Log into Family Access from any Brandon Valley building website.

If you don't have a Family Access account, call your building secretary or the BV Administration Center.

You can add a Free & Reduced Meals Application in two different areas of Skyward.

To use the Food Service Link

Select one student from your Family Access account.

(You must select one student name from this menu, not "all students")
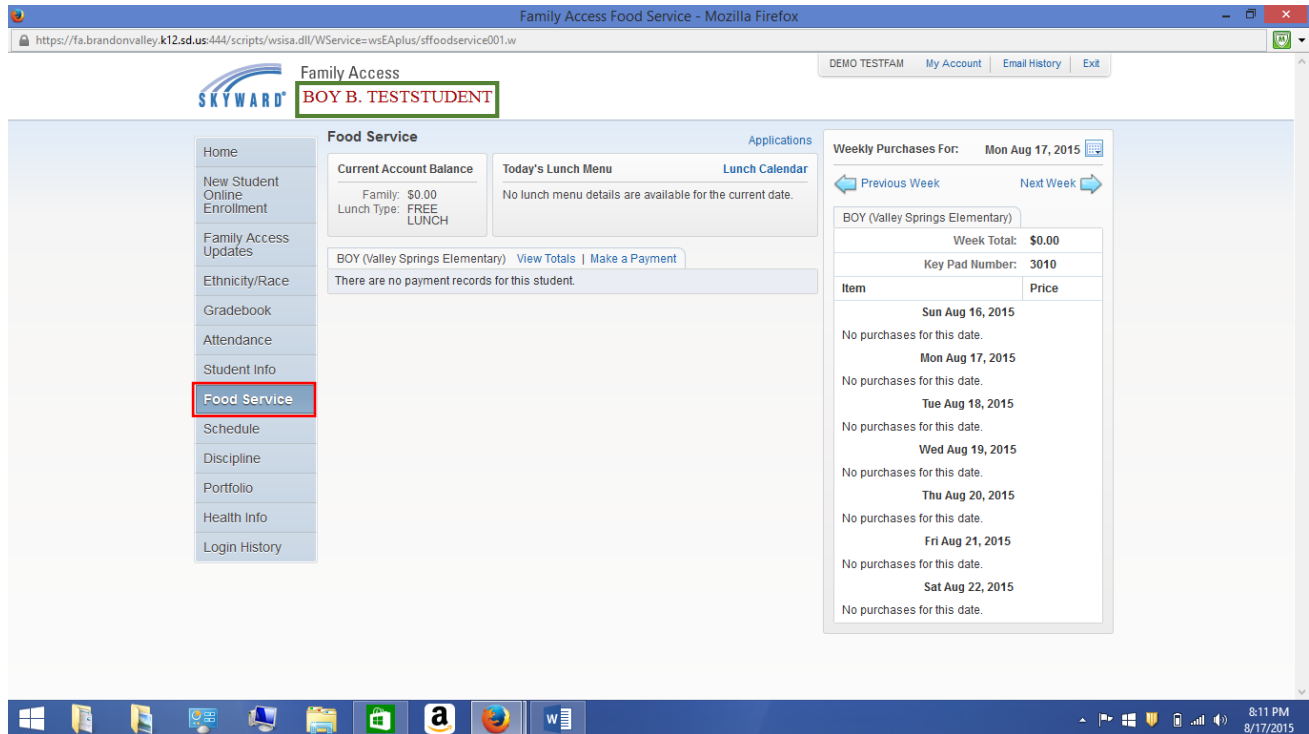
To add an application within the "Family Access Updates", see the next page.

To add a Free/Reduced Application within "Family Access Updates" (this is Step #4)

4.   Add a Free or Reduced Meals Application

Select "Add Application"

Review the Letter to Parents. Select Next.

https://fa.brandonvalley.k12.sd.us:444/scripts/wsisa.dll/WService=wsEAplus/sfamaedit020.w

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Review and Submit

Dear Parent/Guardian:

Brandon Valley School District offers healthy meals every day that it is open as part of our participation in the U.S. Department of Agriculture's (USDA) Child Nutrition Programs. USDA provides reimbursement for healthy meals and snacks served to children. Breakfast costs Elem, $1.65, MS, $1.80, HS $1.85; lunch costs Elem, $2.60, MS $2.85, HS $2.90. Children may qualify for free meals or for reduced price meals. Reduced price is .30 for breakfast and .40 for lunch. If the children are eligible for free or reduced price lunch, they are also eligible for free or reduced price breakfast.

If completing a non-electronic application, turn in letters or applications to: Gay Anderson, Child Nutrition Director, 2001 S. Sioux Blvd, Brandon, SD 57005. 1-605-582-3926 or 1-888-201-3972.

1. **Who can get free meals without providing income information?**
   - Schoolchildren from households getting Supplemental Nutrition Assistance Program (SNAP) and Temporary Assistance for Needy Families (TANF) can get free meals without applying. Schools will be directly notified of eligible students from families on SNAP or TANF by mid-September. If you were certified as eligible for SNAP or TANF after school got out in the spring, complete an application with your case number (see #2). Contact the school if you do not get a letter by September 30, or fill out an application. Direct certification does not apply to the Child & Adult Care Food Program.
   - Children in households getting assistance through the Food Distribution Program on Indian Reservations (FDPIR) can get free meals. If you received an Interagency Notification from the commodity warehouse that includes schoolchildren, turn that in to the school instead of filling out an application. You can write the names of other children from your household on that letter and they will get free meals, too. If you did not receive an FDPIR Notice of Action, you can ask for one from the certifier.
   - Foster children (see #9 below) and children enrolled in Head Start are eligible for free meals.
   - Homeless, runaway, and migrant children usually are eligible for free meals. Please call the school's homeless/runaway liaison or migrant coordinator, Lyn Heidenson, 605-582-3446, to see if your child (ren) qualifies, if you have not been told already that they will get free meals.

2. **Who needs to fill out an application to get free or reduced price meals?**
   - If you receive benefits but do not have your notice from the school or FDPIR, fill out an application and write your FDPIR, SNAP, or TANF case number on it. Turn that into the school/center.
   - If your household income is within the limits on the Income Guidelines Chart with this application, fill out an application.
   - Children in households who get WIC or Medicaid <u>may</u> be eligible for free or reduced price meals. Please fill out an application and list family members and income.

3. **Do I need to fill out an application for each of my children?** No. Complete and submit one application for all children from your household. We cannot approve a form that is not complete, so be sure to read the instructions carefully and fill out all required information.
4. **Who can get reduced price meals?** Your children can get low cost meals if your household income is within the reduced price limits on the Income Guidelines Chart, shown on this application.
5. **May I fill out a form if someone in my household is not a U.S. citizen?** Yes. You or your children do not have to be U.S. citizens to qualify for meal benefits.
6. **Who should I include as members of my household?** You must include everyone in your household who shares income and expenses. This includes grandparents, other relatives, or friends who live with you. You must include yourself and all children who live with you. You also may include foster children who live with you.

javascript:if (cbs("bNext")) {NavSection("2");}

Read the "Instructions for Applying". Select the box shown and then "Next"

Review the Federal Income Chart. Select Next to continue, or select the box below if you do not qualify or do not want to complete the application.

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Review and Submit

Your children may qualify for free or reduced price meals if your household income falls within the limits on this chart.
If you do not qualify for benefits or do not wish to complete an application, check the option below.

☐ I do not qualify for benefits or do not wish to complete an application

FEDERAL INCOME CHART
For School Year 2015-16

Household Size	Yearly	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	21,775	1,815	908	838	419
2	29,471	2,456	1,228	1,134	567
3	37,167	3,098	1,549	1,430	715
4	44,863	3,739	1,870	1,726	863
5	52,559	4,380	2,190	2,022	1,011
6	60,255	5,022	2,511	2,318	1,159
7	67,951	5,663	2,832	2,614	1,307
8	75,647	6,304	3,152	2,910	1,455
9	83,343	6,946	3,473	3,206	1,603

Each Additional Person:
| | 7,696 | 642 | 321 | 296 | 148 |

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8:14 PM
8/17/2015

Review the "Privacy Act Statement", and select Next.

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Review and Submit

Privacy Act Statement: This explains how we will use the information you give us.

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve the participant for free or reduced price meals. You must include the last four digits of the Social Security Number of the adult household member who signs the application. The Social Security Number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number for the participant or other (FDPIR) identifier or when you indicate that the adult household member signing the application does not have a Social Security Number. We will use your information to determine if the participant is eligible for free or reduced price meals, and for administration and enforcement of the Program.

8:14 PM
8/17/2015

Review the "Non-discrimination Statement", and select Next.

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Review and Submit

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs,, reprisal, or because all of a part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.)

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8:15 PM
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Selec the box "Add More Names to Application", if you need to add names. Select "Next"

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Part 1. Children's Names
To apply for free or reduced price meals, fill out this application and sign your name.

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Review and Submit

☐ Add More Names to Application

☐ New Applicant ☐ Previous Applicant

Legal Name of Child First Name, Middle Initial, Last Name	Age	School or Center	Grade	Check if a Foster Child
(Example) Student A. Smith		School Name	04	☐
				☐
				☐
				☐
				☐
				☐

8:15 PM
8/17/2015

If you receive SNAP, TANF, OR FDPIR benefits, please enter your case number, then select "Next".

If you do not receive the benefits, leave the boxes blank and select next.

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Review and Submit

Part 2. Households receiving SNAP, TANF, or FDPIR: If any member of your household is NOW receiving SNAP, TANF, and/or FDPIR, list the CASE NUMBER. Fill out Sections 1, 2, and 5. The application MUST have the signature of an adult.

SNAP Case Number: [   ]   TANF Case Number: [   ]   FDPIR Case Number: [   ]

javascript:if (cbs("bNext")) {NavSection("8");}

8:17 PM
8/17/2015

If the student is homeless, migrant, or runaway, please select the appropriate box then select "Next".

If the student does NOT qualify for homeless, migrant, or runaway, leave the boxes blank and select "Next".

You will need to list ALL people living in your home.

Some names may have been automatically copied into this screen.

Select "Add More Names to Application" to add names.

ALL HOUSEHOLD MEMBERS AND THEIR INCOME MUST BE INCLUDED.

Select "Next" when all household members and income have been entered.

Print Name. The name must be printed as it appears on the household income section (previous step).

Select "Click to Sign".

List the last four digits of your social security number, or select "I do not have a SSN".

Enter your email address (optional).

Submit ethnic and racial information. This step is optional.

Select "Next".

Review the information on this screen.

You MUST select "Submit Application" in order to apply for Free & Reduced Meals.

The application is now pending. If you go back and make any changes, the application will be marked as "Not Submitted", and you will need to resubmit.

Past online applications are shown at the bottom of the screen.

You will be notified by mail regarding the approval/denial of your application.

A message will also appear in your Skyward Family Access account.