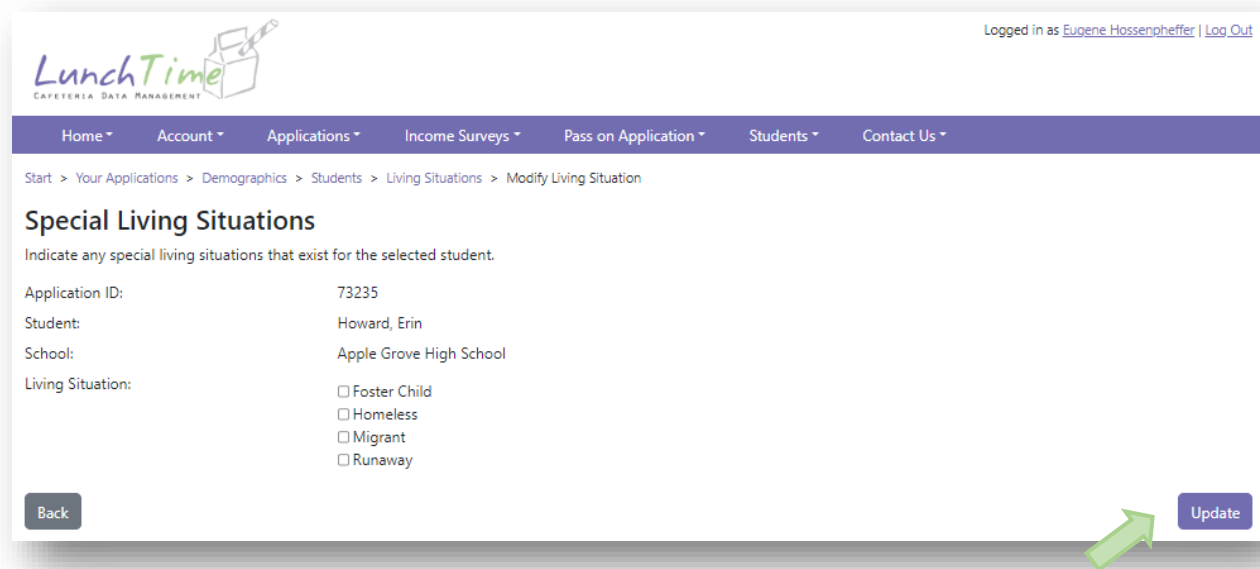
Application ID: 73235

	Name	School District	School	Grade	Living Situation
Modify	Howard, Erin	Documentation Apple Grove	Apple Grove High School	11	None

[Back](#) [Continue](#)

Living Situations

Check any Living Situations that apply for the given student. Click the **Update** button when complete.



Logged in as [Eugene Hossenpfeffer](#) | [Log Out](#)

Home ▾ Account ▾ Applications ▾ Income Surveys ▾ Pass on Application ▾ Students ▾ Contact Us ▾

Start > Your Applications > Demographics > Students > Living Situations > Modify Living Situation

Special Living Situations

Indicate any special living situations that exist for the selected student.

Application ID: 73235
Student: Howard, Erin
School: Apple Grove High School

Living Situation:

- Foster Child
- Homeless
- Migrant
- Runaway

[Back](#) [Update](#)

Once the Living Situations have been entered (if applicable) click the **Continue** button.

Children's Racial and Ethnic Identities (OPTIONAL)

Click on the appropriate boxes, or click Continue to skip these questions.

Logged in as Eugene Hossenpfeffer | [Log Out](#)

LunchTime
CAFETERIA DATA MANAGEMENT

Home Account Applications Income Surveys Pass on Application Students Contact Us

Start > Your Applications > Demographics > Students > Living Situations > Racial and Ethnic

Children's Racial and Ethnic Identities (Optional)

It is a requirement to ask for information about your children's race and ethnicity. This information is important and helps to make sure the community is fully served. Responding to this section is optional and does not affect your children's eligibility for free or reduced price meals.

Application ID: 73235

Ethnicity (check one):

Hispanic or Latino Not Hispanic or Latino

Race (check one or more):

American Indian or Alaskan Native Asian Black or African American Native Hawaiian or Other Pacific Islander White

[Back](#) [Continue](#)

Assistance Programs

Enter details regarding assistance programs if applicable. This information is not required. If the family does not participate in these assistance programs or prefers not to include these details, click the **Continue** button.

Logged in as Eugene Hossenpfeffer | [Log Out](#)

LunchTime
CAFETERIA DATA MANAGEMENT

Home Account Applications Income Surveys Pass on Application Students Contact Us

Start > Your Applications > Demographics > Students > Living Situations > Racial and Ethnic > Assistance

Assistance Programs

If anyone in your household participates in SNAP, TANF, or FDPIR, all students on your application are eligible to receive free meals.

A household is defined as a group of people, related or unrelated, that usually live together and share income and expenses. This includes grandparents or other extended family members that are living with you. It also includes people that are not currently living with you, but are only away on a temporary basis, like kids that are away at college. It includes people regardless of age or whether they earn or receive income.

If anyone in your household (including you) currently participates in any of the following programs, please select one or more of the checkboxes below. If not, click Continue.

Application ID: 73235

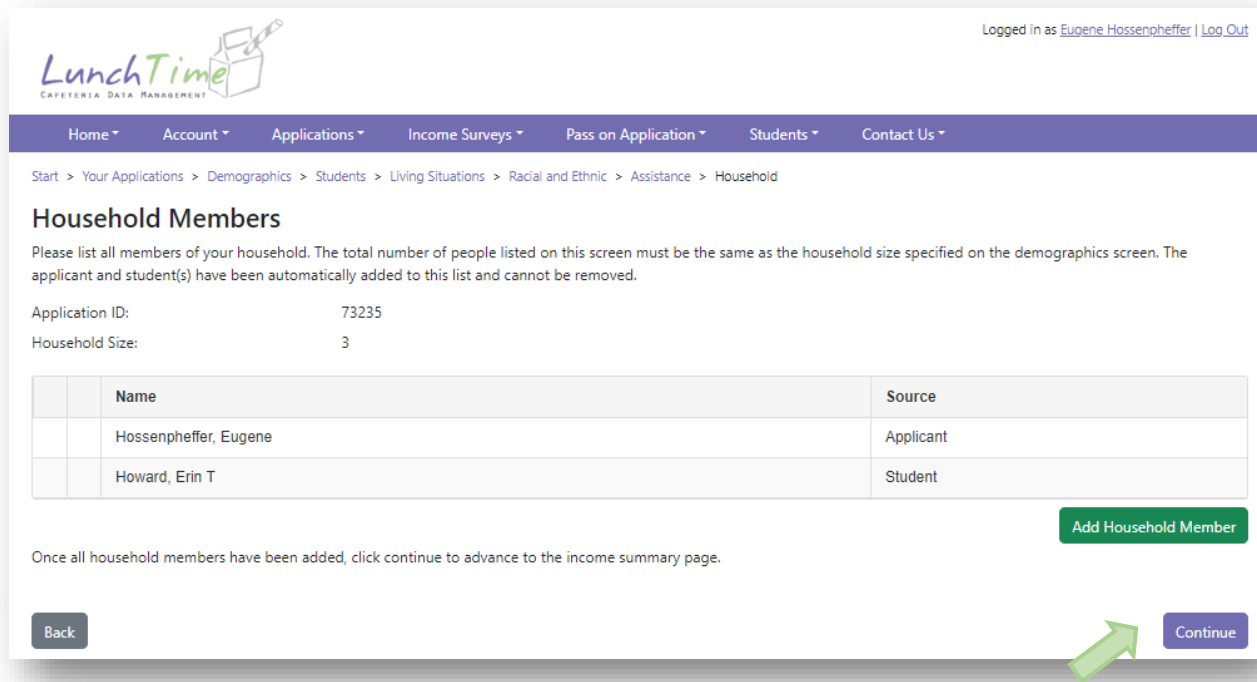
Supplemental Nutrition Assistance Program (SNAP)
 Temporary Assistance for Needy Families (TANF)
 Food Distribution Program on Indian Reservations (FDPIR)

[Back](#) [Continue](#)

If an Assistance Program was selected in the previous screen, the Household Members and Income sections below will be skipped.

Household Members

Begin to enter the Household Members by clicking the **Add Household Member** button. Please include all members of the household including those with zero incomes and small children. **Note:** this section is not applicable if an assistance program was selected.



Logged in as [Eugene Hossenpfeffer](#) | [Log Out](#)

Home ▾ Account ▾ Applications ▾ Income Surveys ▾ Pass on Application ▾ Students ▾ Contact Us ▾

Start > Your Applications > Demographics > Students > Living Situations > Racial and Ethnic > Assistance > Household

Household Members

Please list all members of your household. The total number of people listed on this screen must be the same as the household size specified on the demographics screen. The applicant and student(s) have been automatically added to this list and cannot be removed.

Application ID: 73235
Household Size: 3

Name	Source
Hossenpfeffer, Eugene	Applicant
Howard, Erin T	Student

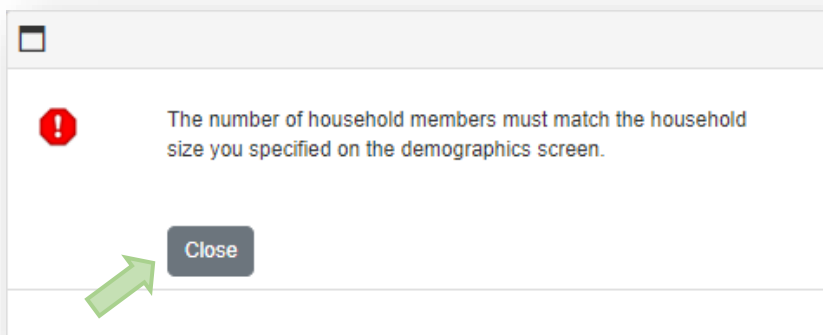
Once all household members have been added, click continue to advance to the income summary page.


[Add Household Member](#)

[Back](#) [Continue](#)

Error Message

You may receive an error message if the total number of Household Members is not equal to the Household size indicated in your [Demographics Screen](#). Continue to add Household Members until the total matches the Household size.



 The number of household members must match the household size you specified on the demographics screen.

[Close](#)

Household Member Information

All household members in the household must be reported. Click the **Add Household Member** button to add another household member. Click on the **Save Household Member** button to continue.

LunchTime
CAFETERIA DATA MANAGEMENT

Home ▾ Account ▾ Applications ▾ Income Surveys ▾ Pass on Application ▾ Students ▾ Contact Us ▾

Start > Your Applications > Demographics > Students > Living Situations > Racial and Ethnic > Assistance > Household

Household Members

Please list all members of your household. The total number of people listed on this screen must be the same as the household size specified on the demographics screen. The applicant and student(s) have been automatically added to this list and cannot be removed.

Application ID: 73235
Household Size: 3

Name	Source
Hossenpfeffer, Eugene	Applicant
Howard, Erin T	Student

Once all household members have been added, click continue to advance to the income summary page.

[Back](#) [Add Household Member](#) [Continue](#)

Complete the Household Member Information screen and click the **Update** button.

LunchTime
CAFETERIA DATA MANAGEMENT

Home ▾ Account ▾ Applications ▾ Income Surveys ▾ Pass on Application ▾ Students ▾ Contact Us ▾

Start > Your Applications > Demographics > Students > Living Situations > Racial and Ethnic > Assistance > Household > Member

Household Member Information

Enter the household member information below.
* denotes required field

Application ID: 73235

First Name:*

Middle Name:

Last Name:*

Name Suffix:

Last 4 SSN:

[Back](#) [Update](#)

Once all household members are listed, click the **Continue** button to move to the next section.

LunchTime
CAFETERIA DATA MANAGEMENT

Home Account Applications Income Surveys Pass on Application Students Contact Us

Start > Your Applications > Demographics > Students > Living Situations > Racial and Ethnic > Assistance > Household

Household Members

Please list all members of your household. The total number of people listed on this screen must be the same as the household size specified on the demographics screen. The applicant and student(s) have been automatically added to this list and cannot be removed.

Application ID: 73235
Household Size: 3

		Name	Source
Modify	Remove	Hossenpfeffer, Baby	Entered
		Hossenpfeffer, Eugene	Applicant
		Howard, Erin T	Student

[Add Household Member](#)

Once all household members have been added, click continue to advance to the income summary page.

[Back](#) [Continue](#)

Income Amounts, Frequencies and Types

Click the Add Income link to enter the income for the selected Household Member.

LunchTime
CAFETERIA DATA MANAGEMENT

Home Account Applications Income Surveys Pass on Application Students Contact Us

Start > Your Applications > Demographics > Students > Living Situations > Racial and Ethnic > Assistance > Household > Income

Household Income

Please enter all income for each member of your household.

Application ID: 73235

Household Income Summary

	Name	Annual Income
Add Income	Hossenpfeffer, Baby	\$0.00
Add Income	Hossenpfeffer, Eugene	\$0.00
Add Income	Howard, Erin T	\$0.00
Total Annual Household Income:		\$0.00

Income Entries

Name	Frequency	Type	Amount
No Income			

[Back](#) [Continue](#)

Indicate the Income Amount, Frequency, and Type. If the Household Member has a zero income, enter 0.00. Click the **Update** button to continue.

LunchTime
CAFETERIA DATA MANAGEMENT

Home ▾ Account ▾ Applications ▾ Income Surveys ▾ Pass on Application ▾ Students ▾ Contact Us ▾

Start > Your Applications > Demographics > Students > Living Situations > Racial and Ethnic > Assistance > Household > Income > Detail

Income Detail Entry

Please complete the items below to add additional income for the selected household member.
Income is defined as Gross Income, meaning all the money you earn before taxes and other deductions are subtracted.

Application ID: 73235
Household Member: Hossenpfeffer, Eugene
Income:
Frequency:
 Weekly
 Every Two Weeks
 Twice Per Month
 Monthly
 Once a Year
Income Type:
 Work Earnings Amount
 Self Employed Income
 Welfare, Child Support, Alimony
 Pensions, Retirement, Social Security
 Other Income

Click Close on the Confirmation screen.

Income entry successfully added.

Additional Income Sources

If the household member has additional sources of income, click on the **Continue** button to continue.

LunchTime
CAFETERIA DATA MANAGEMENT

Home Account Applications Income Surveys Pass on Application Students Contact Us

Start > Your Applications > Demographics > Students > Living Situations > Racial and Ethnic > Assistance > Household > Income > Detail

Income Detail Entry

Please complete the items below to add additional income for the selected household member.
Income is defined as Gross Income, meaning all the money you earn before taxes and other deductions are subtracted.

Application ID: 73235
Household Member: Hossenpfeffer, Eugene
Income:
Frequency:
 Weekly
 Every Two Weeks
 Twice Per Month
 Monthly
 Once a Year
Income Type:
 Work Earnings Amount
 Self Employed Income
 Welfare, Child Support, Alimony
 Pensions, Retirement, Social Security
 Other Income

[Back](#) [Update](#)

Once all sources of income are entered for this household member, click the **Continue** button under the Household Income Summary.

LunchTime
CAFETERIA DATA MANAGEMENT

Home Account Applications Income Surveys Pass on Application Students Contact Us

Start > Your Applications > Demographics > Students > Living Situations > Racial and Ethnic > Assistance > Household > Income

Household Income

Please enter all income for each member of your household.

Application ID: 73235

Household Income Summary

	Name	Annual Income
Add Income	Hossenpfeffer, Baby	\$0.00
Add Income	Hossenpfeffer, Eugene	\$47,200.00
Add Income	Howard, Erin T	\$0.00
Total Annual Household Income:		\$47,200.00

Income Entries

	Name	Frequency	Type	Amount
Remove	Hossenpfeffer, Eugene	Weekly	Work Earnings Amount	\$850.00
Remove	Hossenpfeffer, Eugene	Monthly	Welfare, Child Support, Alimony	\$250.00

[Back](#) [Continue](#)

Confirm Application Information

Review all the information in the Application. Use the Back button to go back to a previous section to make any necessary changes.

Confirm Application Information

Please review and verify the information shown on this page. If everything is correct, click the Submit Application button.

Application ID:	73235	Household Size:	3
Name:	Hossenpfeffer, Eugene	Mobile Phone:	8009630780
Last 4 SSN:	1234	Home Phone:	
		Work Phone:	
Address:	301 Science Park Road		
Address Line 2:	Suite 123		
City:	State College		
State:	PA		
Zip Code:	16803		

Students on this Application

Name	School District	School	Grade	Living Situation
Howard, Erin	Documentation Apple Grove	Apple Grove High School	11	None

Children's Racial and Ethnic Identities (Optional)

Hispanic or Latino Not Hispanic or Latino

American Indian or Alaskan Native Asian Black or African American Native Hawaiian or Other Pacific Islander White

Assistance Programs

SNAP:

TANF:

FDPIR:

Household Members

Name	Annual Income
Hossenpfeffer, Baby	\$0.00
Hossenpfeffer, Eugene	\$47,200.00
Howard, Erin T	\$0.00
Total Annual Household Income:	\$47,200.00

Submit Application

Final Confirmation

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

And

By checking the 'I Accept' box below, you are signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By checking 'I Accept' you consent to be legally bound by this Agreement's terms and conditions.

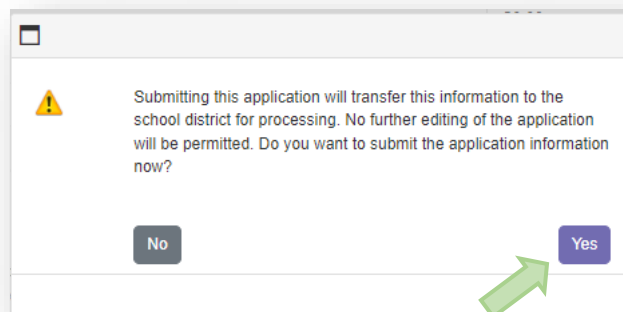
I Accept

Back

Submit Application

Review all information. Click the checkbox to confirm that the information provided is accurate and true to the best of your knowledge. Click the **Submit Application** button to finalize the application and submit it to the school district.

A final screen will be displayed. By clicking the **Yes** button, no further editing will be permitted. Confirm that you wish to submit the application by clicking the **Yes** button.



A warning dialog box with a yellow triangle icon. The text reads: "Submitting this application will transfer this information to the school district for processing. No further editing of the application will be permitted. Do you want to submit the application information now?" At the bottom, there are two buttons: "No" and "Yes". A green arrow points to the "Yes" button.

Application Submitted


A Thank You screen will provide details regarding the next steps. An email indicating the determination for your application should arrive within 24-48 hours. Be sure to check Spam and Junk folders if you do not see this email. Schools should also follow up with a letter or an email.

Application Received

Thank you for submitting your Free/Reduced Application information. Your application information has been received and will be processed by the school district. While the application is processing, it will show as pending. Once it has been processed by the school, you will receive an email indicating the determination for your application. Should you have any questions regarding the final determination of your application, please contact the school directly.

If you do not receive the determination email after your application has been marked as processed, please check your spam folder just in case the determination email got delivered there instead of your inbox.

[Your Applications](#)



Additional Applications

If additional applications are required for other school districts, use the **Start New Application** button.

Return to this section to see any updates in Status.

Your Applications

Students that attend different school districts cannot appear on the same application.

Application ID	Application Status	# Of Students	School District	Application State	Software Status
73235		1	Documentation Apple Grove	SUBMITTED	PENDING

[Close](#)

[Start New Application](#)

