

## Free and Reduced applications for all schools

Parents are advised to prepay into your students account before school starts. Students who qualified for free or reduced status last year will qualify as they did at the end of the previous school year for the first 30 school days of the new school year calendar only.

For the year 2016-2017 the expiration date will be September 27, 2016. Parents must fill a new application every year. New applications will be available at the District Office 264 S 400 E July 1 and in August at all schools.

Parents can fill out an application online at <https://sis.seschools.org/Login>. Right below the login box is a smaller box which says: **Contacts with Web Access may request a user name**. Click there. You will need to know your student's I.D. number and date of birth. You can call the school secretary, teacher or Child Nutrition department to obtain the I.D. number. You will need to request a username if you haven't done that already for grade access and you will need to create a password. Remember your user name and password as you will use it all through school unless prompted to change it. There will be icons for **Food Service, Student Summary, Free/Reduced meal Application and Update Student Contact Information**. Please update **Student Contact information**. Here there is a list of frequently asked questions with answers and information to help applicants when filling out the information with questions you may have. If you don't have questions, click on the **Begin Application button**. Please read through the information and follow instructions. Begin application when ready. Answer each page as it pertains to your application. **Please, only one application for each household, with all your children's name, the school they will attend and if not in school completed on the application. If you receive food assistance you will need your case number. If you are filling out income amounts you will need to fill in each family member's income and how often it is paid. If a family member does not have income check the no income box. It will not be complete without all information and make sure you check the electronic signature box.**

**It is fast and easy. No more losing applications from students, parents, offices, teachers, kitchen managers. You alone can be in full control of your applications! No more delays because of incomplete applications. In the advent that parents are divorced or other unseen separation, it is advised for each parent to create their own application when applying. Please do not share information so that it is not accessible to anyone other than the parent filling out the application. Parents will be notified if you qualify. Any questions please call Deb @ 435-259-2757.**

It is the parent's responsibility to fill out the application on line or on paper and to make sure it is turned into the Food Service Director. If a new application is not filed out and approved before September 27, the status will change from free or reduced to full price charge and you as parents are responsible for the debt accrued. Even if you qualify for free or reduced meals, the charges made before the application is approved, will have to be paid. Those charges will remain on you students account until he is no longer in one of the District's schools. Before a student checks out of the school parents will be required to pay their debt. The debt will follow from grade to grade.

If the student's family receives benefits from Special Nutrition Assistance Program (SNAP), the Family Employment Program (FEP) or the Food Distribution Program on Indian Reservations (FDPIR), the household qualifies for meals at no charge, once the school receives notice of student's or family's eligibility, you do not have to complete or submit a free/reduced-price form. Schools will send the household an email/letter or phone call informing parents of the student's eligibility for free meals. If a parent qualifies for one of these programs and has not received such a letter before school starts, the parent should contact the school food service program @ 435-259-2757.

### **Filling out the paper application**

Applications must be filled out completely-part 1 through part 5. Only one application per family is needed with all students listed on that application.

**Part 1- Make sure you name every child in the family in school and out of school that lives with you, is on a mission or at college. This helps increase your household size, helping you to qualify. If your child has no income, check the box no income.**

**Part 2.-If you have food stamps we must have your food stamp case number to approve application.**

**Part3- If you are homeless, a runaway or migrant check that box.**

**Part 4- TOTAL HOUSEHOLD INCOME-LIST ALL MEMBERS INCLUDING CHILDREN WITH INCOME-HOW OFTEN YOU ARE PAID, ANNUAL, MONTHLY, TWICE PER MONTH, EVERY TWO WEEKS, OR WEEKLY.**

**SELF EMPLOYED** – If you are self -employed you may use last year's income as a basis to project the current year's net income, unless your current net income provides a more accurate measure. Self-employed persons are credited with net income rather than gross income. Net income for self-employment is determined by subtracting business expenses from gross receipts.

**SEASONAL WORKERS** – Seasonal workers and others, whose income fluctuates, usually earn more money in some months than in other months. Consequently, the previous month's income may distort the household's actual circumstances. In these situations, the household may project its annual income and report this amount as its current income. If the prior year's income provides an accurate reflection of the household's current annual rate of income, the prior year may be used as a basis for the projected annual rate of income.

**Part 5- Applications must be signed, have a valid phone number, address and you must state your last four digits of your social security number or if you do not have a social security number you must check that box. If any of the fore mentioned are left vacant, your application will be invalid.**

Parents may use [www.myschoolfees.com](http://www.myschoolfees.com) an automated payment system, to make payments for student's meals. Parents may make on-line payments, using debit or credit cards for one or all of their students, allocating the funds to each students account. Instructions are also located on the Districts web site or at each schools site.