

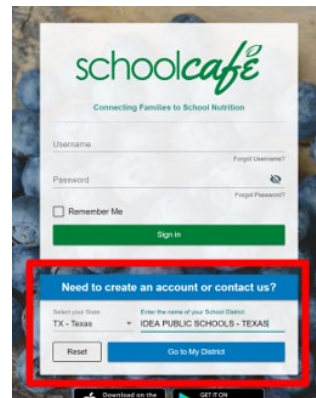


Student Meal Account Management on SchoolCafé

Welcome to IDEA Public Schools! Our schools offer healthy meals every school day and you student may qualify for free or reduced meals. To determine if your student qualifies for free or reduced meals, you will need to complete a meal application. The easiest and most convenient way to complete a meal application is online through SchoolCafé. The following guide will help you 1) create a SchoolCafé account; and 2) complete your meal application on School Café.

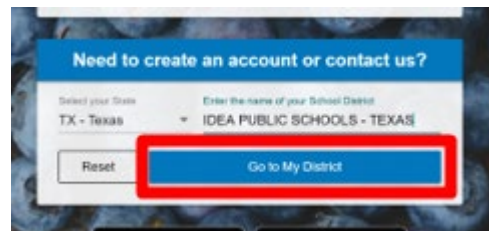
1) How to Create a School Café Account

Step 1: On a computer or laptop, go to www.schoolcafe.com.

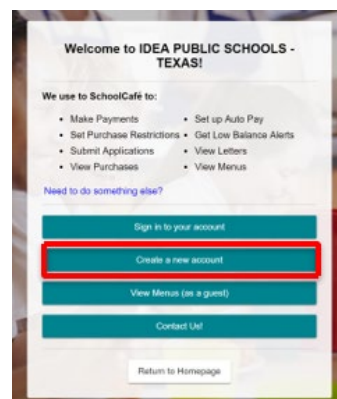


Step 2: Select state and enter IDEA Public Schools.

Step 3: Click on "Go to My District".



Step 4: On the next screen, click on "Create a new account".





Step 5: On the next screen, click on “I’m a Parent”. Then click “Next”.

A screenshot of the SchoolCafe registration screen. At the top is the "schoolcafé" logo. Below it is the heading "Register". There are two radio button options: "I'm a Parent" (which is selected and highlighted with a red box) and "I'm a Student or District Employee". Below these options is a teal "Next" button, also highlighted with a red box. At the bottom, there is a "Return to My District" button and a link for "Terms & Conditions - Privacy Policy".

Step 6: On the next screen, confirm your school district. Then click Next.

A screenshot of the SchoolCafe screen for confirming the school district. It features the "schoolcafé" logo and the text "First, let's confirm your school district." Below this, there is a dropdown menu for "Select your State" with "TX - Texas" selected. Underneath is a text input field for "Enter the name of your School District" containing "IDEA PUBLIC SCHOOLS - TEXAS". A teal "Next" button is highlighted with a red box. At the bottom, there is a "Return to My District" button and a link for "Terms & Conditions - Privacy Policy".

Step 7: On the next screen, enter your first name, last name, email, and phone number. Then click Next.

A screenshot of the SchoolCafe screen for gathering basic information. It features the "schoolcafé" logo and the text "Let's gather some basic information." Below this, there is a statement: "We will not share this information with anyone." There are four input fields: "First Name", "Last Name", "Email", and "Phone Number". A teal "Next" button is highlighted with a red box. At the bottom, there is a "Return to My District" button and a link for "Terms & Conditions - Privacy Policy".



Step 8: On the next screen, enter username, password, and security question and answer. Then click Next.

A screenshot of the SchoolCafé account creation screen. The header shows the "schoolcafé" logo. Below it, the text reads "You're almost there! Let's setup your user account credentials." There are five input fields: "Username", "Password", "Confirm Password", "Select a Security Question", and "Answer". A red rectangular box highlights the "Next" button at the bottom of the form. Below the "Next" button is a "Return to My District" link.

Step 9: On the next screen, check off "I accept the Terms & Conditions". Then click "Create My Account".

You now have a School Café account!

A screenshot of the SchoolCafé account creation screen, showing the final step. The header shows the "schoolcafé" logo. Below it, the text reads "Last step (We promise!)". There is a checkbox labeled "I accept the Terms & Conditions" which is checked. A red rectangular box highlights this checkbox. Below it is a "Create My Account" button, also highlighted with a red rectangular box. Below the button is a "Return to My District" link. At the bottom, there is a link for "Terms & Conditions - Privacy Policy".

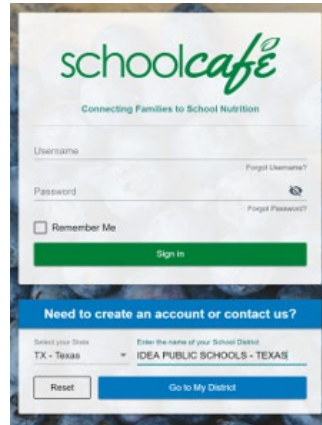
Steps for completing a meal application are on the next page



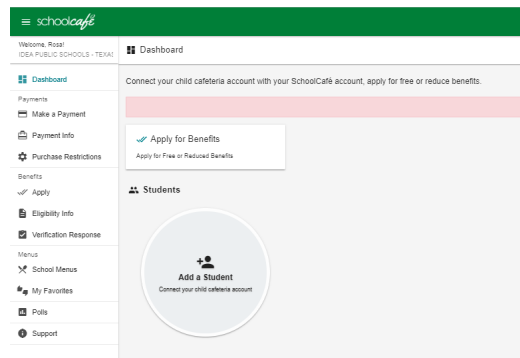
Now that you have created a SchoolCafé account, you can login into SchoolCafé and complete your student's meal application.

2) How to Apply for Meal Benefits

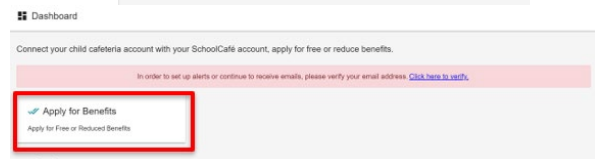
Step 1: On a computer or laptop, go to www.schoolcafe.com.



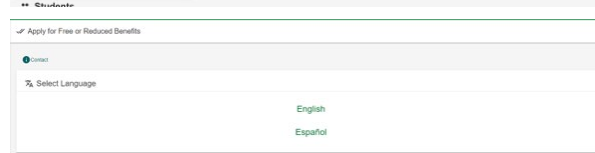
Step 2: After logging in to SchoolCafé, you will see the Dashboard.



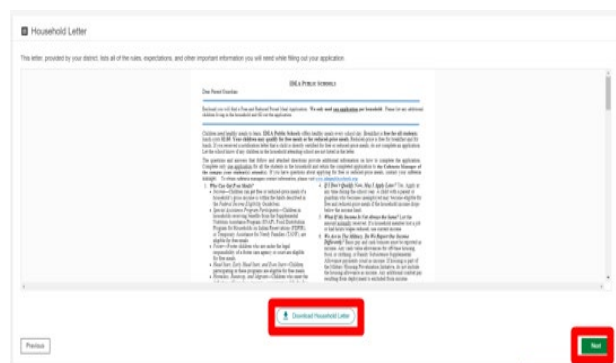
Step 3: Click on “Apply for Benefits”.



Step 4: On the next screen, select your preferred language.



Step 5: Review the Letter to the Household. You can download the letter to keep a copy for your files or click Next to continue.





Step 6: On the next screen, enter the applicant information is shown. The applicant is the parent/guardian who is completing the application. If everything is correct, click “Save Applicant Information”.

Step 7: Check off certification box. Then click Next.

Step 8: On the next screen, you will add the student to the meal application. Click “Add a Student”.

Adding Students to the Meal Application

Step 9: Enter student first name, last name, date of birth, school, and grade.

Note: You do not have to enter the Student ID to continue completing the meal application.

Select Yes or No if student is foster, homeless, migrant, runaway, or headstart.

Select Yes or No if student receives income.

After entering information for the student, click “Add this Student”.

Step 10: If there are more IDEA students in your household, click “Add a Student” again. Continue this process until you have added all students to the meal application.

After entering all students, click Next.



Declining Benefits

Step 11: If you wish to **DECLINE** benefits, check off box.

Note: Declining benefits means that your student will have a PAID status. Lunch meals will be charged to your student's account. You will be responsible for paying the student's account balance.

If you do not want to decline and wish to continue with applying for benefits, click Next.

Adding SNAP/TANF benefits to the application

Step 12: If you receive SNAP, TANF, or FDPIR benefits, click on YES.

Enter your 8 or 9 digit EDG#.

If you do not receive SNAP, TANF, or FDPIR benefits, click on NO.

Then click Next.

Entering household member information to the application

Step 13: You will now enter all members of your household. This includes all adults and any other children who were not added as students.

If the household member receives income, select Yes and enter amount and frequency of income.

If the household member does not receive income, select No.

After entering the name and income of the household member, click Add this Member.

Continue this process for each household member.

Step 14: After entering all household members, click Next.



Step 15: Review all information entered. If everything is correct, click Next.

Step 16: The questions found on the next screen are optional.

Answer the questions, if you would like and click Next.

If you do not want to answer, leave them blank and click Next.

Submitting the application

Step 17: If you have a SSN, click Yes and enter your SSN. If you do not have a SSN, click No.

Click “Sign” to electronically sign the application.

Click “Submit My Application”.

You are DONE! You have successfully submitted your student’s meal application.

Please allow 10 business days for application processing.

Thank you!

For help completing a meal application, please contact the following individuals:	
Geena Huerta, CNP Finance Manger	(956) 373-1630
Debra Perez, CNP Finance Supervisor	(956) 314-3376