

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.

FL - Florida	DEA PUBLIC SCHOOLS - FLORIDA
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".

Welcome to IDEA F	PUBLIC SCHOOLS - RIDA!
We use SchoolCafé to: Make Payments Set Purchase Restrictions Submit Meal Applications View Purchases Need to do something else?	Set up Auto Pay Get Low Balance Alerts View Letters View Menus
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	F	Register
2	Let's gather some basic information.	0) L	et's gather some basic information.
	By continuing, you agree to SchoolCafé's Terms & Conditions - Privacy Policy	9) 1	You're almost there! Let's set up your account credentials.
	Continue with Apple Purcentinuing your areas to School Table Tames & Conditions - Privacy Policy	l		Username .
	(Parents: Please enter your name, not the student's)			buttercupG1213@hotmail.com is available.
	First Name Janet			Password &
	Last Name -			For your security, please use a stronger password before continuing.
	Fuentes			Or Confirm Password
	Email Enter your email			
				Select a Security Question
	C Phone Number			
	Previous			Answer
3	You're almost there! Let's set up your account credentials.			Select language
				☐ I accept the <u>Terms & 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	cake
Connecting Pamilies	to School Nutrition
Usemame	
	Porgol Ukamaras'
Password	Q
	Porgot Peesword
Remember Me	

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

≡ school <i>cafe</i>	
Welcome, Janet ! IDEA PUBLIC SCHOOLS - FLO	E Dashboard
Dashboard	Connect your child cafeteria account with your SchoolCafé account, apply for free or reduce benefits.
Payments V Make a Payment Payment Info	✓ Apply for Benefits Apply for Free or Reduced Benefits
Purchase Restrictions Benefits	± Students
Apply Eligibility Info Verification Response	Add a Student
Menus V X School Menus My Favorites	
I. Polls	
Support	



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

Ianguage.

** Apply for Free or Redoxed Bandits

** Apply for Free or

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
House	nold Letter		
This letter, prov application.	ided by your district, lists all of the rules, expectations, and of	her important information you will need while fillin	g out your
		IDEA Headquarters 2115 W. Pike Boulevard Westlacc. Taxae 75516 Phone 950,277.000 Fax 595.447.3276	
	September 22, 2021		
	Dear Parent/Guardian: Enclosed you will find a Free and Reduced Priced Meal Application. V any additional children living in the bousehold and fill out the applica	Ve only need one application per household. Please list tion.	
	Children meed healthy meals to learn. Your child's school offers heal free meals or fer reduced price meals. Below are some common quer your child's eligibility.	hy meals every school day. Your children may qualify for sons and answers to aid in the process of determining	
	 DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHI Application for all students in your household. We cannot app out all required information. Return the completed application. 	LD? No. Use one Free and Reduced-Price School Meals one an application that is not complete, so be sure to fill in to one of your children's school.	
	 WHO CAN GET FREE MELLS' All children in households re- Assistance Program (SNAP), the Food Dastrobulan Program. Temporary Assistance for Needy Families (TANP), can get fr can get free mesks if your household's gross income is within Guidelinen. 	eiving benefits from the Supplemental Nutrition in Indian Reservations (FDFIR) or, in some States, e-meals regardless of your income. Also, your children the free limits on the Federal Income Eligibility	
	If you have received a NOTICE OF DIRECT CERTIFICATIO ds let the school know if any children in your househol letter you received.	N for free meals, do not complete the application. But d are not listed on the Notice of Direct Certification	
4			1
	🛃 Download Hor	isehold 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	
ianet fuentes@	
,	
Phone	
Street Address	
1234 Tampa Bay	
City	
lacksonville	
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".

Les Students	* Assistance	A Household	;≡ Review	Details	Submit	
Students Enter all K-12 students	in this school district.					
Add a Student+2						
You do not have any s	students associated with	n your SchoolCafé acc	ount. You need to ac	id at least one stud	ent.	
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 Minrant Dunaway Head Start child?
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	E Review	Details	Submit	
Students Enter all K-12 stude	nts in this school distri	ct.				
Add a Student+						
Last, Firs Date of Birt Income: No Foster/Hon	st ih: 12/31/0000 one neless/Migrant/Runaway/F	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	E Review	Details	🔽 Submit
🖈 Assistance					
Do you receive any a	assistance from SNAP, TA	ANF, or FDPIR?			
Benefits Receive	ed	* required	I		
What type of bene	efits 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	i≡ Review	E Details	Submit	
★ Assistance					
Do you receive any assistance from SNAP, T	ANF, or FDPIR?				
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".

ame:			
anet Fuentes			
oes this member receive income?			
🖲 Yes 🕕 No			
0 0			
If this household member receives amount and frequency.	income, please enter the G	ROSS (pre-tax)	
Income (Work)	Frequency		
\$ 1000	Monthly	~ V	
		^	
Monthly: \$1,000.00 Annually: \$12,00	0.00		
§ Income (Assistance)	Frequency		
		^	
\$ Income (Other)	Frequency	×	
			23 2025-
Amount			
Annuari	ncome: \$12,000.00		
Cancel		Add this Membe	r



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".

Students	★ Assistance	A Household	i≣ Review	🖹 Details	Submit
Household Please list all other h so that we can detern	ousehold members (ch mine your household si	ildren, dependents, and ze/income.	adults that are not	enrolled in this dis	trict), and any income they may receive,
Add Household Mer	mber + <u>e</u>				

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.

K Students	🛧 Assistance	슈 Household	;≡ Review	Details	Submit	
A Household						
Please list all other h	ousehold members (chi	dren, dependents, and	d adults that are not	enrolled in this distric	ct), and any income th	ey may receive,
so that we can deterr	nine your household siz	e/income.				
Add Housebold Mer	nher +•					
Last, First	(student)					
Income: Nor	1e					
 Fuentes, . 	Janet (applicant)					1
Income: \$1,	000.00 (Monthly)					
- Fuentes	lames					
Income: Nor	10					× •
📇 Students						
Last, First						
 Date of Birth 	: 12/31/0000					
Income: Nor	1e					
Foster/Hom	eless/wigrant/RuñaWay/H	ead Start: N0				
Previous						Next

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

Review	
lance over your information and make sure everything looks good. If something	needs to be changed you can select the edit option for each
ection. Otherwise, you can proceed to the next step.	· Or Brathle Obstan
Students	< Go Back to Studen
ou have indicated that your household contains 1 K-12 student(s) enrolled in this	s district:
Last, First	
Date of Birth: 12/31/0000	
Foster/Homeless/Migrant/Runaway/Head Start: No	
r Assistance	Go Back to Assistant
★ Assistance	Go Back to Assistant FDPIR.
Assistance unhave indicated that you did not receive any assistance from SNAP, TANF, or Household	 Go Back to Assistant Co Back to Househo
Assistance but have indicated that you did not receive any assistance from SNAP, TANF, or Household Last, First (student)	Go Back to Assistant FDPIR. Go Back to Househo
Assistance but have indicated that you did not receive any assistance from SNAP, TANF, or Household Last, First (student) Income. None	 Go Back to Assistant FDPIR. Go Back to Househo
Assistance but have indicated that you did not receive any assistance from SNAP, TANF, or Household Last, First (student) Income: None Fuentes, Janet (applicant)	 Go Back to Assistant FDPIR. Go Back to Househo
Assistance but have indicated that you did not receive any assistance from SNAP, TANF, or Household Last, First (student) Income: None Fuentes, Janet (applicant) Income: \$1,000.00 (Menthy)	 Go Back to Assistant FDPIR. Go Back to Househo
Assistance but have indicated that you did not receive any assistance from SNAP, TANF, or Household Last, First (student) Income: None Fuentes, Janet (applicant) Income: \$1.00.00 (Merthy) Fuentes, James	 Go Back to Assistant FDPIR. Go Back to Househo
Assistance but have indicated that you did not receive any assistance from SNAP, TANF, or Household Last, First (student) Income: None Fuentes, Janet (applicant) Income: \$1,000.00 (Methyl) Fuentes, James Income: None	 Go Back to Assistant FDPIR. Go Back to Househo
Assistance but have indicated that you did not receive any assistance from SNAP, TANF, or Household Last, First (student) Income: S1.000.00 (Methy) Fuentes, James Income: None	 Go Back to Assistant FDPIR. Go Back to Househo
Assistance but have indicated that you did not receive any assistance from SNAP, TANF, or Household Last, First (student) Income: None Fuentes, Janet (applicant) Income: \$1,000.00 (Monthy) Fuentes, James Income: None	 Go Back to Assistant FDPIR. Go Back to Househo

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.

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.)		
Ethnicity					
Hispanic or Latin	0				
Racial Identity	Latino				
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 can	ignore this section	
Information Shar	ing				
By checking this indicated (checke	box, you voluntarily co d) above. You acknow	nsent to let your child(i ledge that you have re	en)'s school share ad and understood	your child(ren)'s me all information lister	eal eligibility with any program(s) d.
Previous					Ne



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.

K Students	★ Assistance	A Household	i Review	Details	Submit
Submit					
		Jai	net Fuentes		
Before submitting, ple the results of your ap	ase fill in a few details a plication.	about yourself. This inf	ormation will not be	e shared but helps the	e food service office contact you with
An adult household m	nember must electronica	ally sign the application	. If the household r	member inform sectio	on is completed, the adult signing thi
Law requires us to ca indicate that below.	pture the last 4 digits of	your social security no	umber for applying.	 If you do not have a	social security number you may
Do you have an SSN	?				
💿 Yes 🕟 No					
 Enter the last 4 digit of you 	r Social Security Number				
1234					

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 app	ase fill in a few details a plication.	bout yourself. This inf	formation will not be	shared but helps th	e food service office contact you with
An adult household m	ember must electronica	lly sign the application	. If the household n	nember inform sectio	on is completed, the adult signing this
Law requires us to ca indicate that below.	pture the last 4 digits of	your social security n	umber for applying.	If you do not have a	social security number you may
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 Application

Step 19: Click "Submit My Application".

Students	* Assistance	Household	:= Review	Details	
Submit					
		Ja	net Fuentes		
fore submitting, ple results of your ap	ease fill in a few details plication.	about yourself. This in	formation will not be	shared but helps th	e food service office contact you wit
adult household n plication should ha	nember must electronic ve a social security nur	ally sign the application nber or mark the"I do r	n. If the household n not have a SSN" box	nember inform sectio	on is completed, the adult signing th
w requires us to ca licate that below.	pture the last 4 digits o	f your social security n	umber for applying.	If you do not have a	social security number you may
you have an SSN	?				
Yes 🔿 No					
inter the last 4 digit of you	r Social Security Number				
1234					
		Jane	t Avente	21	
	Your applicat	ion was successfully v	erified and signed vi	ia IP Address 192.16	58.252.7.
Go Back to Re	view				Submit My Application

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, Sr. CNP Business Administrator	brenda.orozco@ideapublicschools.org			
Heather Herriage, Sr. CNP Regional Manager	heather.herriage@ideapublicschools.org			
Lucia Guzman, CNP Cafeteria Manager	lucia.guzman@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	cafe
Connecting Familie	es to School Nutrition
Usemame janet.fuentes@ideapublicscho	ools.org
Password	Forgot Username
	S.
	Forgot Password
] Remember Me	

Step 2: Click on My Profile icon.

≡ school <i>cafe</i>	<u>- 94</u>	• <u>•</u> × :
Welcome, Janet ! IDEA PUBLIC SCHOOLS - FLO	Dashboard	
Payments V	Connect your child cafeteria account with your SchoolCafé account, apply for free or reduce benefits.	
Make a Payment Payment Info Purchase Restrictions	✓ Apply for Benefits Apply for Free or Reduced Benefits	
Benefits \vee	2 Students	
Apply Eligibility Info Verification Response Menus	Add a Student Manage your student's california	

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

Warning	
By choosing to change ti payment source(s) and p history, application letter will need to contact their automatic payments sett want to proceed?	he school district associated with your SchoolCafé account, please note that only your vrofile 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
No, keep this district	Yes, change my district

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

Search for you	ar School District	
TX - IDEA	PUBLIC SCHOO	LS - TEXAS

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.

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 	
What is the name of your pet? Security Answer: ******	
\overline{X}_{A} Preferred Language: English	
Usemame: janet.fuentes@ideapublicschools.org	1
Password: ******	1
ff School District: IDEA PUBLIC SCHOOLS - FLORIDA	1