

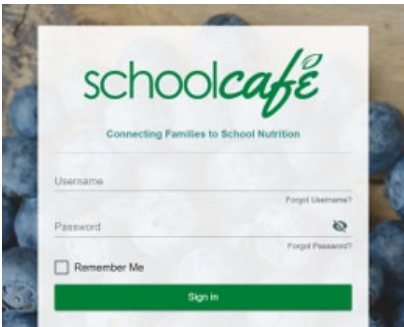


Student Account Management on SchoolCafé

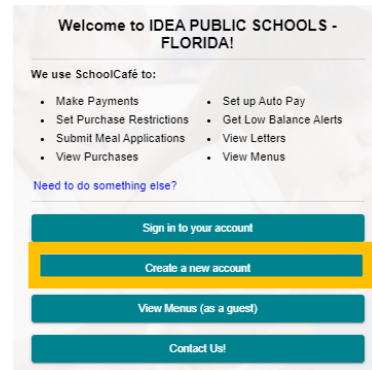
Welcome to IDEA Public Schools! Our schools offer healthy meals every school day and your student may qualify for free or reduced meals. To determine if your student qualifies for free or reduced meals, you will need to complete a free and reduced price meal application. The easiest and most convenient 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

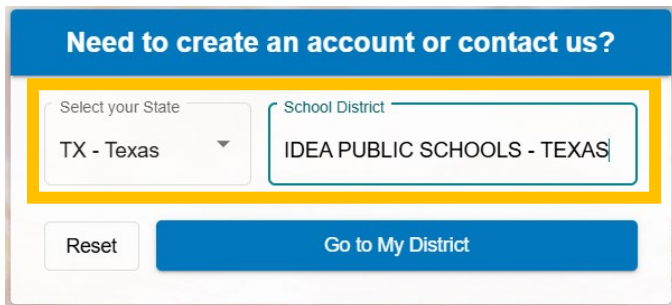
Step 1: On a computer or cell phone, go to www.schoolcafe.com.



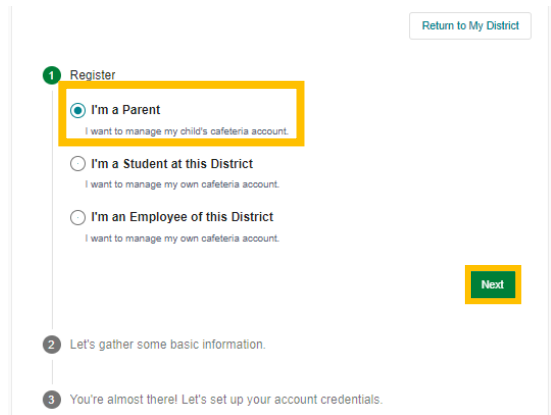
Step 4: On the next screen, click on “Create a new account”.



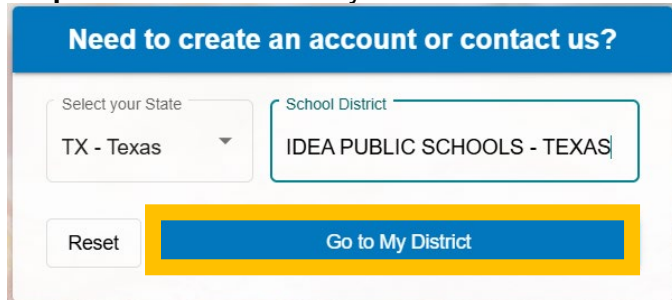
Step 2: Select state and enter IDEA Public Schools.



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



Step 3: Click on “Go to My District”.





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



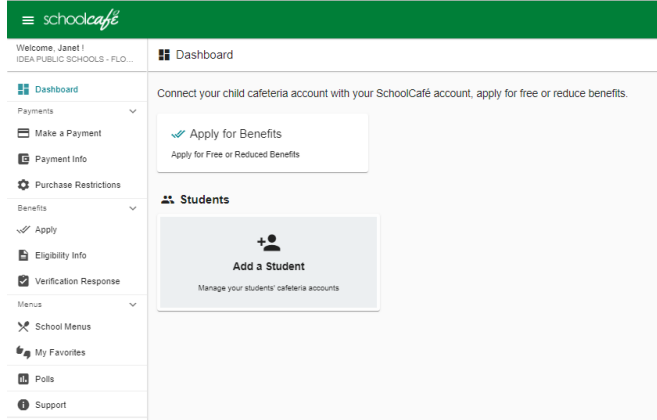
Now that you have created a SchoolCafé account, you can login into SchoolCafé and complete your student's meal application.

2) How to Apply for Meal Benefit

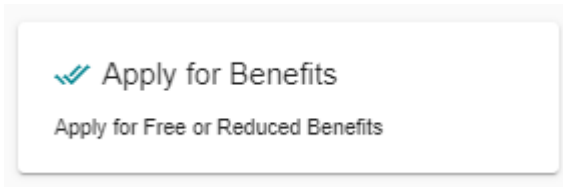
Step 1: On a computer or cell phone, go to www.schoolcafe.com. Enter your log in information and click Sign In.



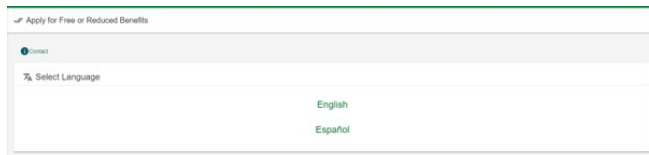
Step 2: After logging in to SchoolCafé, you will see the Dashboard.



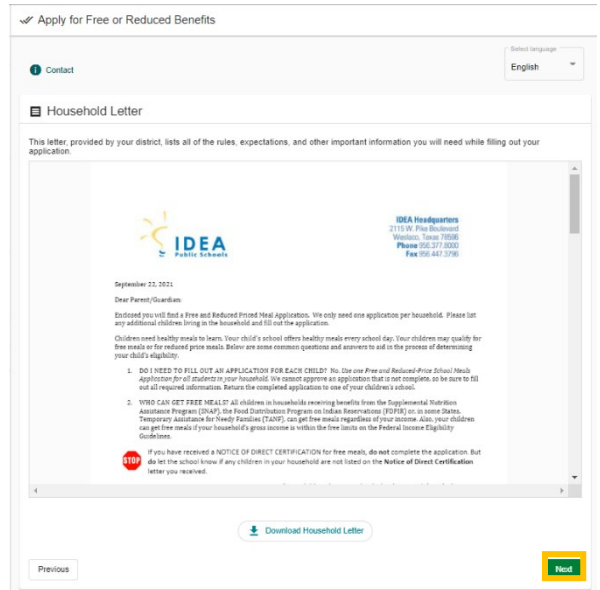
Step 3: Click on “Apply for Benefits”.



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. Click “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.

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”.

Update Applicant

Name:
Janet Fuentes

Does this member receive income?
 Yes No

If this household member receives income, please enter the GROSS (pre-tax) amount and frequency.

Income (Work) \$ 1000 Frequency Monthly Monthly: \$1,000.00 | Annually: \$12,000.00

Income (Assistance) Frequency

Income (Other) Frequency

Annual income: \$12,000.00

Cancel **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”.

Add Household Member

First Name
First Name

Last Name

Does this member receive income?
 Yes No * required

Cancel **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.

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

Step 19: Click “Submit My Application”.

You have successfully submitted your student’s meal application!

Please allow 10 business days for application processing.

Thank you!



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.

Step 2: Click on My Profile icon.

Step 3: Click on the pencil icon.

Step 4: Click on “Yes, change my district”.

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

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.

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|--|-------------------------------------|
| 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 |