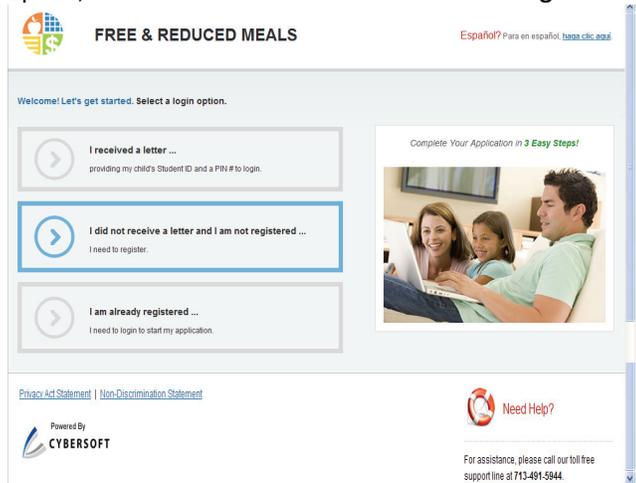


Complete the online application for Free and Reduced Meals in **Seven Easy Steps** using an internet browser. Go to www.mealapps.houstonisd.org to start the process.

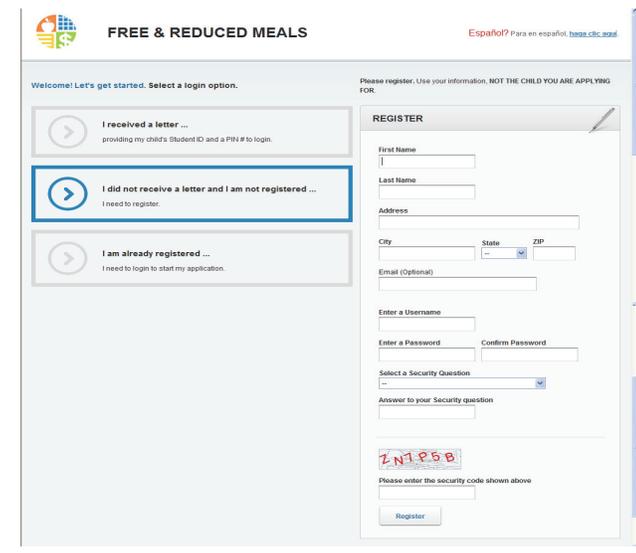
1. Login
2. Add Students to Application
3. Add SNAP/TANF
4. Add Household Members
5. Applicant Information
6. Review Application
7. User Agreement/Submit Application

1. **Login**

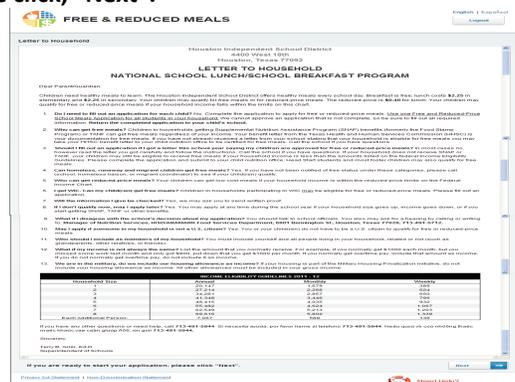
This is the Login screen that will appear. Choose the login option, **“I did not receive a letter and I am not registered...”**



After selecting the second option, the parent/guardian will see a REGISTER screen. The **parent/guardian** needs to enter their First Name, Last Name, and Address. **It is very important that they do not use the student name to register.** They will need to create a Username, Password, and select and answer a Security Question. (Very important please write down your Username and Password in a secure place for future reference. The login password you will need it for Step 7, User Agreement/Submit Application). **Click the, “Register” button to go to the next step.**

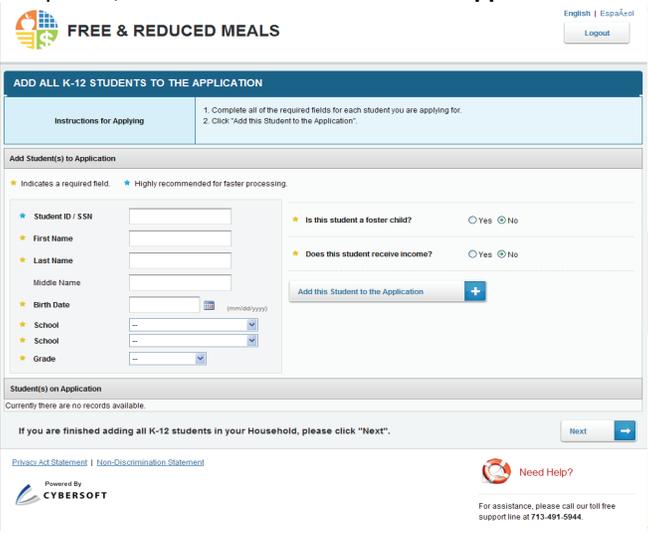


Once you click, the ‘Register’ button, a new screen will appear with the District information and the Letter to Household. **Now you are ready to start your application, please click, “Next”.**

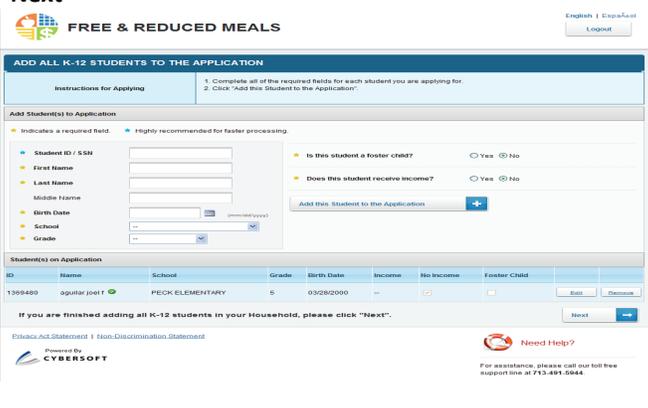


2. **Add Students to Application**

This screen begins the application process which prompts you to add all household members and K-12 students. Complete all of the required fields for each student/s and household member/s that applying. Each radio button needs to be selected appropriately to indicate if the student/s receives income, SNAP/TANF or foster. Once all fields have been completed, **Click “Add this Student to the Application”**



Once all student/s in the household have been added to the application notice the student’s name appears under the area titled “Student/s on this Application.” **If you have completed adding all K-12 student/s in your household, please click “Next”**



3. Add SNAP/TANF

If any member of the household receives SNAP/TANF, select the Yes radio button and enter the Eligibility Group Number in the box. **If you are finished entering the SNAP/TANF details, please click, "Next"**

If you enter a SNAP/TANF group number it would take you to step 5 Applicant Information.

This next screen prompts the parent/guardian to add all household members. **(DO NOT list students who were added on the previous section).** For each person answer the radio, "Does this household member receive income" Yes or No. If yes, list the gross income and how often it is received from last month. When a household member is added to the application, you will see it added at the bottom of the screen. **Click, "Add this Household Member to the Application"**

Make sure all household members have been added with the appropriate income information, **please click "Next"**. If modifications need to be made to the student information, click the "Back to Students" button.

5. Applicant Information

The screen populates the Register Login information. **Please review this information because it is very important that this is the name of adult in the household and not the student attending school.** You will need to add Home Phone, Work Phone and Email. It is very important we have contact information in case you are missing required information. **If you have verified the adult household member information, please click "Next"**

6. Review Application

This screen allows the parent/guardian to review the details of their application. **If you have verified all application information, please click "Next"**

The parent/guardian needs to type the last 4 digits of the social security number or check the “I do not have a Social Security Number.” **The parent/guardian needs to check the box for “I am the person submitting this application”**

When the check box has been checked, a new field will appear the parent/guardian needs to enter their login password, **click the “Verify” button.**

The verified button creates a secure electronic signature. It will indicate the “Application was successfully verified and signed”. **To complete your application, click “Submit Application”**

The parent/guardian will receive a confirmation message “You have successfully completed your online application.” It will also give you the application number. Click “I’m finished I would like to logout.”