

Online Applications

The Food Service Online Applications portal allows applicants to complete Food Service applications via an online portal. Online Food Service applications may be configured by school districts and translated into various languages. Once an online application has been completed and submitted districts will need to run 'Process Applications' and applications will be approved or denied based on applicants qualifications.


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General Use

Step 1 – Accessing Online Applications

Applicants may access Online Food Service applications via the Online Food Service portal provided by your District. Applicants who have previously registered to access the Online Application portal can sign into their account using their Email Address / Username and Password. Links are provided to enable users to recover their usernames and passwords if they have been forgotten. Applicants, who have not yet registered to access the Online Food Service Applications portal, may do so by clicking **Register** located in the not yet registered section.



Language: English (default) ▾

Columbus Unified School District
Online Free / Reduced Application for School Year 2011-2012

Columbus Unified School District Sign in to your account to submit an Online Application or to view your past submittals.
 If you do not yet have an account, click **Register** to create one.
 Don't know if you have registered? Click *Forgot your Username* to send yourself an email.
 If the Application process is interrupted before completion, you may sign in and resume the process at any time.

Questions about the status of your application? Call Columbus Unified School District Columbus Unified School District

Sign in to your account:



Email Address / Username: [Forgot your Username?](#)
 Password: [Forgot your password?](#)

Not yet registered?

If you have never submitted an Online Application, you will need to Register.
 (ParentConnect Users may register with just a few clicks).

IP Address: 192.168.5.43
 Device ID: mgroessler-PC

[USDA Guidelines](#)

Step 2 – Online Registration

Applicants may register using one of three methods.

The registration process will vary depending on the option selected.

Enter the required information and click **Register** to continue to Online Registration, or **Cancel** to return to the previous screen.

Online Registration

Which type of Registration can you use?

I have a ParentConnect Account.
 I have completed a Free/Reduced Application in the past (Online or Paper).
 I have never completed a district Free/Reduced Application in the past.

Please enter your ParentConnect login information below, and click 'Register'...

PIN Number:

Password:

If one of the top two registration options is used, Personal Information such as name, home address, and phone numbers will be populated using contact information from ParentConnect or Food Service records.

1. Complete the requested information in the Online Account Information section.
2. Review Personal Information. Enter any missing information and edit any information which is incorrect.
3. Click **Submit** to verify that you have read and accept the Online Application user agreement and that you are at least 18 years of age.
4. Click **Reset** to undo all changes, or **Cancel** to return to the previous screen.

Online Account Information:
Changes to Online Account Information will be updated immediately.

Login Username: *Your email address makes a great username. It's unique and easy to remember!*

Choose a Password:

Re-enter your Password:

Email Address:

Language Preference: Contact Preference:

Personal Information:
Please enter any changes to your personal information below. Changes will be reviewed and posted to your account as they are received.

Food Service Dept. Records:

Last Name: Demo

First Name: Jonathan

Middle Name: Walker

Home Address: 1392 Via Zurita

City,State,Zip: Dublin State: Zip:

Mail Address:

City,State,Zip: ; State: Zip:

Please indicate any changes to your telephone contact information:

Seq	Phone Type	Number	Extension	Del
1	Residence	909-987-7573		X
2	Work	909-999-9999	100	X
3	Cellular	909-682-3300		X
4				
5				

By clicking **Submit**, I agree:
 1. I have read and accept the [User Agreement](#).
 2. I am at least 18 years of age.

Once you have successfully completed the online registration process, click **OK** to be routed to the Online Application log in screen.

Online Account Information:
Changes to Online Account Information will be updated immediately.

Login Username: *Your email address makes a great username. It's unique and easy to remember!*

Choose a Password:

Re-enter your Password:

Email Address:

Language Preference:

Personal Information:
Please enter any changes to your personal information below. Changes will be reviewed and posted to your account as they are received.

Food Service Dept. Records:

Last Name: Demo

First Name: Jonathan

Middle Name: Walker

Home Address: 1392 Via Zurita

City,State,Zip: Dublin State: Zip:

Mail Address:

City,State,Zip: ; State: Zip:

Please indicate any changes to your telephone contact information:

Seq	Phone Type	Number	Extension	Del
1	Residence	909-987-7573		X
2	Work	909-999-9999	100	X
3	Cellular	909-682-3300		X
4				
5				

By clicking **Submit**, I agree:
 1. I have read and accept the [User Agreement](#).
 2. I am at least 18 years of age.

Online Registration Completed

You have successfully completed the Online Registration process.
 You may now log in using your Username and Password.

Once registration is complete, you can access the Online Application portal using the username and password provided.

Step 3 – Online Application Interface

The Online Application interface provides applicants with a history of all Food Service applications they have submitted.

Welcome Earle Gabennesch My Account Help Log Out

Your last login was: Tuesday, May 29, 2012 at 8:42 AM.

What would you like to do?
[Correct problems found with your 2012 Application for Series #38](#)
[Complete a New 2012 Application for a new Household](#)

Current View:
 Series 38(3 Online Applications) ▾

Year	Submitted	Process Status	Applicant	Effective	Expires	Eligible
2012	05/07/2012	Enrollment Error	Gabennesch, Earle			
2012	05/01/2012	Processed & posted	Gabennesch, Earle	05/03/2012	06/30/2012	Reduced
2012	04/19/2012	Processed & posted	Gabennesch, Earle	04/24/2012	05/02/2012	Not Eligible

Processing Results:
 The Application could not be processed.

Processing History:

Date	Action	Result
5/8/2012	Processed	Enrollment Error
5/21/2012	Processed	Enrollment Error

My Account

View or change your personal information or change your password by clicking **My Account** and selecting from the Account Information or Change my Password tabs.

Welcome Jonathan Demo My Account Help Log Out

Your last login was: Monday, June 04, 2012 at 2:46 PM.

What would you like to do?
[Submit an updated 2012 Application for Series #10 because of a change in Household circumstances](#)
[Complete a New 2012 Application for a new Household](#)

Current View:
 Series 10(0 Online Applications) ▾

Year	Submitted	Process Status	Applicant	Effective	Expires	Eligible
2012	03/30/2012	Paper Application	Demo, Jonathan	03/30/2012	06/23/2012	Free

Processing Results:
 Household Size: 1
 Household Income: \$108.33
 Income Frequency: Monthly
 Eligibility: Free
 Eligibility Method: Income

Changes to Account Information

Make changes to your account information by clicking **Account Information**. Click **Submit Changes** to save your changes, **Reset** to clear changes made, or **Cancel** to return to the previous screen.

Application Series

Applicants that have submitted Online Applications for multiple households can select which household series they wish to access/view by selecting the Application Series from the 'Current View' drop down list. The number of applications in the series will appear next to the series number. Once a series has been selected, detailed application information will be displayed.

Welcome Cameron/Lisa Davis My Account | Help | Log Out

Your last login was: Monday, June 04, 2012 at 2:11 PM.

What would you like to do?

[Submit an updated 2012 Application for Series #14 because of a change in Household circumstances](#)

[Complete a New 2012 Application for a new Household](#)

Current View: Series 14(2 Online Applications)

Series	Effective	Expires	Eligible
Series 14(2 Online Applications)			
Series 68(1 Online Applications)			
2012 11/23/2011	Processed & posted	Davis, Cameron/Lisa	11/24/2011 06/30/2012 Free
2011 06/28/2011	Processed & posted	Davis, Cameron/Lisa	11/22/2011 11/23/2011 Not Eligible

Loading Information...

Waiting for user01

Processing Results

The Processing Results window displays a summary of the processing results and processing history for the selected application.

Step 4 – Submitting a New Online Application for Food Service Benefits

1. Click **Complete a New Application** in the 'What would you like to do?' Section. The Online Food Service application will open in a new window.
2. If there are any questions regarding how to complete the Online Food Service Application, click the **Instructions** link located in the upper right hand corner of the online application. A new window with detailed instructions will open.

Online Applications User Instructions

If any member of your household receives financial assistance from SNAP (Supplemental Nutrition Assistance Program), TANF (Temporary Assistance for Needy Families), or FDIPIR (Food Distribution on Indian Reservations) select the appropriate benefit program and provide the case number. You must also check the 'Benefit Program' box next to at least one Household Student that receives these benefits.

Household Applicant / Legal Guardian

- Enter the last and first name of the adult filling out the application.
- Enter the last 4 digits of the applicant's Social Security number. If you do not have a Social Security Number, check the box labeled 'No SSN.'
- Enter at least one telephone number so we may contact you regarding your application.
- Enter your home address, and mailing address if different from your home address.
- Enter your email address (if not already provided when logging in).

Household Students

- Enter the enrolled Student's last name, first name, birth date, and any income received. Income to report includes student's salary, wages, foster income, and any other personal use income.
- If you believe the child for whom you are applying is homeless, migrant, or a runaway, call (xxx) xxx-xxxx for homeless or migrant status confirmation, and select the appropriate program.
- If you selected a Household Benefit program (above), identify at least one student that receives these benefits.

Household Members

- Enter the last and first name of ALL household members (other than students) living in your household.
- Household means a group of related, or non-related, individuals who are living as one economic unit and sharing living expenses to include: rent, clothes, food, doctor bills, and utility bills.
- Enter the income BEFORE DEDUCTIONS, and select the appropriate pay frequency.
- If the individual has no income, you must check the box next to the individual's name.

INCOME TO REPORT:
Gross earnings before deductions; Wages/salaries/tips before taxes, income from self-owned business, day care business or farm income.
Welfare, child support, alimony Public assistance payments, welfare payments, alimony/child support payments, adoption assistance.
Pension, retirement, Social Security Pensions, Supplemental Security Income, retirement income, veteran's payments, Social Security permanent disability benefits, child SSI, cash withdrawn from savings, interest/dividends, income from estates/trusts/investments, regular contributions from persons not living in the household, royalties/annuities/rental income.

Close Window

3. Once all required fields are complete, click **Continue**.

Note: Required fields are denoted in red.

Permission

1. Information Sharing Survey questions will be displayed. Place a checkmark next to the answer you would like to select.
2. Verify that the contact information displayed is correct. To view other contact options, click on the drop down selection list.
3. Click **Continue** to proceed, or **Back** to return to the previous screen.

Columbus Unified School District Online Free / Reduced Application

Application Permission Summary Sign and Submit

Permission to Share Information with Medicaid/SCHIP

If your children get free or reduced price school meals, they might also be able to get free or low-cost health insurance through Medicaid or the State Children's Health Insurance Program (SCHIP). Children with health insurance are more likely to get regular health care and are less likely to miss school because of illness.

Because health insurance is so important to children's well-being, the law allows us to tell Medicaid and SCHIP that your children are eligible for free or reduced price meals unless you tell us not to. Medicaid and SCHIP only use the information to identify children who might be eligible for their programs. Program officials may contact you to offer to enroll your children. (Filling out the Free/Reduced Application does not automatically enroll your child in health insurance.)

No, I DO NOT wish to share this information with Medicaid or SCHIP

Permission to Share Information with with Other Programs

To save you time and effort, the information you supplied on your Free/Reduced Application may be shared with other programs for which your children might qualify. For the following programs, we must have your permission to share your information. This will not change whether your children get free or reduced price meals.

Yes, I wish to share this information with other programs

Permission to Share Information with Other Programs

If you have not decided whether or not you would like to share program information with Medicaid/SCHIP, check here. You will be contacted by your school site to update your Information Sharing Survey.

Undecided on Whether to Share Information with Other Programs

Contact Information

For questions or concerns while processing my Application, contact me via:

When my Application has been processed, send Notice of Free/Reduced Eligibility Benefits via:

Back Continue

Summary

1. A summary of information entered in the Food Service Eligibility application will be displayed.
2. Review the information to ensure that it is accurate.
3. If no changes need to be made to the application information, click **Continue**. To return to previous applications screens, click **Back**.

Columbus Unified School District
Online Free / Reduced Application

[Instructions](#)

Application
Permission
Summary
Sign and Submit

Summary and Review

Household Applicant / Legal Guardian:					
Applicant Name: Gabennesch, Earle	Home Address: 753 Santa Clarita	Telephone Numbers: 1 Residence 555-551-2667			
Social Security: 0000	Santa Clara, CA 95000				
Email Address: mbunten@aequitasolutions.com					

Household Students:						
Student ID	Last Name	First Name	Middle	Birth Date	OtherSource	Student Income
	Jonas	Joe		08/05/2002		

Household Members:							
Last Name	First Name	Middle	Member Type	Work earnings (Gross income)	Child Support, Alimony, Welfare	Social Security, Retirement, Pension	Other Income
Gabennesch	Earle		Applicant	500.00/Weekly			
Jonas	Michael		Child			---No Income---	
Jonas	James		Foster			---No Income---	

Information Sharing: Undecided on Whether to Share Information with Other Programs
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Contact Information: For questions or concerns while processing my Application, contact me via: E-mail at mbunten@aequitasolutions.com When my Application has been processed, send Notice of Free/Reduced Eligibility Benefits via: E-mail to mbunten@aequitasolutions.com
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Sign and Submit

An electronic signature is required to complete an Online Application for Food Service Benefits. First and last name must be entered in the signature field exactly as it appears on the application. Once a signature has been entered, click **Submit** to continue or **Back** to return to the previous screen.

user01/FSOnline/Main/Main/1:1

**Columbus Unified School District
Online Free / Reduced Application**

[Instructions](#)

Application Permission Summary Sign and Submit

- I certify (promise) that all information on this application is true and complete, and that all household income is included and reported accurately.
- I understand that the school will get Federal funds based on the information I have provided. I understand that school officials may verify (check) the information.
- I understand that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted.

Enter your Name (First then Last as entered in the Applicant section),
and click [Finish] to submit your application:

Step 5 – Completing an Incomplete Online Application

If an online application was interrupted before being completed, applicants have the option to complete the application by clicking **Complete your incomplete Application** in the 'What would you like to do?' section.

Welcome Earle Gabennesch [My Account](#) [Help](#) [Log Out](#)

Your last login was: Wednesday, May 30, 2012 at 8:43 AM.

What would you like to do?

- [Complete your incomplete 2012 Application for Series #66](#)
- [Complete a New 2012 Application for a new Household](#)

Current View: Series 66(1 Online Applications)

Year	Submitted	Process Status	Applicant	Effective	Expires	Eligible	Processing Results:
2012	05/29/2012	Incomplete	Gabennesch, Earle				Application has not been completed.

1. The incomplete online application will open.
2. Review the application, enter any missing information.
3. Continue through each application section until the application is complete.

Step 6 – Online Application Receipt

Upon submission of an online food service application, applicants can choose to print or receive an email copy of their application. Once their selection has been made, they can click **Close Window**.


Note: One option must be selected.

Columbus Unified School District
Online Free / Reduced Application


Thank You!

Thank You for submitting your Columbus Unified School District Free/Reduced Application.

Please print or email a copy of your Online Application for your records.



Print a copy of my application.



Email a copy of my application to:

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