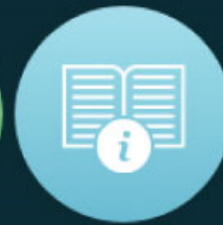


How-To Guide and FAQ

www.EZMealApp.com



HARRIS
School Solutions



September 2017

www.harrisschoolsolutions.com



How-To Guide and FAQ - *www.EZMealApp.com*

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Overview

EZMealApp.com is used to apply for Free and Reduced meals for eligible K-12 students. The parent or guardian logs on and supplies the required information to fulfill USDA and state guidelines. When the information is entered correctly, the application is submitted into a secure database where a unique confirmation number is sent back to the parent via email. Incomplete or non-compliant applications cannot be submitted, and if the transaction fails for any reason, no confirmation number is returned.

Upon successful submission, a district food service employee reviews and validates the information to ensure that it is accurate and the student matches are correct.

Applying is Simple!

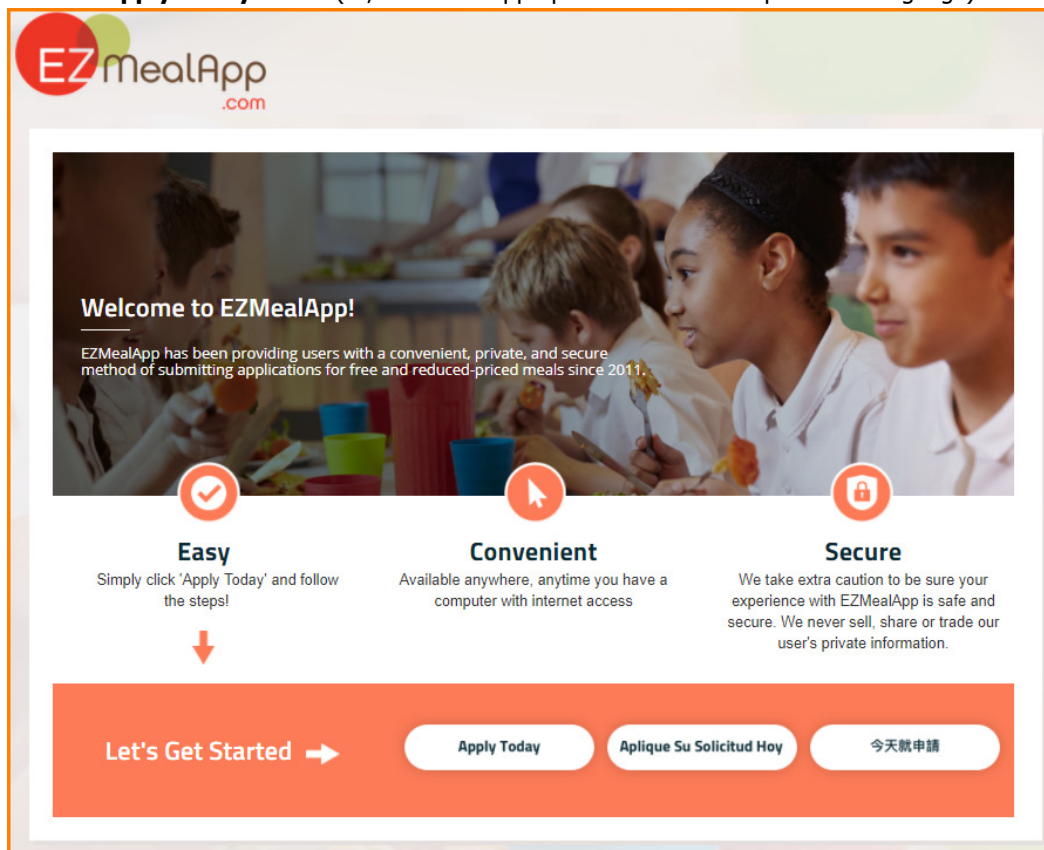
1. Use any computer or mobile device with an internet connection
2. Navigate to www.EZMealApp.com
3. Instructions for each entry appear in the window, prior to filling in the information
4. The applicant must click "Next" to move forward, which ensures that all fields are completed properly
5. Multiple students can be entered in one step
6. All USDA guidelines must be followed and enforced to guarantee a quick review and confirmation process

Questions? See the Frequently-Asked Questions section on Page 14

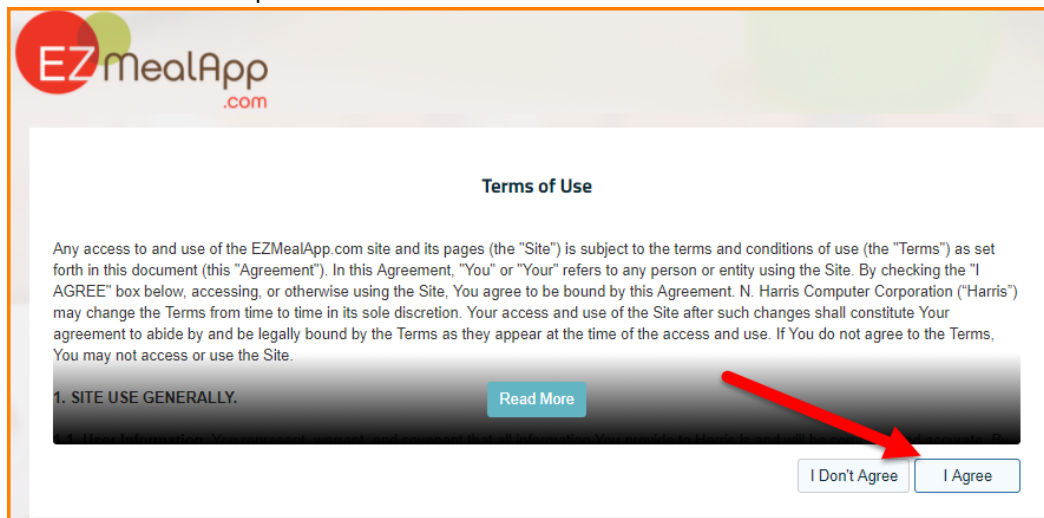


How to Apply

1. Visit www.EZMealApp.com from any computer or mobile device
2. Click the **Apply Today** button (or, select the appropriate button in the preferred language)



3. The submitting party must be informed of the intent and result of the application process and agree to the "End User License Agreement" (EULA). Read the Terms of Use and click the **I Agree** button, if appropriate, to move to the next step:



4. Select the State in which the school district resides from the dropdown provided, then type in the district name. Once the district has been selected, click the **Next** button:



Select a State and District

Select State *
California Oregon

Search for District *
harris La Grande School District #1
Harris EZMealApp Carol's Demo

Next

5. If the district has prepared a letter for households to review before applying, this will display on the page that opens. Review the district's letter, and any applicable instructions they've provided, then click **Next** to proceed to Step 1 of the application process:

Letter to Household


HARRIS

SCHOOL YEAR 2016-2017 CHILD NUTRITION PROGRAM

Dear Parent/Guardian:

Children need healthy meals to learn. Harris School District offers healthy meals every school day. Breakfast costs \$1.35 for elementary students and \$1.45 for secondary students; lunch costs \$2.55 for elementary students and \$2.70 secondary students. Your children may qualify for free meals or for reduced price meals. Reduced price is \$0.30 for breakfast and \$0.40 for lunch. An application for free or reduced price meal benefits and a set of detailed instructions is included with this letter or available online at www.bluevalleyk12.org/nutrition. Contact Paul Holst at (913) 239-4062 with questions or to request an application be sent. Below are some common questions and answers to help you with the application process.

1. WHO CAN GET FREE OR REDUCED PRICE MEALS?

- All children in households receiving benefits from Food Assistance (FA), the Food Distribution Program on Indian Reservations (FDPRI) or Temporary Assistance for Families (TAF) are eligible for free meals.
- Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children participating in their school's Head Start/Even Start program are eligible for free meals.
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- Children may receive free or reduced price meals if your household's income is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart.

FEDERAL ELIGIBILITY INCOME CHART For School Year 2016-2017			
Household size	Yearly	Monthly	Weekly
1	21,775	1,815	419
2	29,471	2,456	567
3	37,167	3,098	715
4	44,863	3,739	863
5	52,559	4,380	1,011
6	60,255	5,022	1,159
7	67,951	5,663	1,307
8	75,647	6,304	1,455
Each additional person:	7,696	642	148

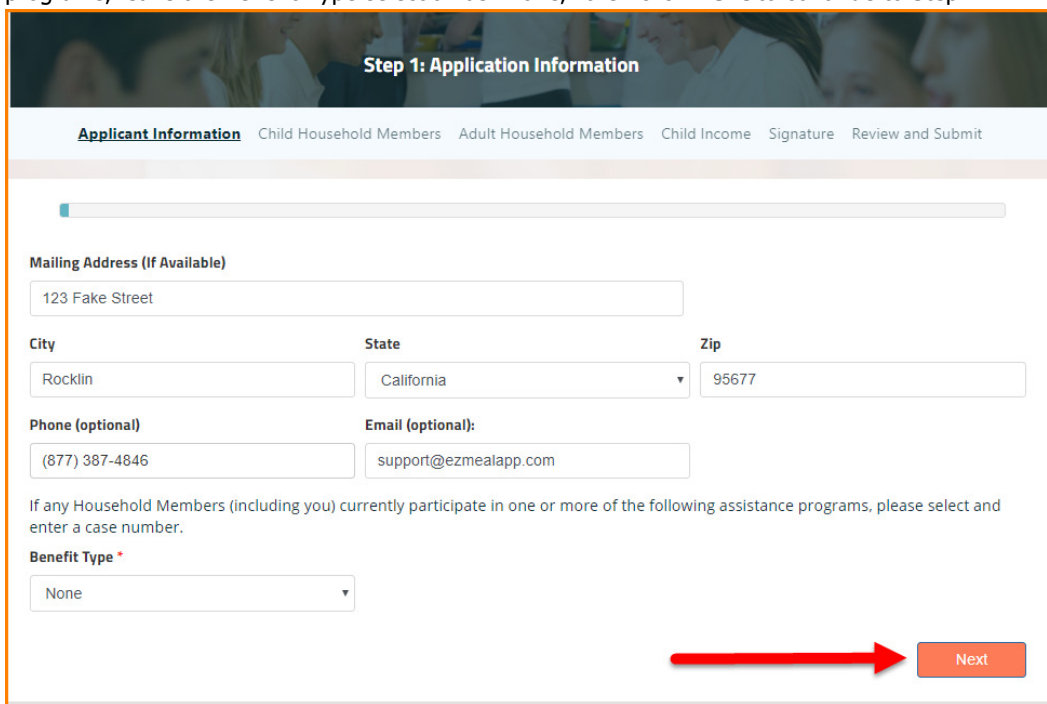
[Open as PDF](#)

<< Prev Page (Page 1 of 3) [Next Page >>](#)

Next



6. In Step 1, the parent or guardian is asked to provide the Applicant Information, such as Mailing Address, Phone and Email Address, where applicable. Fill in the fields, as appropriate. If the household participates in any assistance programs, such as SNAP or TANF, select the appropriate Benefit Type from the dropdown provided, and enter the Case Number assigned. If the household does not participate on any assistance programs, leave the Benefit Type selection as "None," then click **Next** to continue to Step 2:



Step 1: Application Information

Applicant Information Child Household Members Adult Household Members Child Income Signature Review and Submit

Mailing Address (If Available)
123 Fake Street

City State Zip
Rocklin California 95677

Phone (optional) Email (optional):
(877) 387-4846 support@ezmealapp.com

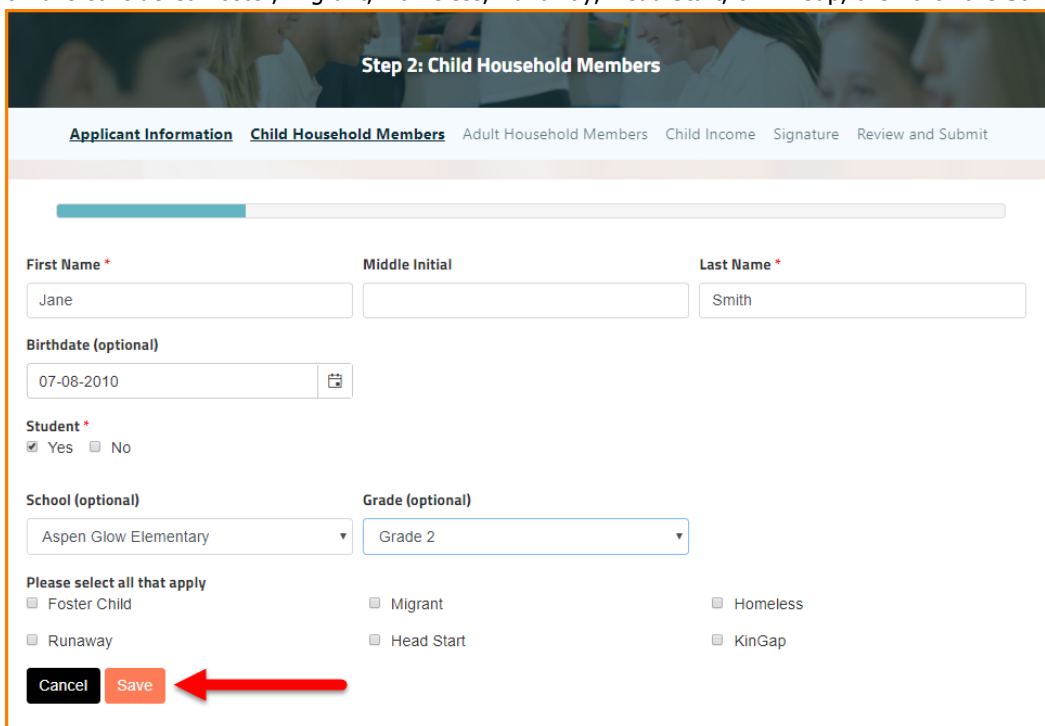
If any Household Members (including you) currently participate in one or more of the following assistance programs, please select and enter a case number.

Benefit Type *
None

Next



7. In Step 2, for Child Household Members, click the **Add Child** button to enter any household members who are infants, children, and students, up to and including grade 12. Choose the appropriate option to indicate if the child household member is a student of the district by selecting "Yes" or "No." When "Yes" is selected, select the School and Grade from the dropdowns provided, and check any boxes that apply if the child is considered Foster, Migrant, Homeless, Runaway, Head Start, or KinGap, then click the **Save** button:



Step 2: Child Household Members

[Applicant Information](#) [Child Household Members](#) [Adult Household Members](#) [Child Income](#) [Signature](#) [Review and Submit](#)

First Name * Jane Middle Initial Last Name * Smith

Birthdate (optional) 07-08-2010

Student * ☒ Yes ☐ No

School (optional) Aspen Glow Elementary Grade (optional) Grade 2

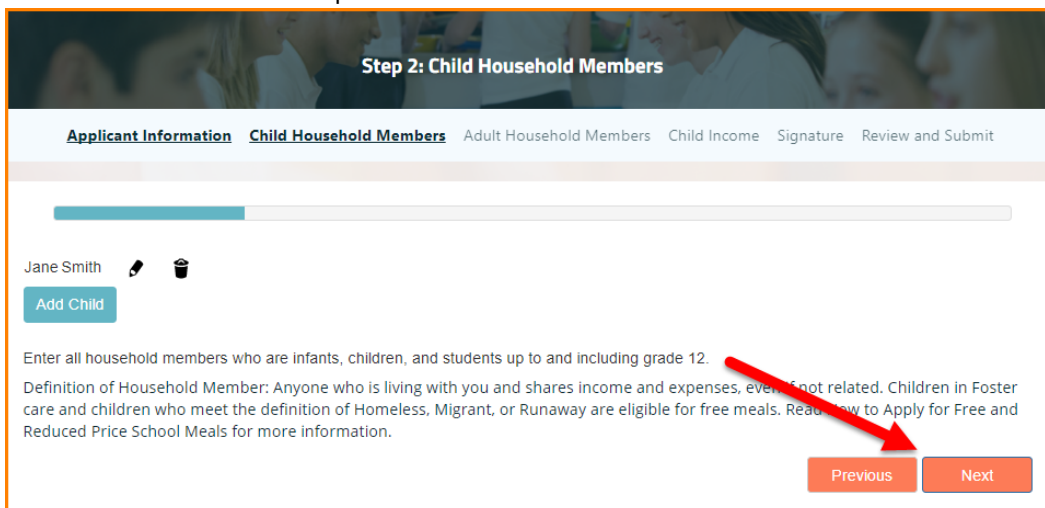
Please select all that apply

☐ Foster Child ☐ Migrant ☐ Homeless

☐ Runaway ☐ Head Start ☐ KinGap

Cancel Save

8. Repeat step 7 of this document to add any additional Child Household Members. Once finished, click the **Next** button to continue to Step 3:



Step 2: Child Household Members

[Applicant Information](#) [Child Household Members](#) [Adult Household Members](#) [Child Income](#) [Signature](#) [Review and Submit](#)

Jane Smith

Add Child

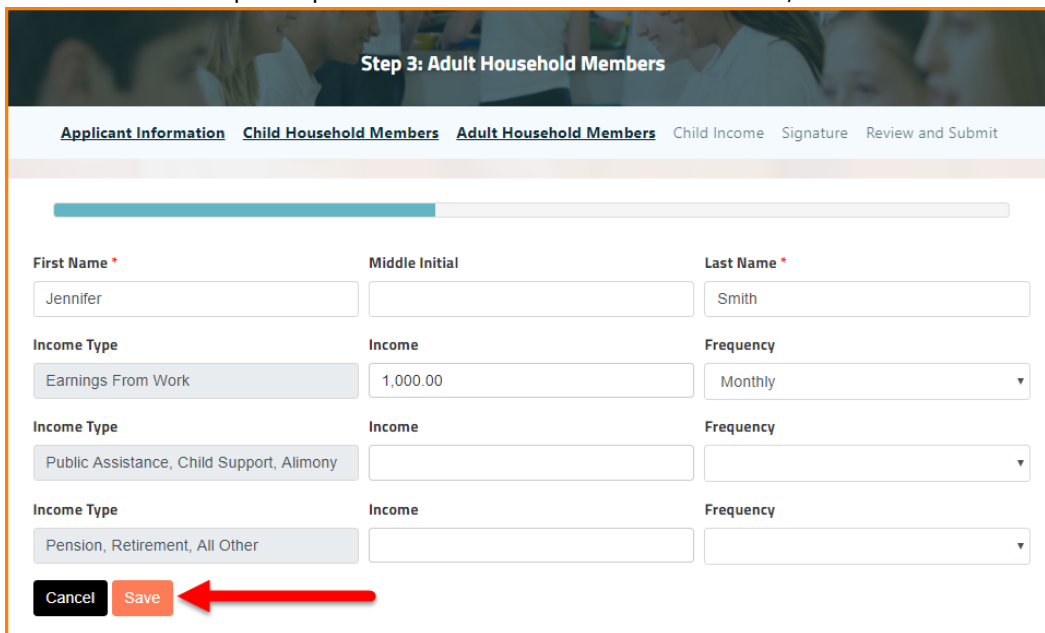
Enter all household members who are infants, children, and students up to and including grade 12.

Definition of Household Member: Anyone who is living with you and shares income and expenses, even if not related. Children in Foster care and children who meet the definition of Homeless, Migrant, or Runaway are eligible for free meals. Read how to Apply for Free and Reduced Price School Meals for more information.

Previous Next



9. In Step 3, for Adult Household Members, click the **Add Adult** button to enter any household member who was not listed in Step 2, even if they do not receive income. Enter any wages this household member receives, in the appropriate fields, based on Income Type, and select the Frequency that this income is received from the dropdown provided. Once all income has been entered, click the **Save** button:



Step 3: Adult Household Members

[Applicant Information](#) [Child Household Members](#) [Adult Household Members](#) [Child Income](#) [Signature](#) [Review and Submit](#)

First Name * Middle Initial Last Name *

Jennifer Smith

Income Type Income Frequency

Earnings From Work 1,000.00 Monthly

Income Type Income Frequency

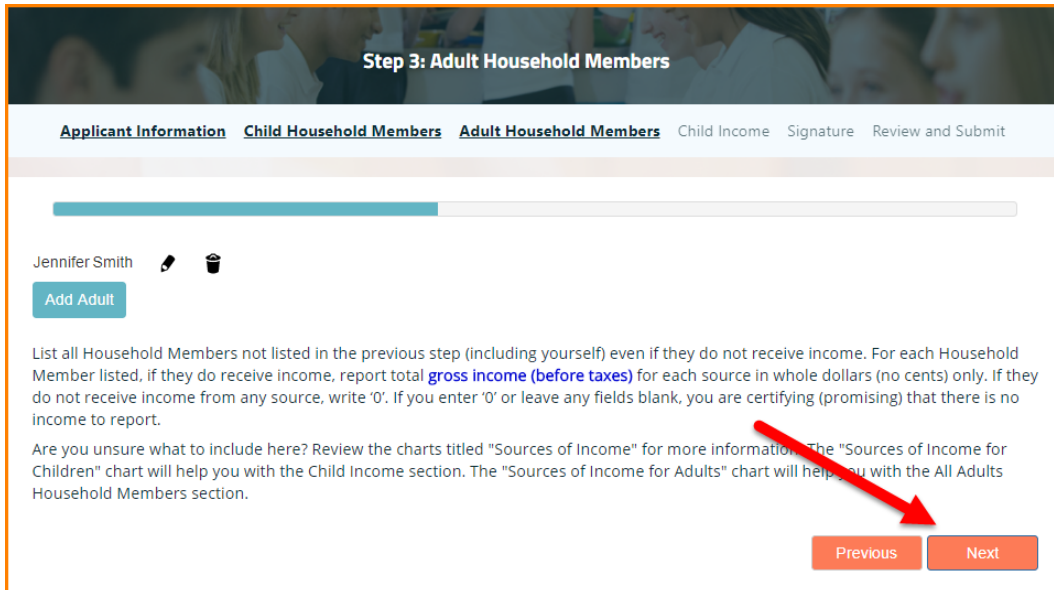
Public Assistance, Child Support, Alimony

Income Type Income Frequency

Pension, Retirement, All Other

Cancel Save

10. Repeat step 9 of this document to add any additional Adult Household Members. Once all Adult Household Members have been entered, click **Next** to continue to Step 4:



Step 3: Adult Household Members

[Applicant Information](#) [Child Household Members](#) [Adult Household Members](#) [Child Income](#) [Signature](#) [Review and Submit](#)

Jennifer Smith

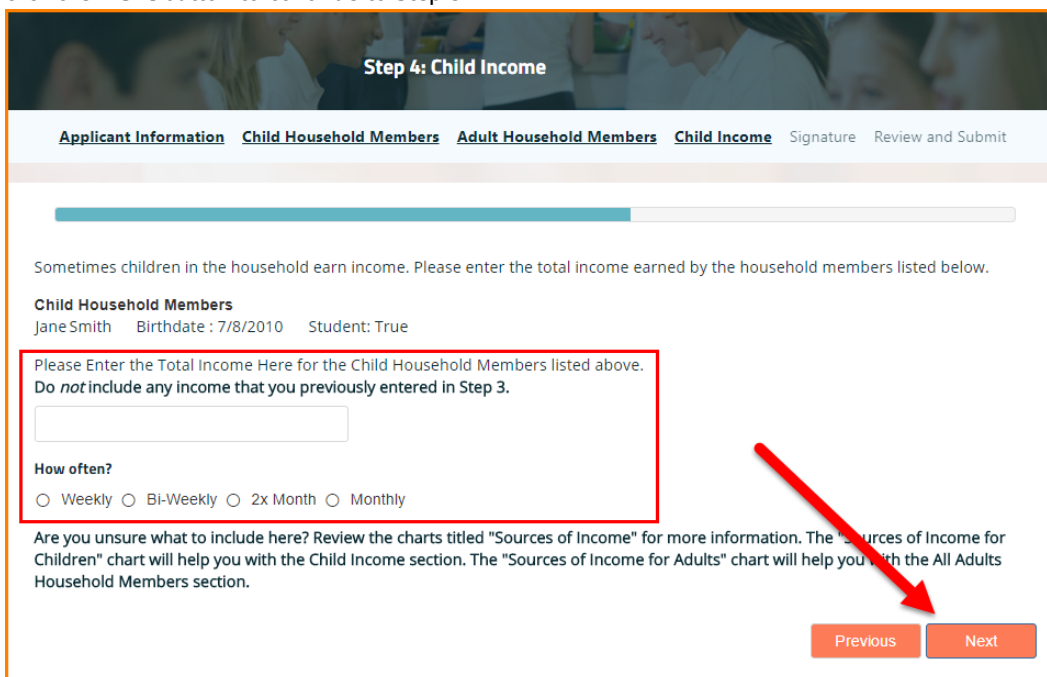
Add Adult

List all Household Members not listed in the previous step (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total **gross income (before taxes)** for each source in whole dollars (no cents) only. If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

Are you unsure what to include here? Review the charts titled "Sources of Income" for more information. The "Sources of Income for Children" chart will help you with the Child Income section. The "Sources of Income for Adults" chart will help you with the All Adults Household Members section.

Previous Next

11. In Step 4, for Child Income, there are instances where children in the household earn income, which must be included, where applicable, on the application. Enter the total amount of any income earned by Child Household Members in the field provided, and select how often this income is received. If no children in the household receive income, leave this blank. Once any Child Income has been entered, where appropriate, click the **Next** button to continue to Step 5:



The screenshot shows the 'Step 4: Child Income' form. At the top, there's a progress bar with five steps: Applicant Information, Child Household Members, Adult Household Members, Child Income (current), Signature, and Review and Submit. Below the progress bar, a message states: 'Sometimes children in the household earn income. Please enter the total income earned by the household members listed below.' Under 'Child Household Members', it lists 'Jane Smith' with birthdate '7/8/2010' and 'Student: True'. A red box highlights the instruction: 'Please Enter the Total Income Here for the Child Household Members listed above. Do not include any income that you previously entered in Step 3.' Below this is an empty text input field. Under 'How often?', there are radio buttons for 'Weekly', 'Bi-Weekly', '2x Month', and 'Monthly'. A red arrow points from the 'Next' button to the instruction box. At the bottom right are 'Previous' and 'Next' buttons.

NOTE: Do NOT include any income that was previously entered in Step 3



12. In Step 5, for Electronic Signature, either enter the last four digits of the SSN for the Adult Household Member who is signing the application. If this household member does not have a SSN, check the "I have no SSN" box. Enter the total count of all members within the household in the field provided. From the dropdown provided, select the Adult Household Member who is electronically signing the application, then type their Full Name in the box provided – this serves as the Electronic Signature. If desired, select the Ethnicity, and check the appropriate box(es) for Race in the last section, then click **Next** to continue to Step 6:

Step 5: Electronic Signature

[Applicant Information](#)
[Child Household Members](#)
[Adult Household Members](#)
[Child Income](#)
[Signature](#)
[Review and Submit](#)

Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member.

SSN *

XXX-XX-1234

☐ I have no SSN

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

2

I certify (promise) that all information on this application is true and that all income is reported. 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 and I may be prosecuted under applicable State and Federal laws.

Signed By *

Jennifer Smith

Type your full name *

Jennifer Smith

We are required to ask for information about your children's race and ethnicity. 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 price meals.

Ethnicity

Race (Choose one or more regardless of ethnicity)

☐ Not Answered

☐ Asian

☐ Black or African American

☐ American Indian/Alaska Native

☐ Native Hawaiian/Pacific Island

☐ White

☐ Other

Previous

Next

For more information
www.harrisschoolsolutions.com | 1.866.450.6696
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13. In Step 6, review the information entered for the application. Confirm that the correct address and contact information is displayed. Ensure that all Child and Adult Household members show, with the appropriate amount of income entered for each. Verify that the Signature information is accurately entered, then enter the code that shows in the graphical image. Once all information has been reviewed for accuracy, click the **Finish** button to submit the application to the School District:

Step 6: Review and Submit

[Applicant Information](#) [Child Household Members](#) [Adult Household Members](#) [Child Income](#) [Signature](#) [Review and Submit](#)

Applicant Information

Address 123 Fake Street Rocklin, California 95677 Phone 8773874846 Email support@ezmealapp.com

Tell us how many infants, children, school students and adults live in your household. They do NOT have to be related to you to be part of your household.
2

Child Household Members

Jane Smith Student: True 

Total Child Income:

Adult Household Members

Jennifer Smith Income: \$12,000.00 

Signature

SSN: 1234 Signed By: Jennifer Smith

Review and Submit

Please review the information and verify that it is correct. Make any modifications necessary by using the edit link next to each section.


 Type the code from the image

I understand by clicking on the Submit button below, my application will be sent electronically to the School District and my electronic signature has the same legal effect and enforceability as my written signature. The electronic signature and its related fields are treated by Harris EZMealApp Carol's Demo like a handwritten signature on a paper form.

I certify (promise) that all information on this application is true and that all income is reported. 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 and I may be prosecuted under applicable State and Federal laws.

Previous
Finish

14. Once finished, the Confirmation Code is displayed and, where provided, will be emailed to the email address provided in Step 1 of the application process.



Frequently-Asked Questions (FAQ)

School Districts generally send meal applications home at the beginning of each school year, however, you may apply for school meals at any time throughout the school year by submitting a household application via www.EZMealApp.com.

If you are earning at, or below, current Income Eligibility Guidelines, your school or local education agency will process your application and issue an eligibility determination.

1. What is EZMealApp?

- a. EZMealApp is an easy-to-use, web-based application that guides parents or guardians through the process of applying for free and reduced meal eligibility. A step-by-step process is in place to ensure the application is filled out completely and accurately

2. How will I know that the district received the meal application I submitted?

- a. As soon as the application is submitted with all of the required information, a confirmation number is automatically displayed, as well as emailed, if an email address was provided. The number is unique and belongs to that specific entry; it cannot be modified. This confirms that your application was received

3. What if I did not get my confirmation email?

- a. Please allow 24-48 hours to receive your confirmation email. If you do not receive confirmation, contact your Child Nutrition or Food Service Office and they can confirm receipt of your application, based on student name or confirmation number

4. How will I know that the application was approved?

- a. A notification letter in your selected language will be sent to you from your child's school district

5. How long does it take for the district to review my application?

- a. The USDA guidelines state that applications must be reviewed in a timely manner by the district. An eligibility determination must be made and implemented within 10 working days of the receipt of the application. By applying with EZMealApp, applications are processed quickly, particularly for children who do not have approved applications on file from the previous year

6. How much time does it take to complete the application online?

- a. In general, it takes 15-30 minutes to apply, based on the size of your household

7. How much does it cost to apply?

- a. There is no fee for using EZMealApp to submit your application. Your school district provides this service as an easy, fast, and accurate method of submitting your information. If you have additional questions, please contact your district directly

8. How do I know the EZMealApp site is secure?

- a. EZMealApp has security measures in place to protect the loss, misuse, and alteration of the information under our control. The system is fully compliant with all security regulations, and information is protected by the highest security standards using a Secure Socket Layer (SSL) protocol

9. What does Harris do with my personal information?





- a. Harris School Solutions never sells or publishes your personal information. The information provided is only used to determine eligibility. The complete Privacy Policy is available at: <https://secure.ezmealapp.com/PrivacyPolicy.aspx>

Harris School Solutions is a division of Harris Computer Systems (Harris), a fully-owned subsidiary of Constellation Software Incorporated. Constellation Software Inc. (CSI) is an international provider of market-leading software and services to a select number of industries, both in the public and private sectors.

The Harris School Nutrition Solutions business unit offers comprehensive software and hardware solutions to meet the needs of school nutrition programs.

Visit us at www.harrisschoolsolutions.com



