PrimeroEdge

Student Eligibility Free & Reduced Meals

The fast and easy way to apply for free or reduced-priced student meals.
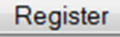
✓ **Convenient**—use any computer with Internet access at any time; include all students in your household on one application; review your completed application as often as desired.

✓ **Easy**—automated program guides you through each step in the process; you know where you are in the process at all times.

✓ **Secure**—safe input of your application information; no paper to misplace or expose to the view of others.

✓ **Free**—no charge at any time

Get started at:

www.SchoolCafe.com

Register

To register

1 Select your **State** (and **County**, if asked)

2 Select your student's **School District**

3 Click [Apply]

Register

Select Your School District
★ School District [-- SELECT STATE -- ▼] **1** [-- SELECT SCHOOL DISTRICT -- ▼] **2** [Apply] **3**

4 Enter your **First Name** and **Last Name**

5 Enter a **Username**

6 Enter a **Password**

7 Re-enter your **Password**

8 Select a **Security Question** and enter the answer in the space provided

9 Enter the red characters shown in the image into the provided space
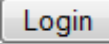
10 Click [Register]

Provide Your Personal Information (Adult Applying)

★ Required information ★ Strongly suggested for faster processing ☆ Optional

Note: Do not enter any child or student information here.

★ First Name [   ]
★ Last Name [   ] **4**

☆ Email [   ]
☆ Address [   ]
☆ City [   ]
☆ State [-- SELECT -- ▼]
☆ Zip [   ]

Create your user account

Note: Do not enter any child or student information here.

★ Enter a Username [   ] **5** Please enter a valid Username of five or more characters – no spaces or special characters.
★ Enter a Password [   ] **6** Minimum of six characters – no spaces.
★ Confirm Password [   ] **7**
★ Select a Security Question [-- SELECT -- ▼] **8**
★ Answer to your Security Question [   ] **9**

5FWL73 Try a different image

Enter the characters you see in the image above:
[   ]
Letters are not case sensitive.

[Register] **10**

Sign In

To sign in to the Free and Reduced Meals website, click the Sign-In tab

1 Enter your **Username**

2 Enter your **Password**.

3 Enter the red characters shown in the image into the provided space.

4 Click [Login] .

Sign In

Username [   ] **1**
Password [   ] **2**

HV7GX1 Try a different image

Enter the characters you see in the image above:
[HV7GX1] **3**
Letters are not case sensitive.

[Login] **4**

Received Letter

If you have received a letter from the school, click Received Letter tab

1 Enter the **Student ID**

2 Enter the **PIN #** provided in the letter.

3 Select the **School District** that your student attends.

4 Enter the red characters shown in the image into the provided space— this is for security purposes.

5 Click [Login] .

Sign In

Student ID [   ] **1**
PIN # [   ] **2**
School District [-- SELECT -- ▼] **3**

R54XYZ Try a different image

Enter the characters you see in the image above:
[R54XYZ] **4**
Letters are not case sensitive.

[Login] **5**

*If the child you are applying for is **Head Start, Homeless, Migrant** or **Runaway**, please call the Homeless Liaison Office to find out if you qualify for free meals.*

1 Household Letter

On the *Household Letter* page

- Click [Start Application]

2 Students

A On the *Students* page

⭐ 1 Enter the total number of students to be added to the application

⭐ 2 Enter the number of students to be added to the application that are Foster / Homeless / Migrant / Runaway / Head Start children

3 Click [Next]

B For each student to add to the application

1 Click [Add a Student]

⭐ 2 Enter student **First Name** and **Last Name**

3 Enter other information as desired

⭐ 4 Answer "Is this student a Foster, Homeless, Migrant, Runaway, Head Start child?" by clicking "**Yes**" or "**No**"

   If you answer "**Yes**", select one type in the **SELECT ONE** drop-down list

⭐ 5 Answer "Does this student household member receive income?" by clicking "**Yes**" or "**No**"

If you click "**Yes**"

⭐ a Enter all income received by the student/household member

⭐ b Select a frequency for each listed income (how often the income is received)

6 Click [Add This Student to the Application]

C Repeat step **B** for each student

D When all students have been added, click [Next]

3 Refuse Benefits

On the *Refuse Benefits* page, either

- Click the checkbox to refuse Free and Reduced price meal benefits, and then

- Click [Next]

4 Temporary Assistance

On the *Temporary Assistance* page

⭐ 1 Answer "Do any household members currently participate in one of more of the following assistance programs: SNAP, TANF or FDPIR?" by clicking "**Yes**" or "**No**"

   If you click "**Yes**"

⭐ a Select the benefit type

⭐ b Enter the Case Number

2 Click [Next]

5 Household Members

On the *Household Members* page

* If you receive SNAP, TANF, or FDPIR benefits, this information is not required; click [Next]

A To add yourself as a household member

⭐ 1 Review your First and Last Name, making changes, if needed

⭐ 2 Answer "Does this household member receive income?" by clicking "**Yes**" or "**No**"

   If you click "**Yes**"

⭐ a Enter all income received by you

⭐ b Select a frequency for each listed income (how often the income is received)

3 Click [Add Household Member to Application]

B To add a household member

1 Click [Add Household Member]

⭐ 2 Enter household member's First Name and Last Name.

⭐ 3 Complete step A2 as listed above.

4 Click [Add Household Member to Application]

C When all household members have been added, click [Next]

6 Applicant Information

On the *Applicant Information* page

⭐ 1 Verify your name

2 Add contact information, if desired

⭐ 3 Enter last 4 numbers of your SSN

4 Click [Next]

7 Review Application

On the *Review Application* page

1 Review all listed information; make changes with the corresponding [Edit] button

2 Click [Next]

8 Certify & Submit

On the *Certify and Submit* page

1 Click the **Certify** checkbox

2 Enter your password and click [Verify]

3 Click [Submit My Application]

9 Confirmation

On the *Confirmation* page, either

- Click [I'm finished. I would like to logout.]

- Click [I have more students who]