

Online Application Directions for 2023-2024

Families can 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 the 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** list the cost of breakfast and lunch for the current school year. It also answers some 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 that 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 also print a paper application in English or Spanish by going to www.nhsd.k12.wi.us click on "District" then on "Food Service" Return completed paper applications to any of the three school offices.

This institution is an equal opportunity provider.