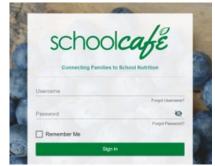


#### Student Account Management on SchoolCafé

Welcome to IDEA Public Schools! Our schools offer healthy meals every school day and your 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 free and reduced price 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 cell phone, go to <u>www.schoolcafe.com</u>.



**Step 2:** Select state and enter IDEA Public Schools.

Need to create an account or contact us?					
Select your State OH - Ohio	School District				
Reset	Go to My District				

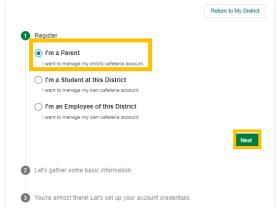
#### Step 3: Click on "Go to My District".



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

	PUBLIC SCHOOLS - RIDA!
Ve use SchoolCafé to: Make Payments Sel Purchase Restrictions Submit Meal Applications View Purchases Need to do something else?	
Sign in to y	our account
Create a n	ew account
View Menus	; (as a guest)
Conta	act Us!

# **Step 5:** On the next screen, click on "I'm a Parent". Then click "Next".





**Step 6:** On the next screen, enter your first name, last name, email, and phone number. Then click Next.

0	Register	0	Register
2	Let's gather some basic information.	0	Let's gather some basic information.
	Continue with Google By continuing, you agree to SchoolCaté's Terms & Conditions - Privacy Policy	3	You're almost there! Let's set up your account credentials.
	Continue with Apple	l	Username
	By continuing, you agree to SchoolCafé's <u>Terms &amp; Conditions - Privacy Policy</u> (Parents: Please enter your name, not the student's)		buttercupG1213@hotmail.com is available.
	Sanet		Or Password
	Last Name Fuentes		For your security, please use a stronger password before continuing.
	Email Enter your email	]	Select a Security Question
	C Phone Number		
	Previous		Or Answer
3	You're almost there! Let's set up your account credentials.		A English
			I accept the <u>Terms &amp; Conditions</u>
			Previous Create My Account

#### You now have a School Café account!

**Step 7:** On the next screen, enter password,

and security question and answer. Then click

"Create My Account".

\*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 Benefit

**Step 1:** On a computer or cell phone, go to <u>www.schoolcafe.com</u>. Enter your log in information and click Sign In.

schoo	cafe
Connecting Pamilies	
Usemame	
	Porgol Ukamaras'
Password	Q
	Porgot Peesword
Remember Me	
	in

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

≡ school <i>cafĕ</i>	
Welcome, Janet ! IDEA PUBLIC SCHOOLS - FLO.	# Dashboard
Payments	Connect your child cafeteria account with your SchoolCafé account, apply for free or reduce benefits.
Make a Payment	✓ Apply for Benefits Apply for Free or Reduced Benefits
Purchase Restrictions	± Students
Apply     Eligibility Info     Verification Response	Add a Student
-	Manage your students' cafeteria accounts
My Favorites	
I. Polis	
Support	
Cton 2. (	Niels on "Annhy for Donofito"



	Apply for Benefits
	Apply for Free or Reduced Benefits
Step	<b>4:</b> On the next screen, select your preferred

 **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.

			Select language
Contact			English
E Househ	old Letter		
This letter, provid application.	led by your district, lists all of the rules, expectations, and of	ther important information you will need while	filling out your
		10EA. Headquartiers 2115 W. Nin Beddword War Tomar 2050 Phone 955.477.3000 Fex 955.447.3796	
	September 22, 2021 Dear Parent/Guardian		
	Enclosed you will find a Free and Reduced Priced Meal Application. V any additional children living in the household and fill out the applica	rtion.	
	Children need healthy meals to learn. Your child's school offers healt free meals or for reduced price meals. Below are some common quest your child's eligibility.	thy meals every school day. Your children may qualify for tions and answers to aid in the process of determining	
	<ol> <li>DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHI Application for all students in your household. We cannot appe out all required information. Return the completed application</li> </ol>	rove an application that is not complete, so be sure to fill	
	<ol> <li>WHO CAN GET FREE MEALS? All children in households rec Assistance Program (SNAF), the Food Datababan Program Temperary Assistance for Needy Frankine (TANF), can get fre can get free mekis if your household's gross income is within Guidelmen.</li> </ol>	on Indian Reservations (FDPIR) or. in some States. se meals regardless of your income. Also, your children	
	if you have received a NOTICE OF DIRECT CERTIFICATIO do let the school know if any children in your householi letter you received.		
4			
	Download Hou	usehold Letter	
			_

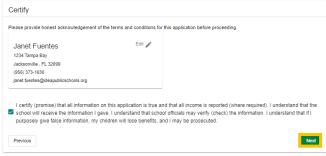
**Step 6:** On the next screen, enter the applicant information is shown. The applicant is the parent/guardian who is completing the application. If everything is correct, click "Save Applicant Information".

First Name	
Janet	
Last Name	
Fuentes	
Email	
janet.fuentes@	
,	
Phone	
Street Address	
1234 Tampa Bay	
City	
Jacksonville	
Jacksonvine	
State	
FL - Florida	*
ZIP	
32099	



## 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".

🚉 Students	★ Assistance	A Household	₩ Review	🖹 Details	🖌 Submit	
Students Enter all K-12 students	in this school district	L.				
Add a Student+						
You do not have any s	students associated wi	th your SchoolCafé ac	ccount. You need to a	add at least one stu	dent.	
Previous						Next

#### Adding Students to the Meal Application Step 9: Enter student first name, last name, date of birth, school, and grade.

Add a Student
Student ID
First Name
First
Last Name
Last
Middle Name
Date of Birth
School 👻
Is this student a Foster, Homeless, Migrant, Runaway, Head Start child?
<ul> <li>Yes          No</li> </ul>
Does this student receive income?
🔿 Yes 💿 No
To ensure that we can match your students, please enter as many details as possible.
Cancel Add this Student

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.

🚉 Students	★ Assistance	A Household	i≡ Review	🖹 Details	Submit	
Students Enter all K-12 studen	nts in this school distri	ict.				
Add a Student+2						
Income: No	h: 12/31/0000	Head Start: No				× •
Previous						Next

#### Adding SNAP/TANF benefits to the application

**Step 11:** If you receive SNAP, TANF, or FDPIR benefits, click on YES. Select SNAP or TANF. Enter your 10 digit or 13 digit case number.

Students	★ Assistance	A Household	i Review	Details	Submit
🖈 Assistance					
Do you receive any a	assistance from SNAP, T	ANF, or FDPIR?			
Benefits Receive	ed	* require	d		
What type of bene	fits do you receive? ANF				
What is your case	number? (Not EBT Card	Number)			
Case Number					

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

🕰 Students 🔸 Assistance	A Household	;≡ Review	Details	Submit	
★ Assistance					
Do you receive any assistance from SNAP, T	ANF, or FDPIR?				
U Tes O NO					
Previous					Next

# Entering household member information to the application

**Step 12:** Click Yes or No if adult applicant receives income. If yes, enter income and frequency. Then click "Add this Member".

Jame:			
anet Fuentes			
oes this member receive income?			
● Yes 🕕 No			
If this household member receives	income, plazas enter the C	DOSE (pro tox)	
amount and frequency.	income, please enter the G	RO33 (pre-tax)	
Income (Work)	Frequency		
\$ 1000	Monthly	× ×	
Monthly: \$1,000.00   Annually: \$12,000	0.00		
\$ Income (Assistance)	Frequency	• ×	
\$ Income (Other)	Frequency	• ×	
			26.2024-0
Annual II	ncome: \$12,000.00		
			-



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

		A Household	E Review	🖹 Details	Submit
🕈 Household					
	usehold members (ch nine your household si		adults that are not	enrolled in this dist	trict), and any income they may receive,

Enter Household Member first and last name. 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.

#### Click "Add this Member".

First Name	
First Name	
Last Name	
Does this member receive income?	
· Yes · No	* required

Continue this process for each household member.

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

Students	★ Assistance	<mark> Household</mark>	I Review	Details	Submit	
A Household						
Please list all other h	ousehold members (chi	ldren, dependents, and	d adults that are not	enrolled in this dist	rict), and any income	they may receive,
so that we can deterr	mine your household siz	e/income.				
Add Household Mer	where the					
Add Household Mer						
<ul> <li>Last, First</li> </ul>	(student)					
Income: Nor	1e					
	Janet (applicant)					1
Income: \$1,	000.00 (Monthly)					
Fuentes,	lamos					
Income: Nor						1
income. No						
Students						
Last, First						
	n: 12/31/0000					
Income: Nor Eoster/Hom	ne eless/Migrant/Runaway/H	lead Start No				
7 Oster/Hom	so samigi un/Rullaway/H	our oun. NU				
Previous						Next
						_

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

Review	1
lance over your information and make sure everything looks good. If someth	ning needs to be changed you can select the edit option for ea
ection. Otherwise, you can proceed to the next step.	Go Back to Studer
Students	ζ Go Back to Studer
ou have indicated that your household contains 1 K-12 student(s) enrolled in	n this district:
Last, First	
Date of Birth: 12/31/0000 Income: None	
Foster/Homeless/Migrant/Runaway/Head Start: No	
r Assistance	Go Back to Assistant
•	
, bu have indicated that you did not receive any assistance from SNAP, TANF	
Household	, or FDPIR.
the indicated that you did not receive any assistance from SNAP, TANF     Household	, or FDPIR.
	, or FDPIR.
Household     Last, First (student)     Income: None	, or FDPIR.
	, or FDPIR.
Income: \$1,000.00 (Monthly) Income: \$1,000.00 (Monthly)	, or FDPIR.
Last, First (student)     Income: None     Fuentes, Janet (applicant)     Income: \$1,000.00 (Monthy)     Fuentes, James	, or FDPIR.
	, or FDPIR.

**Step 16:** The questions found on the next screer 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.

Students	★ Assistance	A Household	E Review	Details	Submit
ptional Info					
'ou do not have to co	mplete this part to rece	eive free or reduced pr	iced meals.)		
thnicity					
<ul> <li>Hispanic or Latin</li> <li>Not Hispanic or I</li> </ul>					
Racial Identity					
Asian					
American Indian	or Alaskan Native				
Black or African A	merican				
Native Hawaiian	or Other Pacific Islande	er			
White					
Consent to Relea	ase Meal Eligibili	ty			
At this time, no optiona	al programs exist that r	night request your info	rmation, so you car	ignore this section	
Information Shar	ing				
		nsent to let your child(i ledge that you have re			eal eligibility with any program(s) d.
Previous					N



### Submit the application

**Step 17:** If you have a SSN, click Yes and enter the last 4 digits of your SSN. If you do not have a SSN, click No.

Students .	★ Assistance	A Household	E Review	🖹 Details	Submit	
Submit						
		Ja	net Fuentes			
efore submitting, ple he results of your ap		about yourself. This int	formation will not be	shared but helps	the food service office cont	act you w
					tion is completed, the adult	signing th
		nber or mark the"I do n I your social security p			a eocial eacurity number y	
					a social security number y	ou may
aw requires us to ca ndicate that below.	pture the last 4 digits of				a social security number y	ou may
aw requires us to ca	pture the last 4 digits of				a social security number y	ou may
aw requires us to ca ndicate that below.	pture the last 4 digits of				a social security number y	ou may
aw requires us to ca ndicate that below. Do you have an SSN Yes O No	pture the last 4 digits of				a social security number y	ou may
aw requires us to candicate that below.	pture the last 4 digits of				a social security number y	ou may
aw requires us to ca ndicate that below. Do you have an SSN Yes O No	pture the last 4 digits of				a social security number y	ou may

**Step 18:** Check box next to adult applicant name. Click "Sign" to electronically sign the application.

Students	★ Assistance	A Household	E Review	Details	🖌 Submit	
Submit						
		Ja	net Fuentes			
Before submitting, ple the results of your ap		bout yourself. This in	formation will not be	shared but helps th	e food service office contact ye	ou with
	ember must electronica ve a social security num				on is completed, the adult signi	ing this
					social security number you ma	ау
Do you have an SSN	?					
● Yes 🕐 No						
Enter the last 4 digit of you	r Social Security Number					
1234						
Please select the app	licant signing the applic	ation:				
🗸 Janet Fuentes	Sign					
Previous					Submit My App	lication

#### Step 19: Click "Submit My Application".

Submit			_		
			net Fuentes		
efore submitting, pl ie results of your ap		about yourself. This in	formation will not be	e shared but helps the fo	od service office contact you with
	nember must electronic ive a social security nu				s completed, the adult signing this
aw requires us to ca					cial security number you may
ndicate that below.					
)o you have an SSM	1?				
🖲 Yes 🔿 No					
Enter the last 4 digit of yo	ur Social Security Number				
1234					
		Jane	t Auente	21	
		U			
	Your applica	tion was successfully v	ermed and signed v	ia IP Address 192.168.2	.52.7.

# You have successfully submitted your student's meal application!

Please allow 10 business days for application processing.

Thank you!

For questions regarding meal applications, please contact the following individuals:				
Geena Huerta, Sr. CNP Finance Manager	geena.huerta@ideapublicschools.org			
Brenda Orozco, CNP Business Administrator	brenda.orozco@ideapublicschools.org			
James Quenneville, Sr. CNP Regional Manager	james.quenneville@ideapublicschools.org			



If you have a SchoolCafé account from a previous district, you do not have to create a new login. You will just have to change the district linked in your SchoolCafé account.

#### 2) How to Change School Districts in SchoolCafé

**Step 1:** Log in to your SchoolCafé account.

schoo	café
	es to School Nutrition
Username janet.fuentes@ideapublicsch	
Janer nemes@ideapublicsch	Forgot Username?
Password	8
	Forgot Password?
Remember Me	
s	ian in

#### **Step 2:** Click on My Profile icon.

### Step 4: Click on "Yes, change my district".

Warning	
payment source(s) and p history, application letter will need to contact their	he school district associated with your SchoolCafé account, please note that only your profile information will remain. This means that any need for purchase information, payment s, unused funds or transfers will need to be handled by the previous school district and you Child Nutrition office. Additionally, changing the school district will also remove all students, ings, low balance alerts, and/or purchase restrictions from your account. Are you sure you Yes, change my district

**Step 5:** Enter IDEA Public Schools in the search box. Select the correct state. Click Make this my new district.

TX - IDEA PUBLIC SCHOOLS - TEXAS	KAS

# **Step 6:** Click on "Go to login page" to login to your profile with the correct district.

You have successfully switched your district from IDEA PUBLIC SCHOOLS - FLORIDA to TX - IDEA PUBLIC SCHOOLS - TEXAS. Please log back in and proceed to the students page to begin adding your students using information from their new district.

Go to login page

	Dashboard Connect your child cafeteria account with your	SchoolCafé account, apply for free or reduc	a henefite
	Connect your child cafeteria account with your	SchoolCafé account, apply for free or reduce	e henefits
			o bononta.
Make a Payment Payment Info	Apply for Benefits Apply for Free or Reduced Benefits		
Purchase Restrictions Benefits	🚓 Students		
✓ Apply ■ Eligibility Info	+ <b>_</b>		
Eligibility Into     Verification Response	Add a Student Manage your students' cafeteria accounts		

## **Step 3:** Click on the pencil icon.

L My Profile	
View information about you and your account.	
Janet Fuentes	G Link your Google account
janet.fuentes@ideapublicschools.org	
(956) 373-1630	
• 1234 Tampa Bay	
Jacksonville , FL - 32099	1
What is the name of your pet?	
Security Answer: *******	
文 <sub>A</sub> Preferred Language: English	
Usemame: janet.fuentes@ideapublicschools.org	1
Password:	1
School District IDEA PUBLIC SCHOOLS - FLORIDA	1