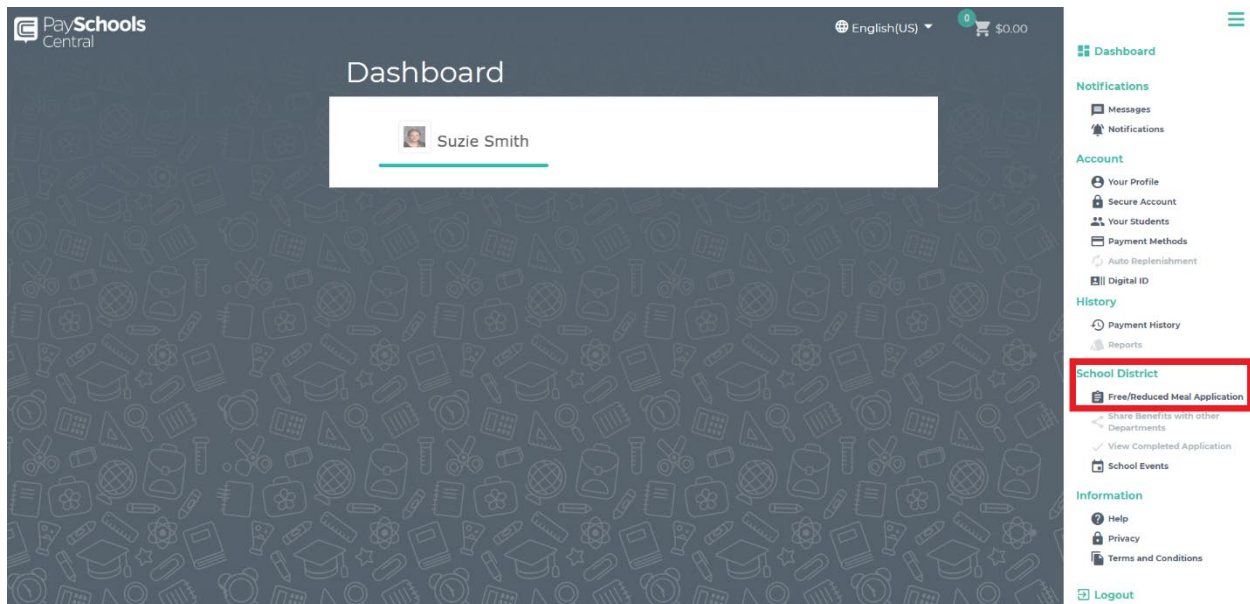


## PaySchools Central Free & Reduced Application

### Step 1-

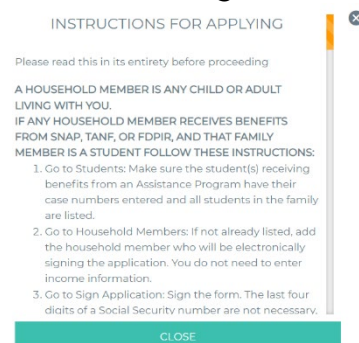
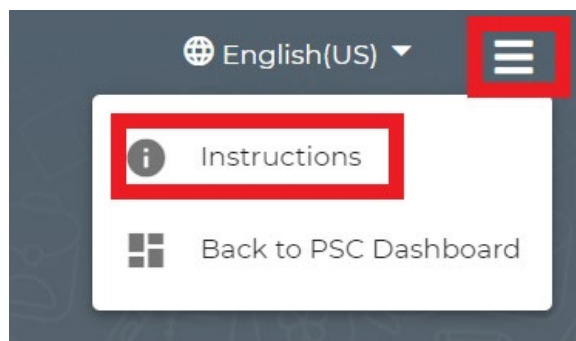
Once your account is set up in PaySchools Central, you can begin your Free/Reduced Application > Select Free/Reduced Meal Application from your dashboard.

- It is recommended to have your PaySchools Central Password & Income for all members of your household available for this process.



### Step 2-

Instructions on how to complete an application is located to the right of the screen



### Step 3-

Your contact information is pre-filled with your profile information > verify and/or

alter changes needed > Select preferred contact method; districts use to send determination letter > Click continue

## Contact Information

[Contact](#)[Students](#)[Members](#)[Sign](#)[Disclosure](#)

### YOUR CONTACT INFORMATION

First Name \*

Last Name \*

Email ID ?

Address Line 1

Address Line 2

Zip Code

City

State ▼

Phone Number

Mobile Number

### PREFERRED CONTACT METHOD

EMAIL FOR INSTANT CONTACT

Email ▼

If your school district reviews all applications, your preferred delivery method will be used to send your determination letter. Email delivery is preferred to get your response as quickly as possible.

CONTINUE

#### Step 4-

Return to Application allows you to complete an existing application.  
Select **NEW APPLICATION** to begin an application for current school year

**Application**

Contact Students Members Sign Disclosure

**Please Choose one of the following options**

**RETURN TO APPLICATION**  
Complete a prior Unsigned/Incomplete application

**NEW APPLICATION**  
Begin a New Application for a Student/User

**BACK**

[Cancel and go to my PaySchools Central Dashboard](#)

### Step 5-

Please read prompted message on how income should be entered. If no message appears- you will ONLY see the “Here’s how eligibility is handled”

**Before you begin**

Contact Students Members Sign Disclosure

**HERE'S HOW ELIGIBILITY IS HANDLED**

We only need one application for all the children in your household. Eligibility for free or reduce price school meal benefits is based on any one of the following three things:

- Your total household income and family size in the month the application is filled out, or the month before, or after
- Your child's individual status as foster, homeless, migrant or runaway, or
- Participation in an assistance program by any member of your household.

Your US citizenship or immigration status does not affect your eligibility for free and reduced-price benefits.

**CONTINUE**

**BACK**

[Cancel and go to my PaySchools Central Dashboard](#)

### Step 6-

Add/Verify Students > data from student(s) account will be shown > You can remove students by clicking the “x” > Click Add Student if additional students are in household > When complete, Start Application

- If **Direct Certification** says “YES”, no application is needed from your district
  - If all your students in your household are DC, you will be directed to the disclosure options to allow or prohibit sharing of your meal status- information is typically used in waiving certain district fees.
  - If some, but not all students are DC, you can extend benefits to the other children by using the **EXTEND TO ALL** option and selecting those currently on your application > redirected for disclosure options
- Select **FOSTER CHILD** only for any students in your household- no income or additional information will be needed for student(s)

**Verify Students**

Contact Students Members Sign Disclosure

Suzie Smith

STUDENT ID	DISTRICT NAME
99999	ABC Local Schools
GRADE	SCHOOL NAME
8	ABC Middle School
DIRECT CERTIFICATION	No
Is this a Foster Child?	<input checked="" type="checkbox"/> YES

ADD STUDENTS

START APPLICATION

BACK

[Save and Go to my Pyschools Central Dashboard](#)

**ADD STUDENTS**

OHIO

PLAIN LOCAL SCHOOLS

Select Grade

STUDENT ID

Your First Name

Your Last Name

ADD CANCEL

### Step 7 -

Select Assistance Type if applicable > Enter Case Number > Continue

OR

Select None of These > Yes or No to income > Enter Income if applicable > Continue

To save and return later- click save and go to PaySchools Central Dashboard

# Student Assistance

[Contact](#)
[Students](#)
[Members](#)
[Sign](#)
[Disclosure](#)

## Lets determine if your student has state assistance or sources of income.

Some common sources of income for children are:

- A full-time or part-time job, or
- Supplemental Security Income (SSI), if the child is disabled, Social Security benefits for children of a disabled, retired, or deceased parent, or
- Money regularly received from extended family or friends outside of the household, or
- Money from a pension, annuity, or trust

Do not include infrequent earnings, such as income from occasional babysitting or mowing lawns.

Please answer for each of your students / patrons below.

Suzie Smith

### Lola Drlik

Select Assistance Type \*

None of These

Select Special Situation \*

None of These

Does Lola have income? Please select the checkbox to enter

Income details: ☐ Yes ☒ No

CONTINUE

BACK

[Save and Go to my Payschools Central Dashboard](#)

### Step 8 -

Please read the information on what is considered to be a member in your household

- ✓ You are automatically added to application as member
- ✓ If application is file from prior year, members are automatically added
- ✓ Remove/Add members if needed

**Step 9 -**

Enter Member Assistance (SNAP/TANF) > OR None of These > Enter Income  
Income must be complete for each field type selected > Continue

**To save and return later- click save and go to PaySchools Central Dashboard**

**Member Assistance**

Contact Students **Members** Sign Disclosure

**Lets determine if your member has state assistance or sources of income**

Do the members have income from the following sources?

Remember to report current, gross income.

There are 4 types of Income that can be reported here.

## Step 10 -

- Read Use of Information & USDA Non-Discrimination Statement > Continue

### Statements

[Contact](#)[Students](#)[Members](#)[Sign](#)[Disclosure](#)

#### USE OF INFORMATION

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.



### Step 11 -

Review information entered > Edit if needed > Read & Certify > Continue

The screenshot shows the 'Summary and Review' page of the PaySchools Central application. At the top, a navigation bar includes 'Contact', 'Students', 'Members', 'Sign' (highlighted), and 'Disclosure'. Below the navigation bar, a message states 'YOUR APPLICATION IS ALMOST COMPLETE!' and provides instructions to confirm details or use 'Edit' or 'Continue' buttons. The page displays two sections: 'MEMBERS' with a table showing 'Member Name' and 'Income: 10000/Annual', and 'STUDENTS' with a table showing 'Suzie Smith'. Both sections have an 'EDIT' button. Below these sections, there is a certification statement: 'I Certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal Funds, and that school officials may verify (check) the information. I am aware that if I purposefully give false information, that my children may lose meal benefits. Deliberate misrepresentation of information may subject applicants to prosecution under applicable State and Federal law.' A checkbox labeled 'I Agree' is present. At the bottom, there are 'CONTINUE' and 'BACK' buttons, and a link to 'Save and Go to my PaySchools Central Dashboard'.

### Step 12 -

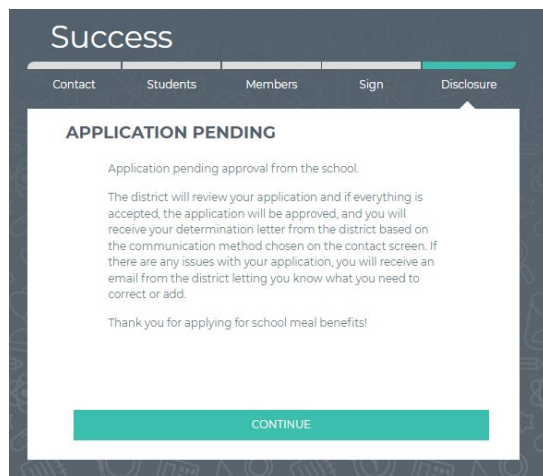
Provide last 4 of SSN or check if not applicable > Enter preferred language > Enter PaySchools Central Password > Click Sign

The screenshot shows the 'Sign your Application' page of the PaySchools Central application. At the top, a navigation bar includes 'Contact', 'Students', 'Members', 'Sign' (highlighted), and 'Disclosure'. Below the navigation bar, a message states 'SIGN YOUR APPLICATION'. The page displays a section titled 'SIGNER: Parent name' with instructions: 'Please provide the last four digits of your/the signer Social Security number. If you do not have a Social Security number, please check the box below labeled "No SSN/Not Applicable."'. Below this, there is a field for 'Last 4 of SSN: \*\*\*-\*\*-\*\*\*\*. Enter last 4 digit of SSN...' and a checkbox labeled 'No SSN/Not Applicable'. At the bottom, there is a 'Sign' button.



### Step 13 -

If your district doesn't automatically approve applications, you will be notified of a pending status and the preferred contact method will be used to send notification AND once approved a pop-up message will notify your completed application



## Information

You can now view your completed meal application from PaySchools Central.

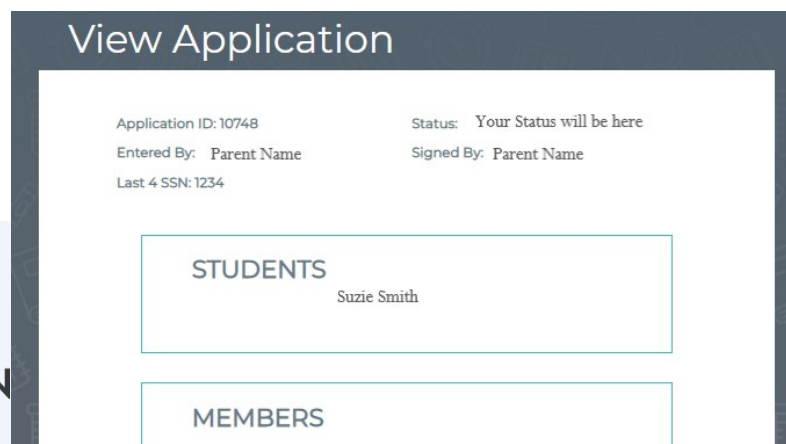
Click on the below button (or) navigate to User menu  
-> View Completed Application, to view your application

☐ Do not show this popup again

[VIEW COMPLETED APPLICATION](#)

### Step 14 -

To view your application, you can select from Download determination letter, download application, or decline benefits (If your income situation changes and no longer wish to receive)



## Step 15 -

Once approved it is important to return to the **Share Benefits with Other Departments-** This allows your district to extend benefits to other items, such as Fees.

The screenshot shows the 'Disclosure Categories' form in the Paycom system. The left sidebar contains a navigation menu with the following items: Dashboard, Notifications (Messages, Notifications), Account (Your Profile, Secure Account, Your Students, Payment Methods, Auto Replenishment), and a hamburger menu icon. The main content area is titled 'Disclosure Categories' and has a tabbed interface with tabs for Contact, Students, Members, Sign, and Disclosure. The 'Disclosure' tab is selected, showing the 'SHARE MEAL BENEFIT WITH OTHER DEPARTMENTS' section. This section contains a paragraph explaining that the information is used for meal eligibility and that completing the form does not change whether a student gets free or reduced meals. It also states that the school has listed different departments or areas for sharing meal benefits. At the bottom right, the Paycom logo is visible.

**Disclosure Categories**

Contact Students Members Sign Disclosure

**SHARE MEAL BENEFIT WITH OTHER DEPARTMENTS**

The information you give on the Confidential Application for Free or Reduced Price Meal is only used to determine your student(s) eligibility for Free or Reduced Price meals. The information may also be used to determine your student(s) eligibility to receive benefits for other programs. We must have your permission to share your information. Please read the description for each category carefully. Completing this form will not change whether your student(s) get free or reduced meals. Completing this waiver is NOT A REQUIREMENT for participation in any school nutrition program. Please choose the program(s) by selecting the check box by each program for the ones you wish to OPT IN and share your information with.

Are you willing to share your student's meal benefits with other departments in the district for a possible reduction in your fee costs? If so, the school has listed the different departments or areas you can choose below. Please check the box for which to share your meal benefit.

**Pay**<sup>®</sup>

Product

Please do not hesitate to contact the PaySchools Support Staff for assistance  
1-800-669-0792, [support@payschools.com](mailto:support@payschools.com)

