



Online Free and Reduced Applications

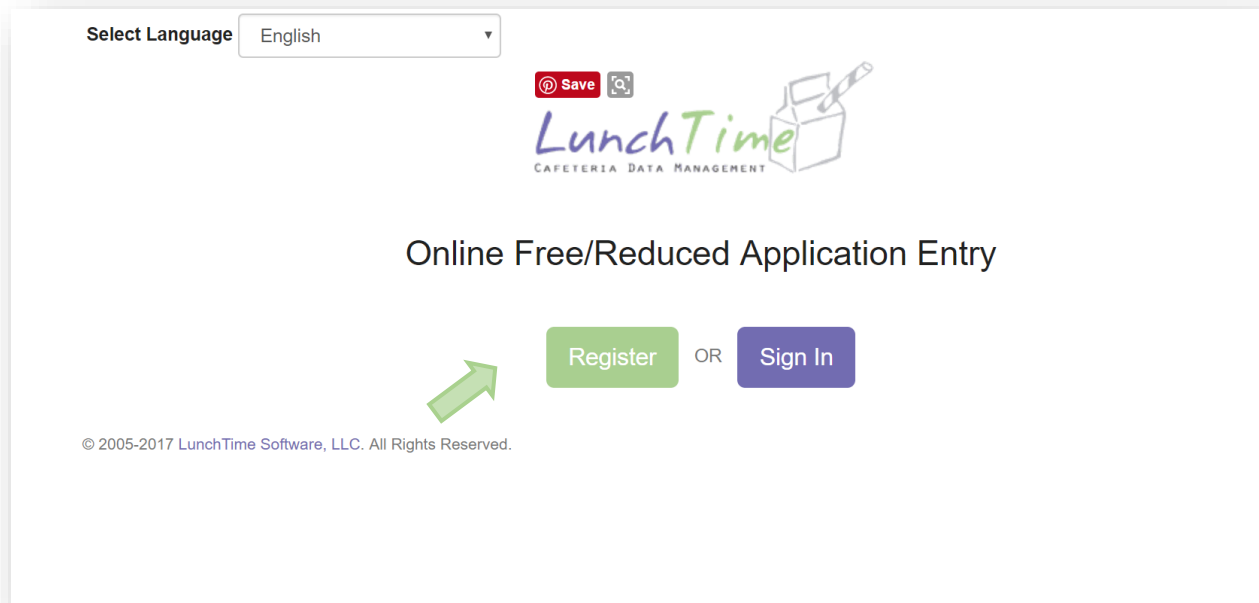
Parents' Guide to Getting Started

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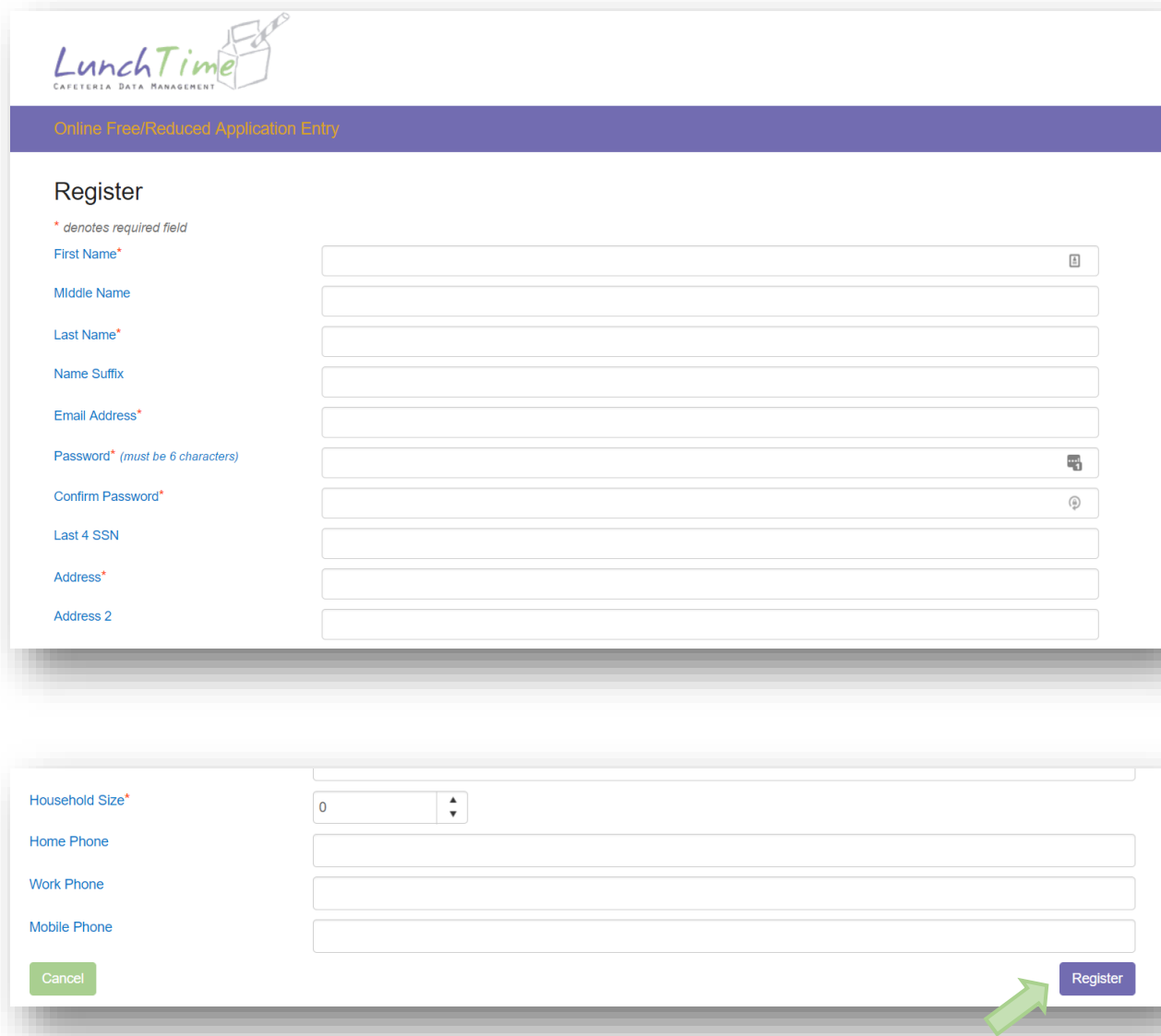
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Creating a New Account

To create a *new* account, click the **Register** button.



Fill in the information:



The screenshot shows the 'LunchTime' logo with the tagline 'CAFETERIA DATA MANAGEMENT' and a drawing of a lunchbox. Below the logo is a purple header bar with the text 'Online Free/Reduced Application Entry'. The main content area is titled 'Register' and includes a note: '* denotes required field'. The form contains the following fields: 'First Name*' (with a copy icon), 'Middle Name', 'Last Name*', 'Name Suffix', 'Email Address*', 'Password*' (with a note '(must be 6 characters)' and a strength indicator), 'Confirm Password*' (with a refresh icon), 'Last 4 SSN', 'Address*', and 'Address 2'. Below these fields are 'Household Size*' (a spinner box showing '0'), 'Home Phone', 'Work Phone', and 'Mobile Phone'. At the bottom left is a green 'Cancel' button, and at the bottom right is a blue 'Register' button, which is highlighted by a green arrow.

LunchTime
CAFETERIA DATA MANAGEMENT

Online Free/Reduced Application Entry

Register

* denotes required field

First Name*

Middle Name

Last Name*

Name Suffix

Email Address*

Password* (must be 6 characters)

Confirm Password*

Last 4 SSN

Address*

Address 2

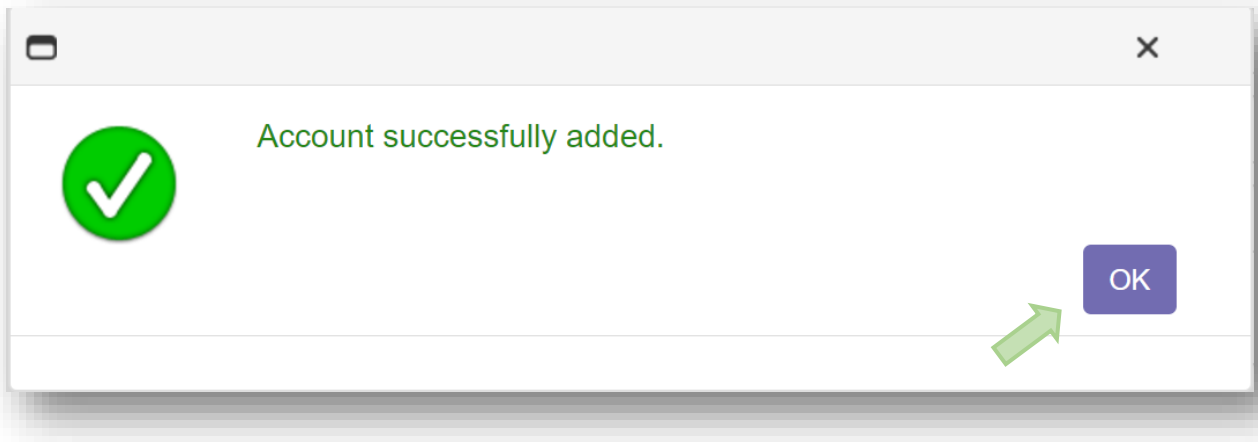
Household Size*

Home Phone

Work Phone

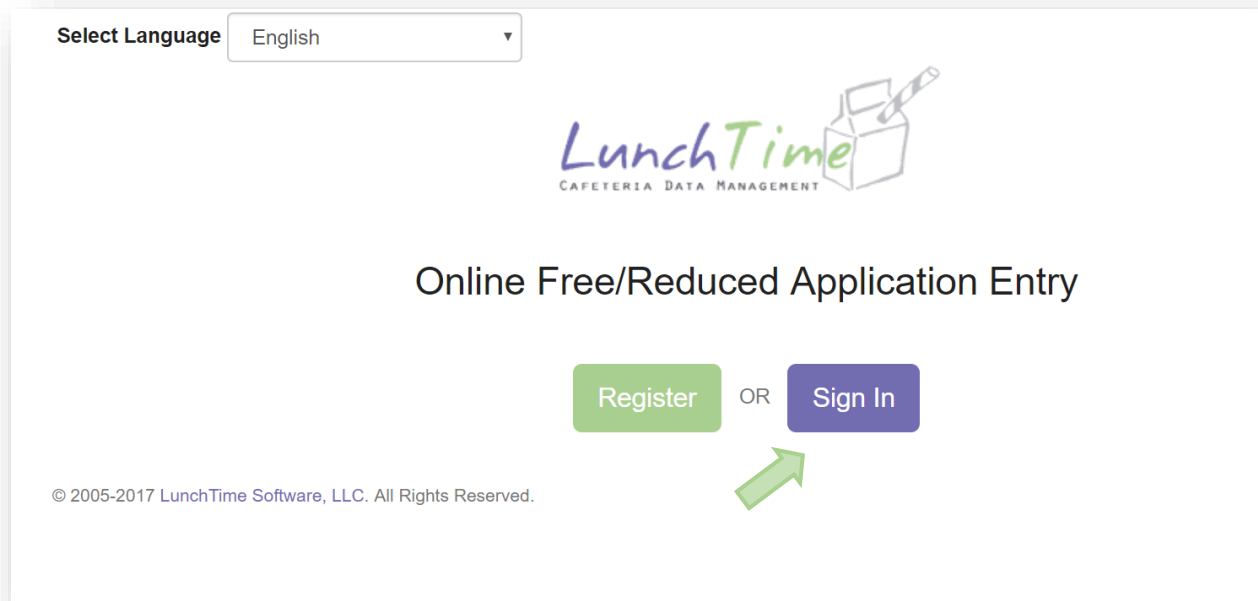
Mobile Phone

Click the **Register** button.



Once the New Account has been successfully created, click the **OK** button. The Log In Screen will appear.

Logging into the Online Free Reduced Portal



The screenshot shows the 'Online Free/Reduced Application Entry' page for LunchTime Cafeteria Data Management. At the top left, there is a 'Select Language' dropdown menu with 'English' selected. The LunchTime logo, featuring the text 'LunchTime' in blue and green and 'CAFETERIA DATA MANAGEMENT' in small black letters below it, is centered. Below the logo, the title 'Online Free/Reduced Application Entry' is displayed. In the center, there are two buttons: a green 'Register' button and a purple 'Sign In' button, separated by the word 'OR'. A green arrow points from the bottom towards the 'Sign In' button. At the bottom left, the copyright notice '© 2005-2017 LunchTime Software, LLC. All Rights Reserved.' is visible.

Select Language English ▼

LunchTime
CAFETERIA DATA MANAGEMENT

Online Free/Reduced Application Entry

Register OR Sign In

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Click on the **Sign In** button.



✓ Logout Successful

ehossenpheffer@email.com

.....

☐ Remember Me

Forgot Password


Sign In




Home

Enter your credentials and Click the **Sign In** button.

Site Logout



Logged in as Eugene Hossenpfeffer | [Log Out](#)




Online Free/Reduced Application Entry

[Nondiscrimination Statement](#) | [Privacy Statement](#)

Your Students

Please add students to your account before starting a new application.

Name	District Name	Grade
 No Students		

Add Student

In the upper right corner, click on **Log Out** to end your session

Adding Students to Account

On the Home Page, Click the **Add Student** button.

Save

Logged in as Eugene Hossenpfeffer | Log Out

LunchTime
CAFETERIA DATA MANAGEMENT

Online Free/Reduced Application Entry

[Nondiscrimination Statement](#) | [Privacy Statement](#)

Your Students

Please add students to your account before starting a new application.

Name	District Name	Grade
No Students		

Add Student

Nondiscrimination & Privacy Statements

Click the links in the upper left to view the Nondiscrimination and Privacy Statements.

Enter the Zip Code of your first students' school.

Logged in as Eugene Hossenpfeffer | Log Out

LunchTime
CAFETERIA DATA MANAGEMENT

Online Free/Reduced Application Entry

Locate Your Student

To add a student to your account, first start by entering the zip code of the school your student attends.

School Search

School Zip Code

16803

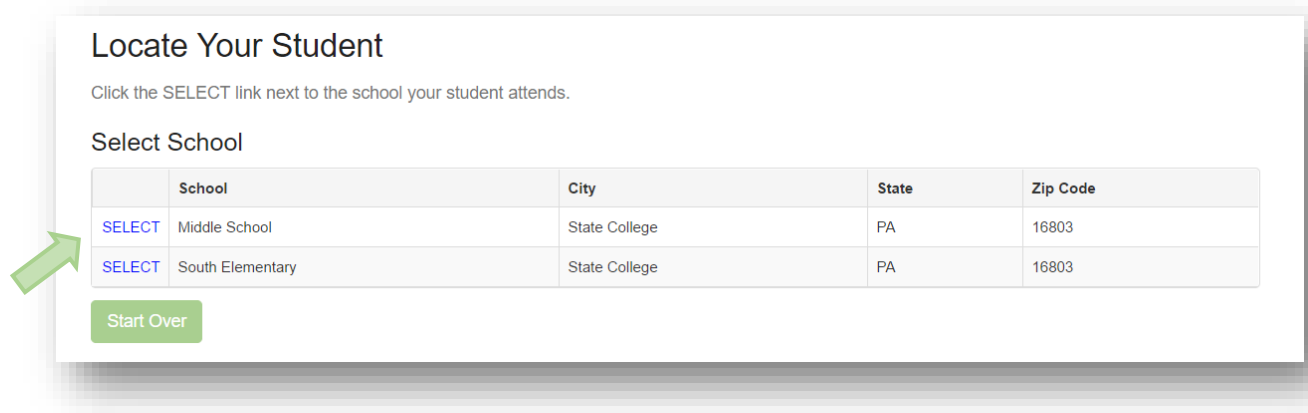
Cancel

Continue

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Click the **Continue** button on the bottom.

Available schools will be displayed. Click on the blue **SELECT** to the left of your students' school.



Locate Your Student

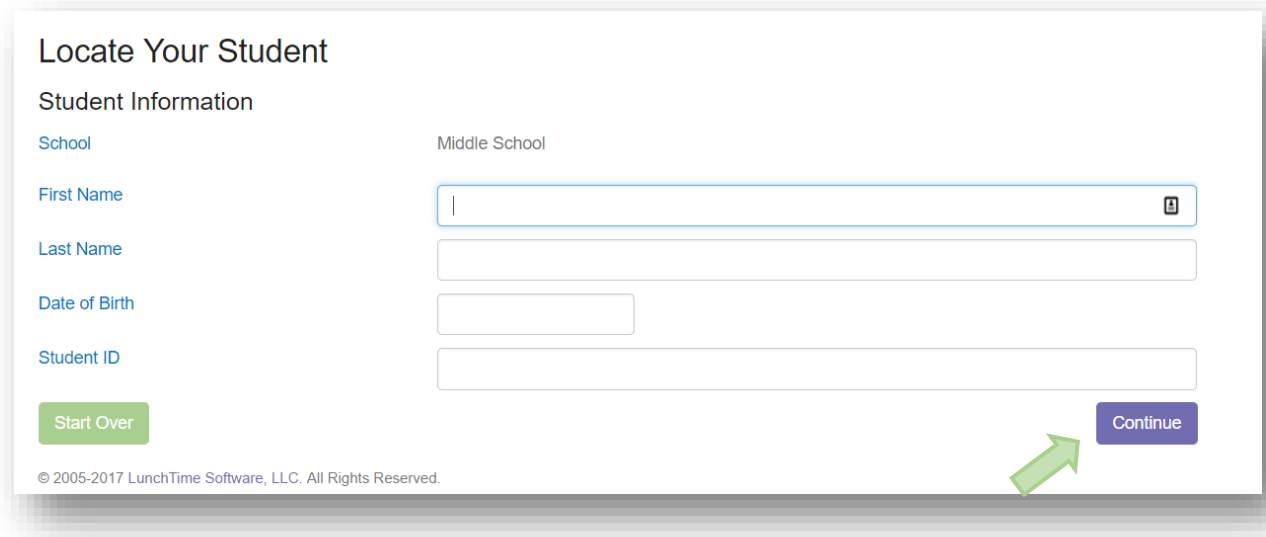
Click the **SELECT** link next to the school your student attends.

Select School

	School	City	State	Zip Code
SELECT	Middle School	State College	PA	16803
SELECT	South Elementary	State College	PA	16803

Start Over

Enter the Required information and Click on the **Continue** button in the lower right.



Locate Your Student

Student Information

School Middle School

First Name

Last Name

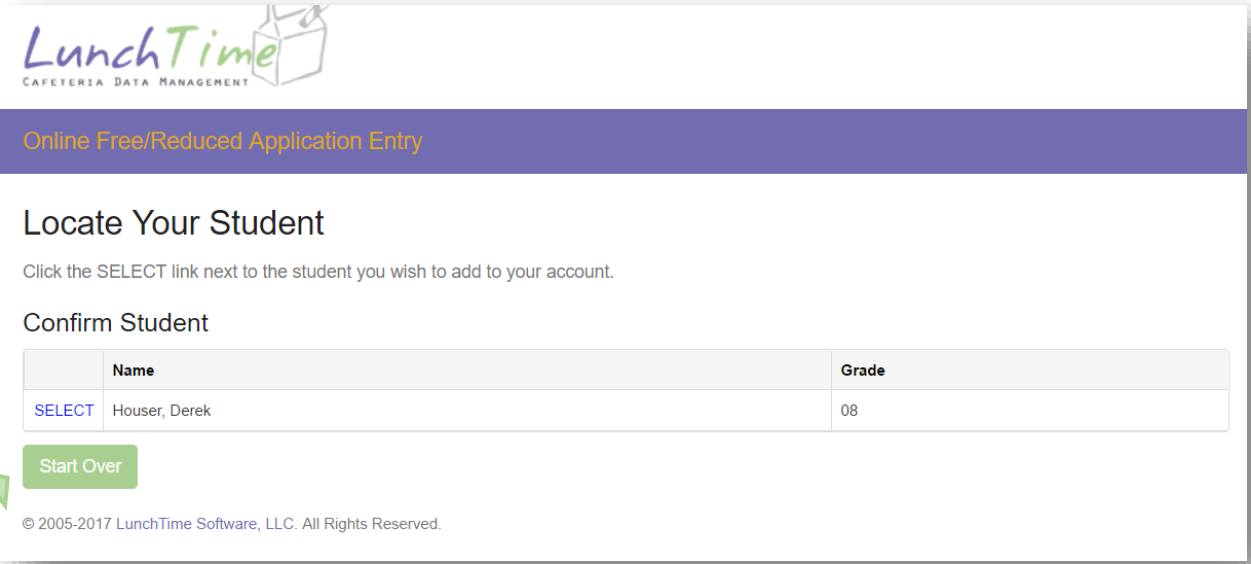
Date of Birth

Student ID

Start Over **Continue**

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Verify the information and Click on the blue **SELECT** to the left of your students' name.



LunchTime
CAFETERIA DATA MANAGEMENT

Online Free/Reduced Application Entry

Locate Your Student

Click the **SELECT** link next to the student you wish to add to your account.

Confirm Student

	Name	Grade
SELECT	Houser, Derek	08

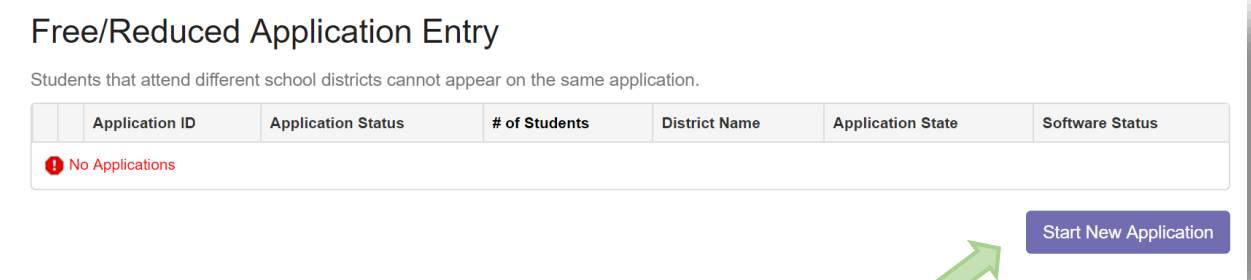
[Start Over](#)

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You will be returned to the Home page. You can continue to add additional students as needed.

Start a New Application

On the Home Screen, click the **Start New Application** button.



Free/Reduced Application Entry

Students that attend different school districts cannot appear on the same application.

	Application ID	Application Status	# of Students	District Name	Application State	Software Status
❗ No Applications						

[Start New Application](#)

Enter Demographics

Complete all required fields (as indicated by *****) in the Demographics Page.


Online Free/Reduced Application Entry

Demographics

** denotes required field*

Application ID	New Application
First Name*	<input type="text" value="Eugene"/>
Middle Name	<input type="text"/>
Last Name*	<input type="text" value="Hossenpheffer"/>
Name Suffix	<input type="text"/>
Last 4 SSN*	<input type="text" value=""/>
No SSN	<input checked="" type="checkbox"/>
Address*	<input type="text" value="123 Main St"/>
Address 2	<input type="text"/>
City*	<input type="text" value="Hometown"/>
State*	<input type="text" value="PA"/>
Zip Code*	<input type="text" value="12345"/>
Household Size*	<input type="text" value="6"/> <input type="button" value="▲"/> <input type="button" value="▼"/>

Click the **Continue** button to move to the next section.

City*	<input type="text" value="Hometown"/>
State*	<input type="text" value="PA"/>
Zip Code*	<input type="text" value="12345"/>
Household Size*	<div><input type="text" value="6"/><div><div>▲</div><div>▼</div></div></div>
Home Phone	<input type="text"/>
Work Phone	<input type="text"/>
Mobile Phone	<input type="text"/>
<div><div><< Back</div><div>Cancel</div><div></div><div>Continue</div></div>	

Assistance Programs

Enter details regarding assistance programs if applicable. This information is not required. If the family does not participate in these assistance programs or prefers not to include these details, click the **Continue** button.

Assistance Programs

If your household does not receive SNAP or TANF assistance, leave this page blank and click Continue.

SNAP

The Supplemental Nutrition Assistance Program (SNAP) is a Federal program that provides nutrition benefits to low-income individuals and families that are used at stores to purchase food.

If you have a SNAP Number, please enter it below.

TANF

The Temporary Assistance for Needy Families (TANF) program is designed to help needy families achieve self-sufficiency.

If you have a TANF Number, please enter it below.

<< Back

Cancel

Continue



Household Income

Begin to enter the Household Income by clicking the **Add Household Income Provider** button.

Household Income

Click the Add Household Income Provider button to add a new income provider for your household. If your household does not have any income, leave this page blank. Sometimes children in the household earn or receive income. Please include the TOTAL income received by all Household Members here.

	Name	Annual Income
!	No Income	

<< Back

Cancel

Add Household Income Provider

Click continue to advance to the Student Selection part of the application.

Continue



Income Provider Information

Enter the Name of the first Income Provider in the Household. All Income Providers in the household must be reported. Click on the **Save Income Provider** button to continue.

Income Provider Information

** denotes required field*

First Name*

Middle Name

Last Name*

Name Suffix

Last 4 SSN

<< Back

Save Income Provider



Income Amounts, Frequencies and Types

Enter the first income for the selected Income Provider. Indicate the Income Amount, Frequency, and Type. Click the **Save Income** button to continue.

Income Information

Name Hossenpheffer, Eugene

Enter the income amount, frequency and type for this household member.

Income

Frequency

- ☒ Once a Year
- ☐ Twice a Year
- ☐ Quarterly
- ☐ Every Two Months
- ☐ Monthly
- ☐ Twice Per Month
- ☐ Every Two Weeks
- ☐ Weekly
- ☐ One Time Only

Type

- ☒ Work Earnings Amount
- ☐ Self Employed Income
- ☐ Welfare, Child Support, Alimony
- ☐ Pensions, Retirement, Social Security
- ☐ Other Income

Cancel

Save Income



Additional Income Sources

If the household member has additional sources of income, click on the **Add Additional Income** button to continue.


Income Information

Name Hossenpheffer, Eugene

Income for the selected household member is shown below. Click "Add Additional Income" to enter a new source of income for this household member.

	Income	Frequency	Type
REMOVE	\$1,500.00	Twice Per Month	Work Earnings Amount

[Add Additional Income](#)




Once all sources of income are entered for this household member, click the **Continue** button under the Household Income Summary.

Household Income Summary

Click Continue to return to the Income Summary screen.

[Continue](#)



Household Income Summary

Continue to add additional Household Income Providers and Income Sources as needed.

Use the [EDIT](#) link to update, or modify details about the Household member.

Use the [INCOME](#) link to update, edit, modify or delete sources of income for this household member.

Use the [REMOVE](#) link if this household member is no longer a contributing member of the household.

Household Income

Click the Add Household Income Provider button to add a new income provider for your household. If your household does not have any income, leave this page blank.

			Name	Annual Income
EDIT	INCOME	REMOVE	Hossenpheffer , Eugene	\$36,000.00
			TOTAL:	\$36,000.00

<< Back

Cancel

Add Household Income Provider



Student Selection

Click the **Continue** button to select the students to add to this application.

Student Selection

Click continue to advance to the Student Selection part of the application.

Continue

Assign Students

From the list of students, click on the **SELECT** link to the left of each student to be added to the application. If students attend different school districts, submit one application for each district. Only the student(s) in the submitting district needs to be **SELECTED**. Non-district children will be reflected in the Household size number.

Assign Students

Click the **SELECT** link next to the student you wish to add to this application. When completed, click Continue.

	Name	District Name	Grade
SELECT	Houser, Alana	Anytown USA School District	08
SELECT	Houser, Derek	Anytown USA School District	08

Special Living Situations

If the student is a Foster Child, is Homeless, is a Runaway, or is Migrant use the **EDIT** link next to the student name to indicate these special situations.

Use the **REMOVE** link if the student is to be deleted from the application.

Students on this Application

For special living situations that may exist for a student (e.g. Foster Child, Homeless, Migrant, Runaway, etc.), click the **EDIT** link next to the student you wish to modify.

		Name	District Name	Grade	Living Situations
EDIT	REMOVE	Houser, Derek	Anytown USA School District	08	None Entered

<< Back

Cancel

Continue

Living Situations

Check any Living Situations that apply for the given student. Click the **Update Student** button when complete.

Living Situations

Name Houser, Derek

Living Situations

☐ Foster Child

☐ Homeless

☐ Migrant

☐ Runaway

☐ Residential Institutionalized Child

☐ Resident in Family Childcare Household

☐ Resident in Indian Reservation

<< Back

Update Student

Once the Living Situations have been entered (if applicable) click the **Continue** button.

Students on this Application

For special living situations that may exist for a student (e.g. Foster Child, Homeless, Migrant, Runaway, etc.), click the EDIT link next to the student you wish to modify.

		Name	District Name	Grade	Living Situations
EDIT	REMOVE	Houser, Derek	Anytown USA School District	08	None Entered

<< Back

Cancel

Continue

Application Summary

Review all the information in the Application. Use the Back button to go back to a previous section to make any necessary changes.

Application Summary

Please review the information below and click 'Submit Application' to complete your application.

Demographics

First Name	Eugene
Middle Name	
Last Name	Hossenpheffer
Name Suffix	
Last 4 SSN	
Address	123 Main Street
Address 2	
City	Hometown
State	PA

Submit Application

Assign Students


Name	District Name	Grade	Living Situations
Houser, Derek	Anytown USA School District	08	None Entered

☐ By checking this box you confirm that the information provided above is accurate and true to the best of your knowledge.

[<< Back](#) [Cancel](#) [Submit Application](#)

Review all information. Click the checkbox to confirm that the information provided is accurate and true to the best of your knowledge. Click the **Submit Application** button to finalize the application and submit it to the school district.

A final screen will be displayed. By clicking the **Yes** button, no further editing will be permitted. Confirm that you wish to submit the application by clicking the **Yes** button.



Submitting this application will transfer this information to the school district for processing. No further editing of the application will be permitted.

Do you want to submit the application information now?

[No](#) [Yes](#)

Application Submitted

A Thank You screen will provide details regarding the next steps. And email indicating the determination for your application should arrive within 24-48 hours. Be sure to check Spam and Junk folders if you do not see this email. Schools will also follow up with a written letter sent by US Postal Services.

Addition Applications

If additional applications are required for other school districts, use the **Start New Application** button.

Return to this section to see any updates in Status.

Free/Reduced Application Entry

Students that attend different school districts cannot appear on the same application.

	Application ID	Application Status	# of Students	District Name	Application State	Software Status
	102		1	Anytown USA School District	SUBMITTED	PENDING

[Start New Application](#)