



# Submitting An Online Meal Application

Tips To Make The Process Easier....

● ● ● Submitting an online meal application is a fast and easy way to apply for free or reduced-price school meals.



- Reviewing these tips before applying online will help make the application process easier.



## Paper applications are also available

You can download and print a paper application. Go to [www.4j.lane.edu/nutrition/freelunch](http://www.4j.lane.edu/nutrition/freelunch) and look for a link to the application form in a PDF file. You also may pick up a paper application from your student's school.

Paper applications can be returned to your student's school cafeteria or mailed to:

Eugene School District 4J  
Nutrition Services  
200 N. Monroe St.  
Eugene, OR 97402



Common questions/problems are:

- Applicant Name



- Selecting “Type” of Application

- Adult Signature

## What is required for *Applicant Name*?

The applicant name is the name of the person filling out the meal application *for* the student. The applicant name is the name of the student's parent or guardian – not the name of the student, unless the student is an emancipated minor. Make sure the applicant name is the parent or guardian of the student.

The screenshot displays the 'Household' section of the Oregon Department of Education's meal application website. The page title is 'Household' and the breadcrumb trail is 'Home > Household Application for Free or Reduce-Priced Meals > Application'. The form is titled 'HOUSEHOLD INFORMATION - Please complete the below information about you and your household and click [Next]. \* = Required'. The form includes the following fields and options:

- Check here if you are also the student in this application.
- \* Applicant First Name:
- \* Applicant Last Name:
- \* Household Street Address:
- \* City:
- \* State:
- \* Zip Code:
- Household Home Phone Number:   Landline  Mobile/Cellular
- Household Work Phone Number:
- Food Distribution on Indian Reservations (FDPIR):  Yes

Navigation buttons 'Previous' and 'Next' are located at the bottom right of the form. The footer contains the following information:

Central Links >> Data Enterprise | News **RSS** | Training | Help | Visual Preferences  
Oregon Department of Education  
255 Capitol Street NE, Salem, OR 97310-0203  
ODE Helpdesk ☎ 503.947.5715  
[Web Policy](#) (e.g. responsibilities, accessibility)  
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# Types of Applications

- There are three types of applications. You will need to choose the one that fits your student or family situation.

SNAP (food stamps), TANF or FDPIR meal application.

Foster child meal application.

Income-based application

The screenshot shows the Oregon Department of Education (ODE) website. The header includes the ODE logo and navigation links: Home, Log In, Help, Search. The breadcrumb trail is: Home > Household Application for Free or Reduce-Priced Meals > Application. The main heading is 'Application Type'. Below this, a message reads: 'Please select the type of application you would like to complete and click [Next].' There are three radio button options:

- SNAP, TANF Household or FDPIR (Food Distribution Program to Indian Reservations)  
Students in your household are receiving Supplement Nutrition Assistance Program – SNAP (formally know as Food Stamps) benefits, TANF (Temporary Assistance for Needy Families) benefits or FDPIR (Food Distribution Program to Indian Reservations) benefits currently.
- Foster Child Application  
Foster Children are a household of one.  
Use a separate application for each foster child.
- All Other Households Qualifying Via Income  
Use this option for blended families, where some members receive SNAP (formally known as Food Stamps) or TANF aid, and others do not receive aid, but may qualify via income. This includes WIC – Special Supplemental Nutrition Program for Women, Infants and Children.

At the bottom of the form area are 'Previous' and 'Next' buttons. The footer contains 'Central Links >> Data Enterprise | News RSS | Training | Help | Visual Preferences', contact information for the Oregon Department of Education (255 Capitol Street NE, Salem, OR 97310-0203), a phone number (503.947.5715), and a link to the Web Policy (e.g. responsibilities, accessibility). Copyright © 1998-2010 Oregon Department of Education.



# SNAP (Food Stamps), TANF or FDPIR Applications

- The first type of application is a SNAP (Food Stamps), TANF or FDPIR application. Choose this application type if your student receives SNAP (Food Stamps) or TANF benefits or qualifies for benefits under the Food Distribution on Indian Reservations program. **You only need to submit one meal application for all of the household members.**
- You will need your SNAP (Food Stamp) or TANF case number for this type of application. SNAP (Food Stamp) case numbers have 9 characters, similar to a Social Security number. TANF case numbers have 6 characters, with the first 2 or 3 being letters and the remaining 3 or 4 being numbers. **DO NOT** use a Social Security number, an Oregon Trail card number, or a medical card number.
- You will need to provide the names of all your 4J students on the application. You do not need to list your income information or your Social Security number when submitting a SNAP (Food Stamp), TANF or FDPIR application.



# Foster Child Application

- The second type of application is a Foster Child application. Choose this application type if your student is a foster child. **Foster children are considered a family of one. Only one student is allowed on a foster child application.** If you have more than one foster child, each foster child student will need a separate meal application.
- You will need to provide your foster child's monthly personal use income. This applies to a student's allowance or money the student may receive from the state. *This is not the money the foster parent(s) receive from the state.* Many times this amount is zero.
- You do not need to list your income information or your Social Security number when submitting a Foster Child application.



# Income Application

- The third type of application is an Income application. Choose this application type to qualify for free or reduced-price meal benefits based on your household size and income. **You only need to submit one meal application for all of the household members.**
- **You will need to list all of the members in your family and their monthly incomes. This includes infants, pre-school aged children and all adult household members. *If you list zero income for all household members on your application it will be considered a temporary application and will expire after 45 days, at which time you will need to reapply.***
- **You will need to provide your Social Security number when submitting an income application or if you do not have one, check the box that indicates you do not have a Social Security number.**



# Adult Signature (Applicant's Name)

- The very last screen of the online meal application asks for the applicant's name. ***This is the equivalent of the signature of an adult household member.*** Do not type in your minor (not of legal age) student's name in this field. All types of applications need an adult signature.



## Summary:

- The Applicant Name is the person applying *for* the student. It is the parent or guardian of the student unless the student is an emancipated minor.
- There are three types of meal applications. You need to choose the type of application that is right for your student or family situation.
- The last screen of the online meal application asks for the Applicant Name. This is the parent or guardian of the student, unless the student is an emancipated minor. Make sure to type the parent or guardian of the student in the box on the last screen of the application.



We hope this information is helpful as you complete your online meal application.

**APPLY ONLINE NOW**



- If you have problems completing the online application, you may call the 4J Nutrition Services Department Meal Applications phone number: 541.790.7656