

# HISD Online Meal Application and CEP Survey Instructions



*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
- ✓ **Fast**—Processing is 80% faster than paper

Get started at  
**mealapps.houstonisd.org**

## Register – Every school year you must create a new password

To register, click the “Register” tab

- 1 Enter your **First Name**
- 2 Enter your **Last Name**
- 3 Select the **School District** that your student attends
- 4 Enter a **Username**
- 5 Enter a **Password**
- 6 Re-enter your **Password**
- 7 Select a **Security Question** and enter the answer in the space provided
- 8 Enter the red characters shown in the image into the provided space
- 9 Click **Register**

Tip: Write down your “Password” you will need it for Step 7 Certify and Submit.

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  1

★ Last Name  2

☆ Email

☆ Address

☆ City

☆ State

☆ Zip

★ School District  3

Create your user account

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

★ Enter a Username  4  
characters.

★ Enter a Password  5

★ Confirm Password  6

★ Select a Security Question  7

★ Answer to your Security Question

4 m f 5 8 N [Try a different image](#)

Enter the characters you see in the image above:  8

Letters are not case sensitive.

9

## Sign In – Is only good for the current school year

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:  3

Letters are not case sensitive.

4

## What you will need

Before you get started, have this info ready

- 1 Student birth dates
- 2 HISD student ID or social security numbers (if available)
- 3 Name of school campus for each student
- 4 Your **Eligibility Group Number**, if you receive SNAP, TANF or FDPIR benefits, if you don't know your **EGN**, call 211 or go to [yourtexasbenefits.com](http://yourtexasbenefits.com)



*If the child you are applying for is  
homeless, migrant or runaway,  
please call your child's school to find out if you  
qualify for free meals.*

# Steps to complete your application for Free and Reduced Meals



Indicates required information

Start > Login.

## 1 Household Letter

On the “Household Letter” page

- Click

## 2 Students

**A** On the “Students” page

- Enter the total number of students to be added to the application
- Enter the number of students to be added to the application that are **court designated** foster children

- Click

**B** For each student to be added to the application

- Click
- Enter **First Name** and **Last Name** for first student
- Enter other information as desired
- Click “**Yes**” or “**No**” to answer “Is this student a foster child?” (This question appears when you indicate that foster children are included on the application)

- Click “**Yes**” or “**No**” to answer “Does this student household member receive income?” If you answered “Yes”

- Enter all income received by the student/household member
- Select a frequency for each listed income (how often the income is received)

- Click

**C** Repeat step **B** for each student

**D** When all students have been added, click



## 3 Temporary Assistance

On the “Temporary Assistance” page

- Click “**Yes**” or “**No**” to answer “Does any member of your household receive SNAP, TANF or FDPIR benefits?”

If you answer “Yes,”

- Select the benefit type
- Enter the **Eligibility Group Number**
- Enter the **First Name** and **Last Name** of the household member who receives the benefit

- Click it will take you to Step 5 – “Applicant Information”

If you answer “No” it will take you to Step 4 – “Household Members”

## 4 Household Members

On the “Household Members” page

**A** To add yourself as a household member

- Review your information and make changes, if needed

- Click

**B** To add a household member

- Click

Enter the household member’s **First Name** and **Last Name**

- Click “**Yes**” or “**No**” to answer “Does this household member receive income?” If you answered “Yes”

- Enter all income received by the household member

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

- Click

**C** When all household members have been

added, click

## 5 Applicant Information

On the “Applicant Information” page

- You should see your name
- Add contact information, if desired
- Click

## 6 Review Application

On the “Review Application” page

- Review all listed information and change if needed with the corresponding button

- Click

## 7 Certify & Submit

On the “Certify and Submit” page

- Click the “**Certify**” checkbox
- Enter your password and click
- Click

## 8 Confirmation

On the “Confirmation” page, either

- Click
- Click

Tip: Write down your application number.