



Submitting An Online Meal Application

Tips To Make The Process Easier....

- ● ● | Submitting an online meal application is a fast and easy way to apply for free or reduced-price school meals.



- Reviewing these tips before applying online will help make the application process easier.



Paper applications are also available

You can download and print a paper application. Go to www.4j.lane.edu/nutrition/freelunch and look for a link to the application form in a PDF file. You also may pick up a paper application from your student's school.

Paper applications can be returned to your student's school cafeteria or mailed to:

Eugene School District 4J
Nutrition Services
200 N. Monroe St.
Eugene, OR 97402



Common questions/problems are:

- Applicant Name



- Selecting “Type” of Application

- Adult Signature

What is required for *Applicant Name*?

The applicant name is the name of the person filling out the meal application *for* the student. The applicant name is the name of the student's parent or guardian – not the name of the student, unless the student is an emancipated minor. Make sure the applicant name is the parent or guardian of the student.

DEPARTMENT OF OREGON EDUCATION **district** Home Log In Help Search

Home > Household Application for Free or Reduce-Priced Meals > Application

Household

HOUSEHOLD INFORMATION - Please complete the below information about you and your household and click [Next]. *
= Required

Check here if you are also the student in this application.

* Applicant First Name:

* Applicant Last Name:

* Household Street Address:

* City:

* State: Oregon

* Zip Code:

Household Home Phone Number: Landline Mobile/Cellular

Household Work Phone Number:

Food Distribution on Indian Reservations (FDIR): Yes

Previous Next

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Oregon Department of Education
255 Capitol Street NE, Salem, OR 97310-0203

ODE Helpdesk ☎ 503.947.5715
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Types of Applications

- There are three types of applications. You will need to choose the one that fits your student or family situation.

SNAP (food stamps),
TANF or FDPIR meal
application.

Foster child meal
application.

Income-based
application

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Home > Household Application for Free or Reduce-Priced Meals > Application

Application Type

Please select the type of application you would like to complete and click [Next].

SNAP, TANF Household or FDPIR (Food Distribution Program to Indian Reservations)

Students in your household are receiving Supplement Nutrition Assistance Program – SNAP (formally know as Food Stamps) benefits, TANF (Temporary Assistance for Needy Families) benefits or FDPIR (Food Distribution Program to Indian Reservations) benefits currently.

Foster Child Application

Foster Children are a household of one.

Use a separate application for each foster child.

All Other Households Qualifying Via Income

Use this option for blended families, where some members receive SNAP (formally known as Food Stamps) or TANF aid, and others do not receive aid, but may qualify via income. This includes WIC – Special Supplemental Nutrition Program for Women, Infants and Children.

Previous Next

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SNAP (Food Stamps), TANF or FDPIR Applications

- The first type of application is a SNAP (Food Stamps), TANF or FDPIR application. Choose this application type if your student receives SNAP (Food Stamps) or TANF benefits or qualifies for benefits under the Food Distribution on Indian Reservations program. **You only need to submit one meal application for all of the household members.**
- **You will need your SNAP (Food Stamp) or TANF case number for this type of application. SNAP (Food Stamp) case numbers have 9 characters, similar to a SSN#. TANF Case numbers have 6 characters, with the first 2 or 3 being letters and the remaining 3-4 being numbers. Do not use an Oregon Trail Card# or a medical card#.**
- **You will need to provide the names of all your Portland Public Schools students on the application. You do not need to list your income information or your Social Security number when submitting a SNAP (Food Stamp), TANF or FDPIR application.**



Foster Child Application

- The second type of application is a Foster Child application. Choose this application type if your student is a foster child. **Foster children are considered a family of one. Only one student is allowed on a foster child application.** If you have more than one foster child, each foster child student will need a separate meal application.
- You will need to provide your foster child's monthly personal use income. This applies to a student's allowance or money the student may receive from the state. *This is not the money the foster parent(s) receive from the state.* Many times this amount is zero.
- You do not need to list your income information or your Social Security number when submitting a Foster Child application.



Income Application

- The third type of application is an Income application. Choose this application type to qualify for free or reduced-price meal benefits based on your household size and income. **You only need to submit one meal application for all of the household members.**
- **You will need to list all of the members in your family and their monthly incomes. This includes infants, pre-school aged children and all adult household members. *If you list zero income for all household members on your application it will be considered a temporary application and will expire after 45 days, at which time you will need to reapply.***
- **You will need to provide your Social Security number when submitting an income application or if you do not have one, check the box that indicates you do not have a Social Security number.**



Adult Signature (Applicant's Name)

- The very last screen of the online meal application asks for the applicant's name. ***This is the equivalent of the signature of an adult household member.*** Do not type in your minor (not of legal age) student's name in this field. All types of applications need an adult signature.

The screenshot shows the 'Submit Application' page for the Oregon Department of Education. The page header includes the ODE logo and navigation links: Home, Log In, Help, Search. The breadcrumb trail is: Home > Household Application for Free or Reduce-Priced Meals > Application. The main heading is 'Submit Application'. Below this is a large empty box containing the copyright notice: 'Copyright © 1998-2010 Oregon Department of Education'. A red arrow points to the 'Applicant's Name' field, which is a text input box. Below it are fields for 'Social Security Number', a checkbox for 'I do not have a Social Security Number', and an 'Email (optional)' field. At the bottom right of the form area are 'Previous' and 'Submit' buttons. The footer contains 'Central Links >> Data Enterprise | News RSS | Training | Help | Visual Preferences', contact information for the Oregon Department of Education (255 Capitol Street NE, Salem, OR 97310-0203), a link to the ODE Helpdesk (503.947.5715), and a link to the Web Policy (e.g. responsibilities, accessibility). The copyright notice 'Copyright © 1998-2010 Oregon Department of Education' is repeated at the bottom of the page.



Summary:

- The Applicant Name is the person applying *for* the student. It is the parent or guardian of the student unless the student is an emancipated minor.
- There are three types of meal applications. You need to choose the type of application that is right for your student or family situation.
- The last screen of the online meal application asks for the Applicant Name. This is the parent or guardian of the student, unless the student is an emancipated minor. Make sure to type the parent or guardian of the student in the box on the last screen of the application.



We hope this information is helpful as you complete your online meal application.

APPLY ONLINE NOW



- If you have problems completing the online application, you may call the 4J Nutrition Services Department Meal Applications phone number: 541.790.7656