# 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=wsEAplus/fwemnu01.w
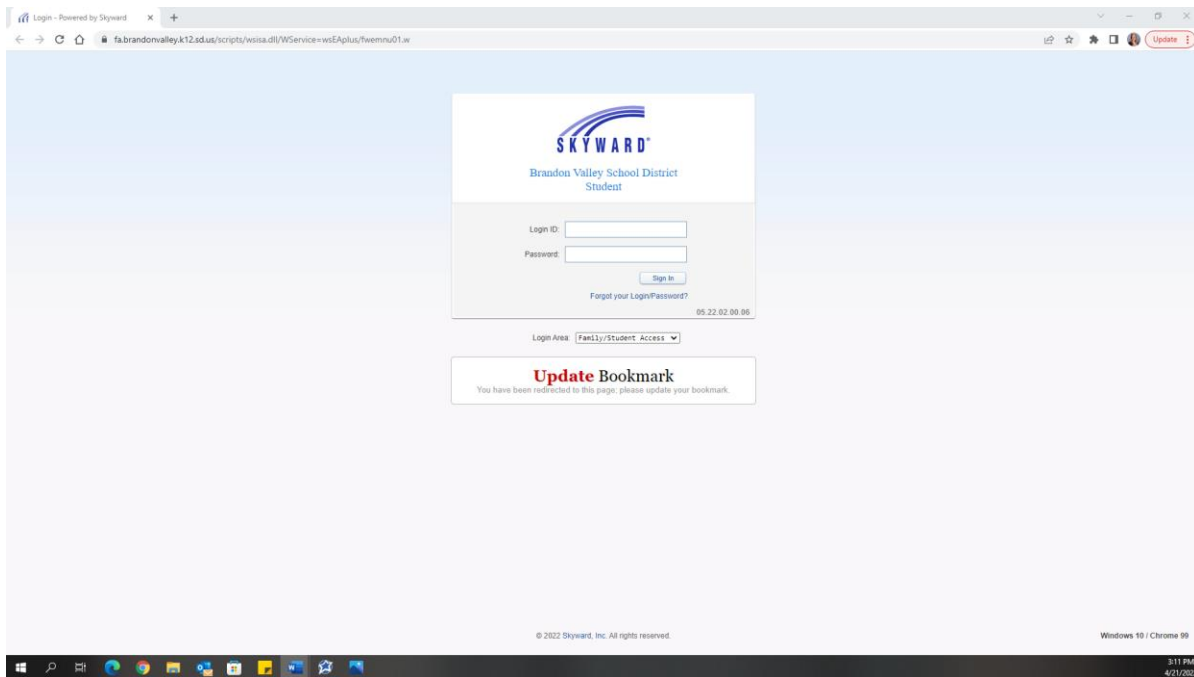
2. If you have more than one student in your account, select **<span style="color:red">only one</span>**. You must select a student to reach the application. Applications will not be available if your student drop down says 'ALL STUDENTS'.

   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.

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 - Entity 001 - 05.22.02.00.06 - Google Chrome

🔒 fa.brandonvalley.k12.sd.us/scripts/wsisa.dll/WService=wsEAplus/sfamaedit020.w

**Application for Free and Reduced Price Meals**

| Steps | Application for Free and Reduced Price Meals |
| --- | --- |

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➡ 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

**1**

**Review**

**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 | 162 |

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 at 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 zeroes. 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.

    **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.
14. **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.
15. **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.
16. **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

9:45 AM
4/25/2022

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'.



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

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.*



11. If you currently receive SNAP, TANF, or FDPIR 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'.

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'.



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.

14. Complete the table, adding additional household members. ALL individuals living in the home must be included (this includes all adults, students, and children).
    ***Please note: ALL HOUSEHOLD MEMBERS AND THEIR INCOME MUST BE INCLUDED.***
    ****If an individual has no income, you MUST check the box in the last column of the table.***

    Once all names AND incomes have been entered, select 'Next'.
    **Should you need additional lines to add more students, select the box 'Add More Names to Application'.*

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.*

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.
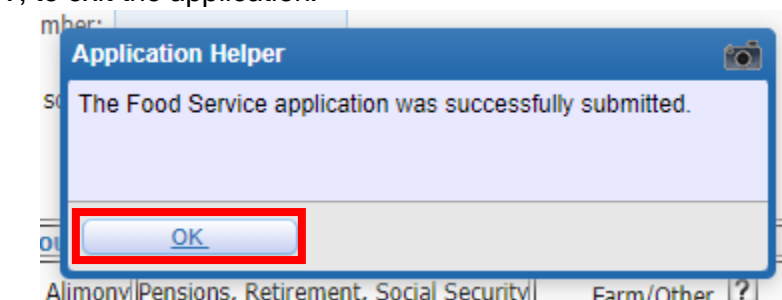


20. NOTE: If at any point you exit the application or need to stop, you can continue the application later by selecting 'Food Service' → 'Applications' → 'Continue Application'.