



Free and Reduced Meal Application Instructions

You may download the Free and Reduced Meal Application here or log in to your Family Access account and simply apply online.

Click here to jump to the Family Access log in page

1. Select **Food Service** on the left
2. Select **Applications**

The screenshot shows the Family Access website for BAXTER BISIG. The left sidebar has a menu with 'Food Service' highlighted in a red box. The main content area has 'Applications' highlighted in a red box. The 'Current Account Balance' shows BAXTER: \$-158.30, Lunch Type: Reduced. The 'Today's Lunch Menu' section states 'No lunch menu details are available for the current date.' The 'Weekly Purchases For: Wed May 31, 2017' section shows a table with columns for 'Item' and 'Price', and rows for each day of the week (Sun May 28, Mon May 29, Tue May 30, Wed May 31), all showing 'No purchases for this date.'

3. Now select **Add Application**

The screenshot shows the 'Food Service Applications' window. At the top, there are buttons for 'Pending Application', 'Add Application' (highlighted in a red box), and 'Print Application'. Below the buttons, it says 'No pending application was found.' Below that, there is a table for 'BAXTER (401)' with the following data:

Temp Application	Application Date	Effective Date	Dependents	Lunch Code	F/R Reason Code	Denied?	Active?	Applicati
No	Sun Jan 1, 2017	Sun Jan 1, 2017	5	Reduced		No	Yes	

4. Review the **Letter to Households** and check the box
5. Click **Next** and continue to follow the prompts, clicking **Next** after each step.
6. After you have completed all of the application steps you may **Review** and/or **Print** the applications.
7. Click **Submit Application**.
8. Once you have submitted your application you will be returned to the Food Service Applications window in Family Access. Use the **X** to close the Food Service Applications window and return to the main screen. You may return any time to view and/or print your applications.