

## Online Applications - New This Year

Families can now complete an Application for Free and Reduced Price School Meals online through Family Access.

Directions for completing the Free and Reduced Meal Application:

- 1) Sign in to Family Access using your Login and Password.
- 2) Click on Food Service in the left column.
- 3) Click the word Applications on top of the page.
- 4) The steps for adding your application are in the left column. The arrow shows which step you are on.
- 5) **Letter to Parents** lists the cost of breakfast and lunch for the current school year. It also answers Frequently Asked Questions About Free and Reduced Price Meals.
- 6) **Instructions for Applying** will not let you submit your application until you check the box stating you have read the Instructions for Applying and would like to continue the application.
- 7) **Federal Income Chart, Privacy Act Statement, and Non-discrimination Statement** are all informational.
- 8) Complete each step in **Application Steps 1-4**. When done with one step click Next to continue or Previous to go back to the prior step. After Step 4 there is an **Optional** section on Racial and Ethnic Identities.
- 9) **Review and Submit** will show the areas of the application process, if any, that need to be corrected or completed. Make all corrections and resubmit.

**When your application has been successfully submitted you will be able to print a copy for your records. Your application will be looked over by a determining official and a letter will be sent to the address on the application regarding the approval or denial of benefits.**

## Paper Applications

If you wish to submit a paper application instead you can pick up an application at any of the three district schools. You can print a paper application by going to [www.nhsd.k12.wi.us](http://www.nhsd.k12.wi.us) and clicking on "Print a Paper Application" on the district page. Return completed paper applications to Sheila Roepcke at the High School office.