

# How To Complete Free/Reduced School Meal Online Applications

## Conway School District

### General Information:

- Everyone has the option to complete a free/reduced meal application online or on paper.
- Online applications can be done from any computer with Internet access.
- Once an online application is started, it must be completed and submitted at that time. Incomplete applications cannot be saved and completed at a later time.

### Step 1

- Open your web browser on a computer and go to [www.ezmealapp.com](http://www.ezmealapp.com)
- Click on the “**Apply Today**” button in your desired language.

©2011 Harris School Solutions.  
EZMealApp.com is a trademark of Harris School Solutions.

[Privacy Policy](#)

## Step 2

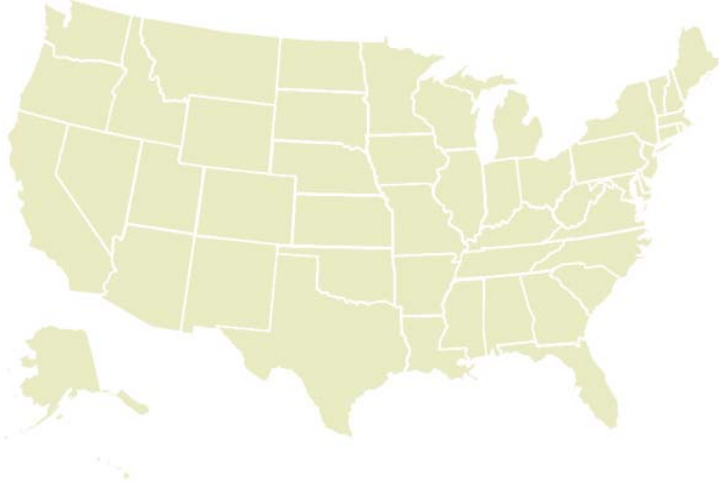
- Using the drop-down menus, select the state “**New Hampshire**” and “**Conway School District.**”
- Click on the “**Next Step**” button to continue.

### Application Progress

- 1 Application Information
- 2 Students
- 3 Household Members
- 4 Child Income
- 5 Electronic Signature
- 6 Review and Submit

## Select a State and District \* required

Click the state of your district or use the dropdown.



Select Your State:<sup>\*</sup>  Select Your School District:<sup>\*</sup>

**NEXT STEP**

©2013 Harris School Solutions.  
EZMealApp.com is a trademark of Harris School Solutions.

[Privacy Policy](#)

### Step 3

- Read through the “Terms of Use” and click the “**I Agree**” button to continue.
- Clicking the “I Don’t Agree” button will stop the application process.

**Application Progress**

- 1 Application Information
- 2 Students
- 3 Household Members
- 4 Electronic Signature
- 5 Review and Submit

Harris School Solutions PS

## Terms of Use \* required

**6 TERMINATION.**

6.1. Harris may terminate this Agreement at any time without notice to You for any or no reason. Sections 4, 5, and 7 will survive termination of this Agreement.

**7 GENERAL TERMS.** Harris Valley Unified School District reserves the right at any time and at its sole discretion to change the terms, conditions, and notices under which the Site is offered. Harris may revise the Terms at any time by updating this posting. You should visit this page from time to time to review the then-current Terms because they are binding on You. Certain provisions of the Terms may be superseded by expressly designated legal notices given to You or terms located on particular pages at the Site. Harris also reserves the right at any time and at its sole discretion to modify or discontinue, temporarily or permanently, the Site (or any part thereof) with or without notice. You agree that Harris shall not be liable to You or to any third party for any modification, suspension or discontinuance of the Site.

**7.2. Jurisdiction.** The Terms shall be governed by and interpreted according to the laws of the State of California, without regard to conflicts of law principles. Harris and You agree that all disputes and litigation regarding the Terms, the Site, and matters connected with its performance or relating to the use of the Site shall be subject to, and they each consent to jurisdiction and venue in, the state and federal courts in Sacramento, California. Use of the Site is unauthorized in any jurisdiction that does not give effect to all provision of these terms and conditions, including without limitation this section.

**7.3. Equitable Relief.** You recognize and acknowledge that a breach by You of any of Your obligations under the Terms will cause Harris irreparable damage, which cannot be readily remedied by monetary damages in an action at law. Accordingly, in the event of any default or breach by You, including any action by You that could cause some loss or dilution of Harris goodwill, reputation, or rights in the Site, Harris shall be entitled to an immediate injunction in addition to any other remedies available, to stop or prevent such irreparable harm, loss, or dilution.

**7.4. Entire Agreement.** The Terms embody the entire agreement and understanding between Harris and You with respect to the subject matter of the Terms and supersedes all prior oral or written agreements and understandings relating to the subject matter of the Terms. No statement, representation, warranty, covenant or agreement of any kind not expressly set forth in the Terms shall affect, or be used to interpret, change or restrict, the express terms and provisions of the Terms.

By checking the "I Agree" button below, you acknowledge that you have read, understood, and agree to be legally bound by the Terms as stated above. If you do not agree to the above Terms, close your web browser or click "I Don't Agree".

**I DON'T AGREE** **I AGREE**

## Step 4

Read through the “Letter to Household” and then click the “Next Step” button to continue.

Application Progress	
1 Application Information	<p>Ponder ISD</p> <h2>Letter to Household <span style="float: right;">* required</span></h2> <p>Dear Parent/Guardian:</p> <p>Children need healthy meals to learn. Ponder ISD offers healthy meals every school day. Breakfast costs \$1.25 EC-12; lunch costs \$2.25 EC-5, \$2.50 6-12. Your child(ren) may qualify for free meals or for reduced-price meals. Reduced price is \$.30 for breakfast and \$.40 for lunch.</p> <p>1. Do I need to fill out an application for each child? No. Complete one application to apply for free or reduced-price meals. <u>Use one Free and Reduced-Price School Meals Application for all students in your household.</u> We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to the campus office or mail to Ponder ISD 400 W. Bailey St. Ponder, TX 76259.</p> <p>2. Who can get free meals? Children in households receiving Supplemental Nutrition Assistance Program (SNAP) benefits (formerly the Food Stamp Program) or TANF can get free meals regardless of your income. Your benefit letter from the Texas Health and Human Services Commission (HHSC) is your documentation for free meals. If you have not already received a letter from your school stating that your household is eligible for free meals, you may take your HHSC benefit letter to the school nutrition office to be certified for free meals. If a child in your household is directly certified due to receiving SNAP or TANF benefits, all children of your household are eligible for free meals. If a child in your household is not included on the Letter of Direct Certification, sent to you by the LEA, or if you have questions, call the school at 940-479-8308.</p> <p>3. Should I fill out an application if I got a letter this school year saying my children are approved for free or reduced-price meals? In most cases no, however, read the letter you got carefully and follow the instructions. Call the school at 940-479-8308 if you have questions or a member of your household is not listed on the letter. If your household does not receive SNAP or TANF, your children may still be eligible to receive free meals if your household income is less than the amounts listed on the federal Income Eligibility Guidelines. Please complete the application and submit it to the school nutrition office. Head Start/Early Head Start students, Even Start children, and certain foster children also qualify for free meals.</p> <p style="text-align: right;"><b>NEXT STEP</b></p>
2 Students	
3 Household Members	
4 Electronic Signature	
5 Review and Submit	



### Step 5

Complete the first step of the actual application which includes basic information. If a field has a red asterisk (\*) this means the field cannot be left blank. Once done, click the “Next Step” button to continue.

The screenshot shows the 'Step 1: Application Information' form. On the left is a vertical 'Application Progress' sidebar with five steps: 1. Application Information (selected), 2. Students, 3. Household Members, 4. Electronic Signature, and 5. Review and Submit. The main form area is titled 'Harris School Solutions PS' and 'Step 1: Application Information' with a red asterisk indicating required fields. The form contains the following fields: Address\* (4731 Test Avenue), City\* (Ponder), State\* (TEXAS), Zip\* (76259), Phone\* ((310) 555-1256), Email (ftest@hotmail.com), Number of all household members including students\* (3), and Are you Hispanic or Latino\* (No). A blue 'NEXT STEP' button is located at the bottom right.

### Step 6

Complete the second step of the actual application which includes entering information for each student attending a Conway School District school. If a field has a red asterisk (\*) this means the field cannot be left blank. After entering the first student’s information, click the “Add a Student” button if you have another student in the household that attends Conway School District schools. If you have no other students to add to the application, click the “Next Step” button.

The screenshot shows the 'Step 2: Students' form. The 'Application Progress' sidebar now highlights step 2, 'Students'. The main form area is titled 'Harris School Solutions PS' and 'Step 2: Students' with a red asterisk indicating required fields. The form contains the following fields: First Name\* (Johnny), Last Name\* (Test), Birthdate (2/1/2004), School\* (Henry Wilson Elementary School), Grade\* (Grade 4), Benefit Type\* (None), Foster Child (checkbox), and No Income (checkbox). Two blue buttons, 'ADD A STUDENT' and 'NEXT STEP', are located at the bottom right.

### Step 7

Complete the third step of the actual application which involves entering information for each non-student in the household, including his/her income. If a field has a red asterisk (\*) this means the field cannot be left blank. After entering the first person's information, click the "Add a Member" button if you have another non-student in the household. If you have no other non-student to add to the application, click the "Next Step" button.

Example of First Household Member:

The screenshot shows the 'Step 3: Household Members' form for the first member. The 'Application Progress' sidebar on the left has five steps: 1. Application Information, 2. Students, 3. Household Members (highlighted), 4. Electronic Signature, and 5. Review and Submit. The main form area is titled 'Harris School Solutions PS' and 'Step 3: Household Members' with a '\* required' note. The first member's information is as follows:

Field	Value
First Name*	Father
Last Name*	Test
No Income	<input type="checkbox"/>
Income Type	Earnings From Work
Wage	\$150.00
Frequency	Twice a Month

Below this, there are five more rows for 'Income Type', 'Wage', and 'Frequency' with empty input fields. At the bottom right, there are two buttons: 'ADD A MEMBER' and 'NEXT STEP'.

Example of Second Household Member:

The screenshot shows the 'Step 3: Household Members' form for the second member. The 'Application Progress' sidebar on the left is the same as in the first example. The main form area is titled 'Harris School Solutions PS' and 'Step 3: Household Members' with a '\* required' note. The first member's information is displayed as a summary:

Father Test      Income: \$3,600.00      [edit](#)      [delete](#)

The second member's information is as follows:

Field	Value
First Name*	Mother
Last Name*	Test
No Income	<input type="checkbox"/>
Income Type	Earnings From Work
Wage	\$170.00
Frequency	Monthly

Below this, there are five more rows for 'Income Type', 'Wage', and 'Frequency' with empty input fields. At the bottom right, there are two buttons: 'ADD A MEMBER' and 'NEXT STEP'.

### Step 8

Complete the fourth step of the actual application by electronically signing the application. This requires entering the last four digits of the applicant's social security number and their full name. If a field has a red asterisk (\*) this means the field cannot be left blank. Once done, click the "Next Step" button.

The screenshot shows a web application interface for Harris School Solutions PS. On the left is a vertical sidebar titled "Application Progress" with five steps: 1. Application Information, 2. Students, 3. Household Members, 4. Electronic Signature (highlighted in blue), and 5. Review and Submit. The main content area is titled "Step 4: Electronic Signature" with a red asterisk and the word "required" to its right. Below the title are two radio button options: "SSN xxx-xx- 1122" (selected) and "I have no SSN". Below these is a "Signed By" dropdown menu with "Father Test" selected. Underneath is a text input field labeled "Type your full name:" with "Father Test" entered. A blue arrow button labeled "NEXT STEP" is located in the bottom right corner.

Harris School Solutions PS

Application Progress

- Application Information
- Students
- Household Members
- Electronic Signature**
- Review and Submit

## Step 4: Electronic Signature \* required

SSN xxx-xx- 1122 \* required

I have no SSN

**Signed By\***

Father Test

**Type your full name:\***

Father Test

**NEXT STEP**

## Step 9

Complete the fifth step of the actual application by reviewing all the information entered on the application. If any information is incorrect, click the "Edit" link to change it. If you want to delete a person from the application completely, click the "Delete" link. Once you are confident the information is completely accurate, type the code shown in the image into the field displayed. Then read the certification statement and click the "**Submit**" button to complete the process. *Once submitted, the application cannot be changed – a new application will have to be submitted.*

### Application Progress

- 1 [Application Information](#)
- 2 [Students](#)
- 3 [Household Members](#)
- 4 [Electronic Signature](#)
- 5 [Review and Submit](#)

### Harris School Solutions PS

## Step 5: Review and Submit \* required

[Application Information](#) [edit](#)

Address	Phone	Email
4731 Test Avenue Ponder, TX 76259	3105551256	ftest@hotmail.com

**Number of all household members including students**  
3

Are you Hispanic or Latino: No

### Students

Johnny Test	Birthdate: 2/1/2004	<a href="#">edit</a>	<a href="#">delete</a>
-------------	---------------------	----------------------	------------------------

### Household Members

Father Test	Income: \$3,600.00	<a href="#">edit</a>	<a href="#">delete</a>
Mother Test	Income: \$2,040.00	<a href="#">edit</a>	<a href="#">delete</a>


### Electronic Signature

[edit](#)

SSN	Signed By	Signature
xxx-xx-1122	Father Test	Father Test

### 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.

I certify that all information on this application is true and that all income is reported. I understand that the school will get Federal funds based on the information I provided. I understand that school officials may verify the information. I understand that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted.

**SUBMIT**



## Step 10

After submitting your application, a thank you screen will be displayed. On this page your application's confirmation number will be displayed. We strongly encourage each applicant to record this confirmation number by either printing this page or writing the confirmation number down. Once that is done, you may close the browser window.

**Application Progress**

Harris School Solutions PS

**Thank You** required

**Thank You for Submitting your Application!**

Your Confirmation number is CH748-THTVQ. Please print this for your records.

**Your eligibility determination will not be immediate.** Nutrition Services may take up to ten days to process your application. You are responsible for your child's meals until your application is processed. Meals may be purchased at full price until otherwise notified.

Thank you for filling out a Free and reduced application. If you have a question please call 916-303-3333.

1 Application Information

2 Students

3 Household Members

4 Electronic Signature

5 Review and Submit

## More Information

If you have additional questions or need more information regarding the free and reduced meal application process, please contact the Conway School District Food Service Director, Brian Coffey, at 603-356-4343 or by email at [b\\_coffey@sau9.org](mailto:b_coffey@sau9.org).

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.