

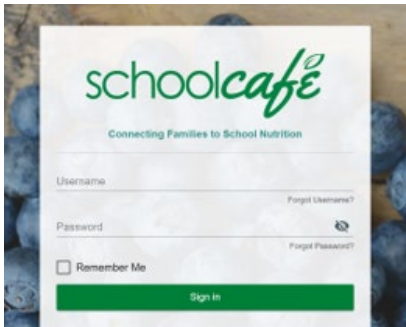


## Student Account Management on SchoolCafé

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

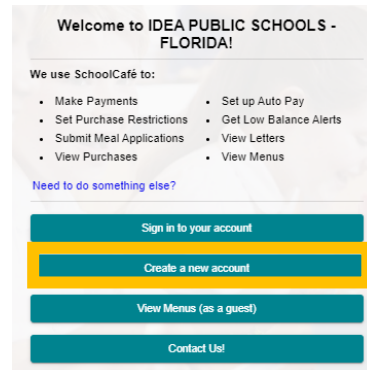
**Step 1:** On a computer or cell phone, go to [www.schoolcafe.com](http://www.schoolcafe.com).



**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”.



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

1 Register

2 Let's gather some basic information.

Continue with Google

By continuing, you agree to SchoolCafé's [Terms & Conditions - Privacy Policy](#)

Continue with Apple

By continuing, you agree to SchoolCafé's [Terms & Conditions - Privacy Policy](#)

(Parents: Please enter your name, not the student's)

First Name  
Janet

Last Name  
Fuentes

Email  
Enter your email

Phone Number

Previous **Next**

3 You're almost there! Let's set up your account credentials.

**Step 7:** On the next screen, enter password, and security question and answer. Then click "Create My Account".

1 Register

2 Let's gather some basic information.

3 You're almost there! Let's set up your account credentials.

Username  
buttercupG1213@hotmail.com is available.

Password

For your security, please use a stronger password before continuing.

Confirm Password

Select a Security Question

Answer

Select language  
English

I accept the [Terms & Conditions](#)

Previous **Create My Account**

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

\*Steps for completing a meal application are on the next page\*



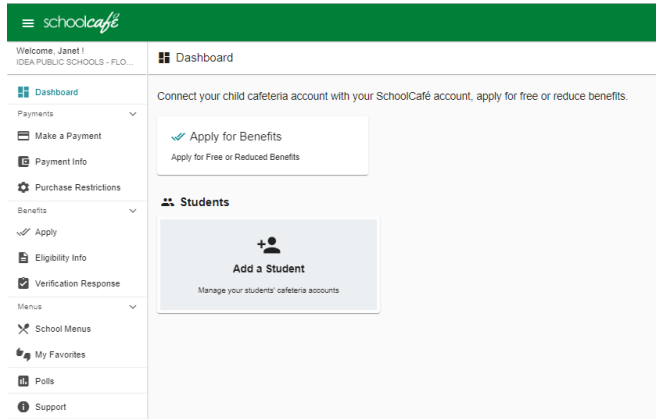
Now that you have created a SchoolCafé account, you can login into SchoolCafé and complete your student's meal application.

## 2) How to Apply for Meal Benefit

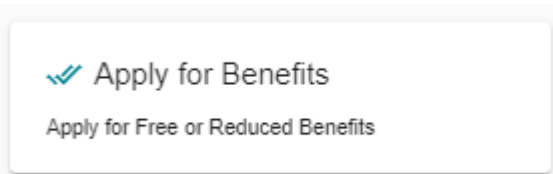
**Step 1:** On a computer or cell phone, go to [www.schoolcafe.com](http://www.schoolcafe.com). Enter your log in information and click Sign In.



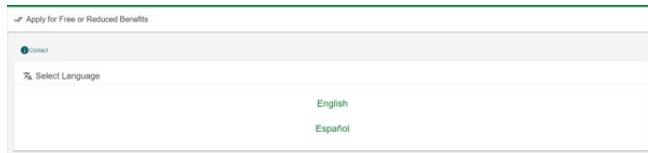
**Step 2:** After logging in to SchoolCafé, you will see the Dashboard.



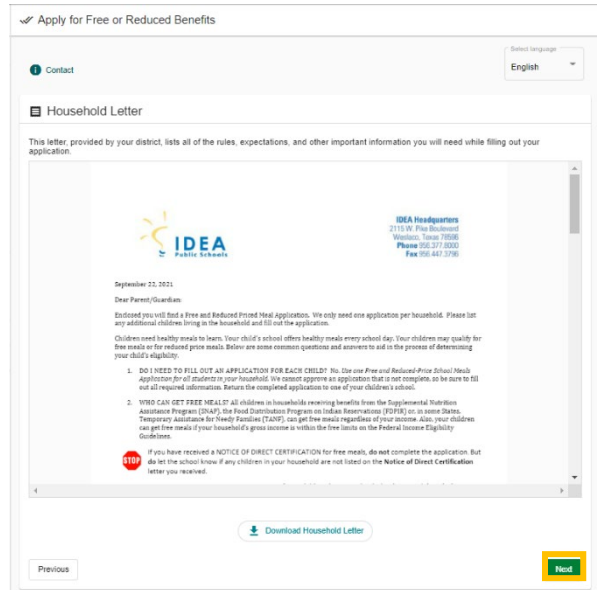
**Step 3:** Click on “Apply for Benefits”.



**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”.

Confirm Applicant Information

First Name  
Janet

Last Name  
Fuentes

Email  
janet.fuentes@

Phone

Street Address  
1234 Tampa Bay

City  
Jacksonville

State  
FL - Florida

ZIP  
32099

Cancel 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.

**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.

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



**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”.

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”.

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.



**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.

The screenshot shows the 'Submit' page for Janet Fuentes. The question 'Do you have an SSN?' is highlighted with a yellow box. Below it is a text input field for the last 4 digits of the SSN, with '1234' entered.

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

The screenshot shows the 'Sign' section of the application. A checkbox next to 'Janet Fuentes' is checked, and the 'Sign' button is highlighted with a yellow box. The 'Submit My Application' button is visible at the bottom right.

**Step 19:** Click “Submit My Application”.

The screenshot shows the final step of the application. The 'Submit My Application' button is highlighted with a yellow box. A confirmation message states: 'Your application was successfully verified and signed via IP Address 192.168.252.7.' A signature for Janet Fuentes is visible above the message.

**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.

The login form for SchoolCafé. It features the logo at the top, followed by the tagline "Connecting Families to School Nutrition". Below this are fields for "Username" (containing "janet.fuentes@ideapublicschools.org") and "Password" (masked with asterisks). There are links for "Forgot Username?" and "Forgot Password?". A "Remember Me" checkbox is present, and a green "Sign in" button is at the bottom.

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

The dashboard interface for Janet Fuentes. A yellow box highlights the profile icon in the top right navigation bar. The main content area shows options to "Apply for Benefits" and "Add a Student".

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

The "My Profile" page for Janet Fuentes. It displays personal information such as email, phone number, and address. A yellow box highlights a pencil icon next to the address field. Below this are fields for "Username", "Password", and "School District" (currently set to "IDEA PUBLIC SCHOOLS - FLORIDA").

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

A warning dialog box with the title "Warning". The text inside states: "By choosing to change the school district associated with your SchoolCafé account, please note that only your payment source(s) and profile information will remain. This means that any need for purchase information, payment history, application letters, unused funds or transfers will need to be handled by the previous school district and you will need to contact their Child Nutrition office. Additionally, changing the school district will also remove all students, automatic payments settings, low balance alerts, and/or purchase restrictions from your account. Are you sure you want to proceed?". There are two buttons: "No, keep this district" and "Yes, change my district" (highlighted with a yellow box).

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

The "Change My District" dialog box. It has a search input field containing "TX - IDEA PUBLIC SCHOOLS - TEXAS". Below the search field are two buttons: "Cancel" and "Make this my new district" (highlighted with a yellow box).

**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.

A button labeled "Go to login page" with a yellow border.