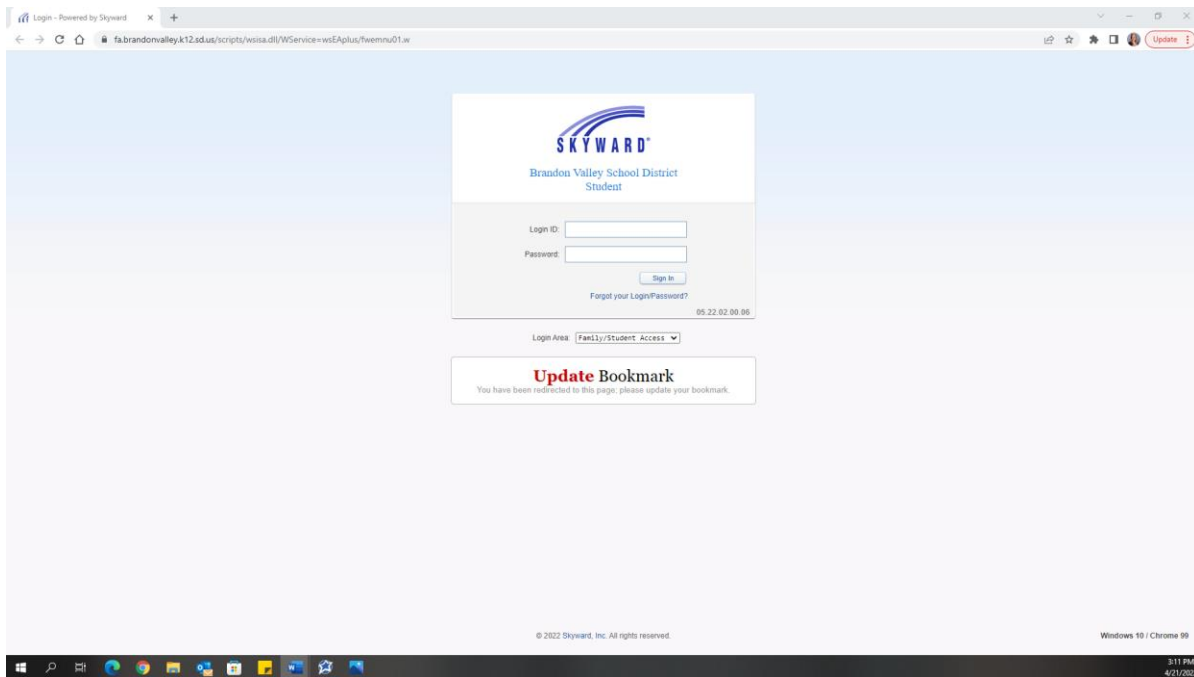


Completing Free/Reduced application via Family Access Skyward Account

1. Log into Family Access from any Brandon Valley building website. If you do not have a Family Access account, OR do not know your login information, contact your student's building secretary or the Brandon Valley Administration Center. Contact information for all building included below.

Brandon Valley Administration Center	582-2049
Brandon Elementary School	582-6315
Valley Springs Elementary School	757-6285
Robert Bennis Elementary School	582-8010
Fred Assam Elementary School	582-1500
Inspiration Elementary School	582-8590
Brandon Valley Intermediate School	582-6035
Brandon Valley Middle School	582-3214
Brandon Valley High School	582-3211

Link to Family Access Skyward: <https://fa.brandonvalley.k12.sd.us/scripts/wsisa.dll/WService=wsEApplus/fwemnu01.w>



2. If you have more than one student in your account, select **only one**. You must select a student to reach the application. Applications will not be available if your student drop down says 'ALL STUDENTS'.

Important Note: Although applications are completed under a specific student, **only ONE application needs to be completed PER FAMILY.**

3. Select the Food Service tab along the left side of the screen.

4. Once in Food Service tab, select 'Applications', then 'Add Application'. Do not select 'Print Application'. Application should be completed online, printed applications will only be accepted if obtained directly from CNS department offices.

Family Access
WELL F. STUDENT

WELL MOTHER My Account Email History Exit

Home
New Student Online Enrollment
Ethnicity/Race
Calendar
Gradebook
Attendance
Student Info
Food Service
Schedule
Discipline
Portfolio
Login History

Food Service

Current Account Balance
Family: \$0.00
Lunch Type: NORMAL LUNCH (PAID)

Today's Lunch Menu
No lunch menu details are available for the current date.

1 Lunch Calendar

WELL (Brandon Elementary School) View Totals | Make a Payment
There are no payment records for this student.

Weekly Purchases For: Thu Apr 21, 2022
Previous Week Next Week

WELL (Brandon Elementary School)
Set Purchase Limit
Week Total: \$0.00
Key Pad Number: 330431

Item	Price
Sun Apr 17, 2022	
No purchases for this date.	
Mon Apr 18, 2022	
No purchases for this date.	
Tue Apr 19, 2022	
No purchases for this date.	
Wed Apr 20, 2022	
No purchases for this date.	
Thu Apr 21, 2022	
No purchases for this date.	

Food Service Applications

Pending Applications Add Application | Print Application
No pending applications were found.

WELL (001)

Temp Application	Application Date	Effective Date	Dependents	Lunch Code	Denied?	Active?	Application Nbr
No	Fri Jul 30, 2021	Mon Jan 1, 1900	0	NORMAL	No	Yes	

Sat Apr 23, 2022
No purchases for this date.

5. After selecting 'Add Application', the application will open. Review the Letter to Parents before continuing through the application process. Once it has been reviewed, select 'Next' (upper right-hand corner).

Application for Free and Reduced Price Meals - Entry 001 - 05.22.02.00.06 - Google Chrome
fa.brandonvalley.k12.sd.us/scripts/wssa.dll/WService=wsEAPlus/sfamaedit020.w

Application for Free and Reduced Price Meals

Steps

➔ Letter to Parents

Instructions for Applying

Federal Income Chart

Privacy Act Statement

Non-discrimination Statement

Application

- Part 1: Child Names
- Part 2: Benefits
- Part 3: Child Status
- Part 4: Gross Income
- Part 5: Signature
- Part 6: Ethnicity and Race

Review and Submit

Application for Free and Reduced Price Meals

Letter to Parents
Link to USDA Translated Household Applications: <https://www.fns.usda.gov/cn/translated-applications>

Dear Parent/Guardian:

Children need healthy meals to learn. The Brandon Valley School District offers healthy meals to all enrolled children at no additional cost. USDA provides reimbursements for healthy meals and snacks served to children enrolled in the school/center. Please help us comply with the requirements of the Program by completing the attached Application for Free/Reduced-price Meals. By filling out this form, we will be able to determine if we can claim meals served to your child(ren) at the free or reduced-price rate. This packet includes an application for free or reduced-price meal benefits, and a set of detailed instructions. 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 SNAP, the Food Distribution Program on Indian Reservations (FDPIR) or TANF 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 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 INCOME CHART

For School Year 2021-22

Household Size	Yearly	Monthly	Weekly
1	23,828	1,986	459
2	32,227	2,686	620
3	40,626	3,386	782
4	49,025	4,086	943
5	57,424	4,786	1,105
6	65,823	5,486	1,266
7	74,222	6,186	1,428
8	82,621	6,886	1,589

Each Additional Person:
8,399 700 152

2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven't been told your children will get free meals, please call at or email at .

3. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. Use one Free and Reduced-Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to:

4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS? No, but please read the letter you got carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact the district right away so those children get benefits, too.

5. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child's application is only good for that school year and for the first few days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year.

6. I GET WIC OR MEDICAID. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC or Medicaid may be eligible for free or reduced-price meals. Please send in an application.

7. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.

8. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced-price meals if the household income drops below the income limit.

9. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced-price meals.

10. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.

11. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeros. Please be careful when leaving income fields blank, as we will assume you meant to do so.

12. WHAT IF MY INCOME CHANGES DURING THE YEAR OR MY SNAP, TANF OR FDPIR BENEFITS CHANGE? If your application for free or reduced-price benefits was properly approved, you will remain eligible for those benefits for an allotted time period. You may visit with a school/center official to get the exact date the meal benefits will expire.

13. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Family Subsistence Supplemental Allowance (FSSA) payments and any additional combat pay resulting from deployment are also excluded from income.

14. IS COMBAT PAY COUNTED AS INCOME? No, if the combat pay is received in addition to the basic pay because of deployment and it was not received before deployment, combat pay is not counted as income. Contact your school for more information.

15. WILL YOU TELL ANYONE ELSE ABOUT THE INFORMATION ON MY FORM? We will use the information on your form to decide if your children should get free or reduced-price meals. We may inform officials associated with other child nutrition, health, and education programs of the information on your form to determine benefits for those programs or for funding and/or evaluation purposes.

16. WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a separate piece of paper and attach it to your application.

17. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? Contact your local Department of Social Services assistance office to find out how to apply for SNAP or TANF.

2

Next

Print

Back

1

Review

6. Thoroughly read the 'Instructions for Applying'. Once instructions have been reviewed, select the box shown to acknowledge instructions. Once complete, select 'Next'.

7. Review the Federal Income Chart. Once completed, select 'Next', or select the box stating 'I do not qualify for benefits or do not wish to complete an application'.

**Selecting the box on this page will delete your application and exit you from the open screen.*

8. Review the 'Privacy Act Statement'. Once completed, select 'Next'.

The screenshot shows a web browser window with the URL fa.brandsonvalley.k12.sd.us/scripts/wsisa.dll/WService=wsEApplus/sfamaedit020.w. The page title is "Application for Free and Reduced Price Meals". The left sidebar lists the steps: Letter to Parents, Instructions for Applying, Federal Income Chart, Privacy Act Statement (highlighted with a red box and a red '1'), Non-discrimination Statement, Application, Review and Submit. The main content area is titled "Application for Free and Reduced Price Meals" and "Privacy Act Statement: This explains how we will use the information you give us." It contains a paragraph about the Richard B. Russell National School Lunch Act. At the top right, there are buttons: "Previous" (highlighted with a red box and a red '2'), "Next", "Print", and "Back".

Application for Free and Reduced Price Meals

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 your child 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 last four digits of 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 or other FOPIR identifier for your child 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 your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

Review

10:04 AM
4/25/2022

9. Review the 'Non-discrimination Statement'. Once completed, select 'Next'.

The screenshot shows the same web browser window, but the page title is "Application for Free and Reduced Price Meals" and the main content area is titled "Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly." It contains a paragraph about the U.S. Department of Agriculture (USDA) civil rights regulations and policies. At the top right, there are buttons: "Previous" (highlighted with a red box and a red '2'), "Next" (highlighted with a red box and a red '2'), "Print", and "Back".

Application for Free and Reduced Price Meals

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

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

The above address is for discrimination complaint purposes only.
Return this complete application to your school, not USDA.

Review

11:03 AM
4/25/2022

10. Use the table to add children's names. Be thorough in completing this section. All fields are required, complete this section for **all students** within the Brandon Valley School District. Once all student name(s), age(s), school(s), and grade(s) have been entered, select 'Next'.
- *Should you need additional lines to add more students, select the box 'Add More Names to Application'.*
- **Note there is a box to check if a student living in your house is a foster child.*

Application for Free and Reduced Price Meals - Entry 001 - 05.22.02.00.06 - Google Chrome

fa.brandonvalley.k12.sd.us/scripts/wsisa.dll/WService=wsEApplus/stamaedit020.w

Application for Free and Reduced Price Meals

Steps

Application for Free and Reduced Price Meals

Letter to Parents

Instructions for Applying

Federal Income Chart

Privacy Act Statement

Non-Discrimination Statement

Application

Part 1: Children's Names

Part 2: Benefits

Part 3: Child Status

Part 4: Gross Income

Part 5: Signature

Part 6: Ethnicity and Race

Review and Submit

Part 1. Children's Names

To apply for free or reduced price meals, fill out this application and sign your name.

☐ Add More Names to Application

**Select if additional lines are needed.*

☐ 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	<input type="checkbox"/>
Student A. Test	5	Test Elementary School	KG	<input type="checkbox"/>
Student B. Test	10	Test Elementary School	04	<input type="checkbox"/>
Student C. Test	14	Test Middle School	08	<input type="checkbox"/>
Student D. Test	17	Test High School	11	<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

1

Complete

2

Next

Print

Back

11:19 AM
4/25/2022

11. If you currently receive SNAP, TANF, or FDIPIR benefits, please enter your case number. *Case number must be current.* If you do not receive these benefits, leave the boxes blank and select 'Next'.

Application for Free and Reduced Price Meals - Entry 001 - 05.22.02.00.06 - Google Chrome

fa.brandonvalley.k12.sd.us/scripts/wsisa.dll/WService=wsEApplus/stamaedit020.w

Application for Free and Reduced Price Meals

Steps

Application for Free and Reduced Price Meals

Letter to Parents

Instructions for Applying

Federal Income Chart

Privacy Act Statement

Non-Discrimination Statement

Application

Part 1: Children's Names

Part 2: Benefits

Part 3: Child Status

Part 4: Gross Income

Part 5: Signature

Part 6: Ethnicity and Race

Review and Submit

Part 2. Households receiving SNAP, TANF, or FDIPIR: If any member of your household is NOW receiving SNAP, TANF, and/or FDIPIR, 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: FDIPIR Case Number:

1

Complete, if applicable

2

Next

Print

Back

11:16 AM
4/25/2022

12. If the student is homeless, migrant, or runaway, please select the appropriate box. If the student does not fall under these categories, leave the boxes blank and select 'Next'.

Application for Free and Reduced Price Meals

Steps

Letter to Parents
Instructions for Applying
Federal Income Chart
Privacy Act Statement
Non-discrimination Statement

Application

- Part 1: Child Names
- Part 2: Benefits
- Part 3: Child Status
- Part 4: Gross Income
- Part 5: Signature
- Part 6: Ethnicity and Race

Review and Submit

Application for Free and Reduced Price Meals

Part 3. Is this child a migrant, homeless, or runaway?
If the child you are applying for is homeless, migrant, or a runaway, check the appropriate box and call your school's homeless liaison or migrant coordinator.

Child Status: ☐ Homeless ☐ Migrant ☐ Runaway

1

Complete, if applicable

2

Previous Next Print Back

13. The next section of this application requires ALL household members AND their income to be listed. Student names from the Part 1, will be copied into this section. Select 'OK' to enter household member names.

Application for Free and Reduced Price Meals

Steps

Letter to Parents
Instructions for Applying
Federal Income Chart
Privacy Act Statement
Non-discrimination Statement

Application

- Part 1: Child Names
- Part 2: Benefits
- Part 3: Child Status
- Part 4: Gross Income
- Part 5: Signature
- Part 6: Ethnicity and Race

Review and Submit

Application for Free and Reduced Price Meals

Part 4. Total Household Income from Last Month - You must tell us how much and how often
List everyone in household.
☐ Add More Names to Application

A. Full Legal Name
(First Name, Middle Initial, Last Name)

B. Income - list how much you get each pay day and how often you get paid (?)

	Earnings from Work Before Deductions	Welfare, Child Support, Alimony	Pensions, Retirement, Social Security	Farm/Other (?)	Check if No Income				
(Example) Jane A. Smith	\$199.99	W	\$149.99	B	\$99.99	N	\$50.00	N	<input type="checkbox"/>
Student A. Test	\$0.00	W	\$0.00	W	\$0.00	W	\$0.00	W	<input type="checkbox"/>
Student B. Test	\$0.00	W	\$0.00	W	\$0.00	W	\$0.00	W	<input type="checkbox"/>
Student C. Test	\$0.00	W	\$0.00	W	\$0.00	W	\$0.00	W	<input type="checkbox"/>
Student D. Test	\$0.00	W	\$0.00	W	\$0.00	W	\$0.00	W	<input type="checkbox"/>
	\$0.00	W	\$0.00	W	\$0.00	W	\$0.00	W	<input type="checkbox"/>
	\$0.00	W	\$0.00	W	\$0.00	W	\$0.00	W	<input type="checkbox"/>

Application Helper

Based on the household information provided, household names were copied into this section. Please review each name and remove based on application instructions if necessary.

OK

****If an individual has no income, you MUST check the box in the last column of the table.**

**Should you need additional lines to add more students, select the box 'Add More Names to Application'.*

NOTE: ALL MEMBERS OF THE HOUSEHOLD AND INCOMES MUST BE INCLUDED IN THIS SECTION.

15. Complete the last section. The name must be printed as it appears on the household income section (previous step). The last four digits of your social security number are also required (or select 'I do not have a SSN'). Address, phone number, and email are optional but highly encouraged. Once information is entered, select 'Click to Sign'.

16. After selecting 'Click to Sign', you will be prompted to acknowledge the Electronic Signature Agreement. When this pops up, select 'I Agree'. Then select 'Next'.

17. Select your Ethnic and Racial Identities. This step is optional. If you choose to enter this information, first select the box marked 'I would like to report this optional information', then complete the bottom section. If you would like to skip this step, select 'Next'.

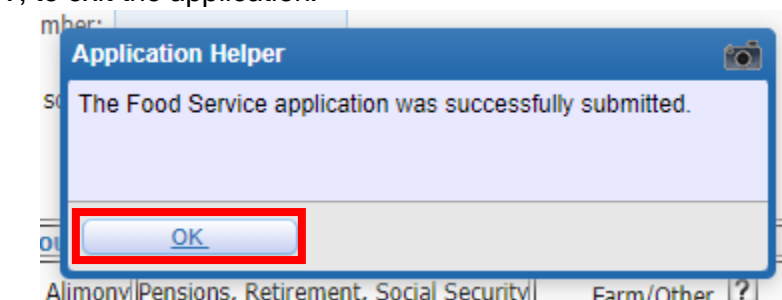
18. Review the completed application and all information on the final screen. If all information is correct, select 'Submit Application'. Applications will not be considered until they are submitted.
**Please Note: Selecting 'Submit Application' is the final step in the application process. You MUST select this option for applications to be officially completed.*

NOTE: YOU MUST SUBMIT APPLICATION FOR IT TO BE RECEIVED.

Legal Name of Child (First Name, Middle Initial, Last Name)	Age	School or Center	Grade	Check if a Foster Child
Student A. Test	5	Test Elementary School	KG	<input type="checkbox"/>
Student B. Test	10	Test Elementary School	04	<input type="checkbox"/>
Student C. Test	14	Test Middle School	08	<input type="checkbox"/>
Student D. Test	17	Test High School	11	<input type="checkbox"/>

A. Full Legal Name (First Name, Middle Initial, Last Name)	B. Income - list how much you get each pay day and how often you get paid						Check if No Income
	Earnings from Work Before Deductions	Welfare, Child Support, Alimony	Pensions, Retirement, Social Security	Farm/Other	?		
Student A. Test							<input checked="" type="checkbox"/>
Student B. Test							<input checked="" type="checkbox"/>
Student C. Test							<input checked="" type="checkbox"/>
Student D. Test							<input checked="" type="checkbox"/>
Mother Test	500.00	W					<input type="checkbox"/>
Father Test	4,000.00	M					<input type="checkbox"/>

19. After submitting, the following message will show. This is confirmation that you have successfully completed and submitted an application. *If you do not see this message, the application was not received.* Select 'OK', to exit the application.



20. NOTE: If at any point you exit the application or need to stop, you can continue the application later by selecting 'Food Service' → 'Applications' → 'Continue Application'.

A screenshot of a web browser window displaying the "Family Access" website. The website has a header with the "SKYWARD" logo and the text "Family Access WELL F. STUDENT". Below the header is a navigation menu with items like "Home", "New Student", "Enrollment", "Ethnicity/Race", "Calendar", "Gradebook", "Attendance", "Student Info", "Food Service", "Schedule", "Discipline", "Portfolio", and "Login History". The "Food Service" section is currently selected. It contains a "Current Account Balance" box, a "Today's Lunch Menu" box, and a "Lunch Calendar" box. To the right of the "Food Service" section is a "Weekly Purchases For:" box for "Mon Apr 25, 2022". Below the "Food Service" section is a "Food Service Applications" dialog box. This dialog box has a title bar and a close button. It contains a "Pending Application" section with a "Continue Application" button highlighted by a red rectangle. Below this is a table with the following data:

Temp Application	Application Date	Effective Date	Dependents	Lunch Code	Denied?	Active?	Application Nbr
No	Fri Jul 30, 2021	Mon Jan 1, 1900	0	NORMAL	No	Yes	

The dialog box also has a "Please complete all required sections and submit the application for review." message. The background of the browser window shows a navigation menu with items like "Alimony", "Pensions, Retirement, Social Security", and "Farm/Other".