Category: **BENEFITS**	Document Type: **Quick Guide**	Author: **Content Team**	Software Version: 1.0.0	Updated: 10/31/2024

APPLY FOR BENEFITS

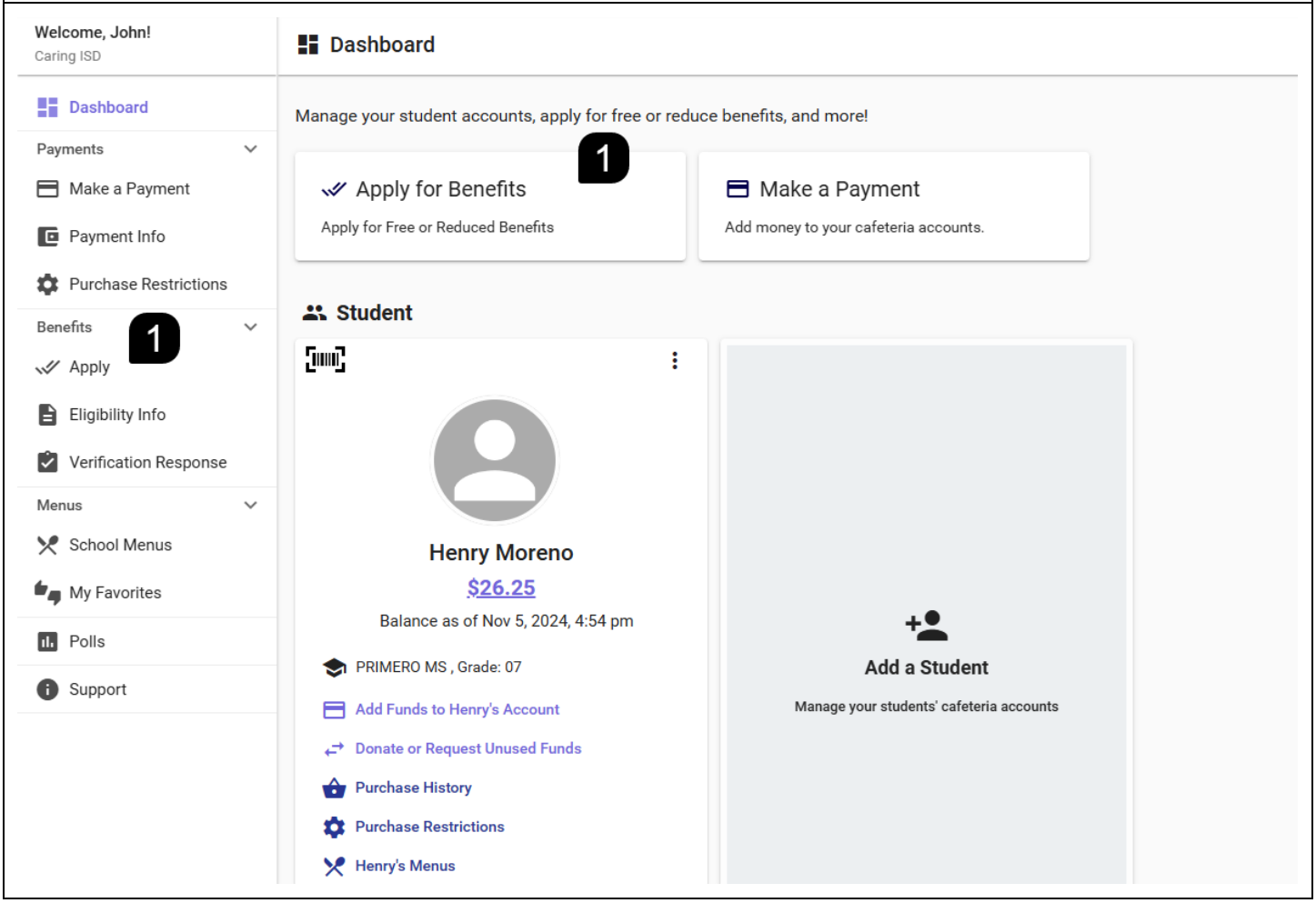
The following steps outline the process of submitting an application in Family Hub.

⚠ To expedite the application process, add students to your account before applying.

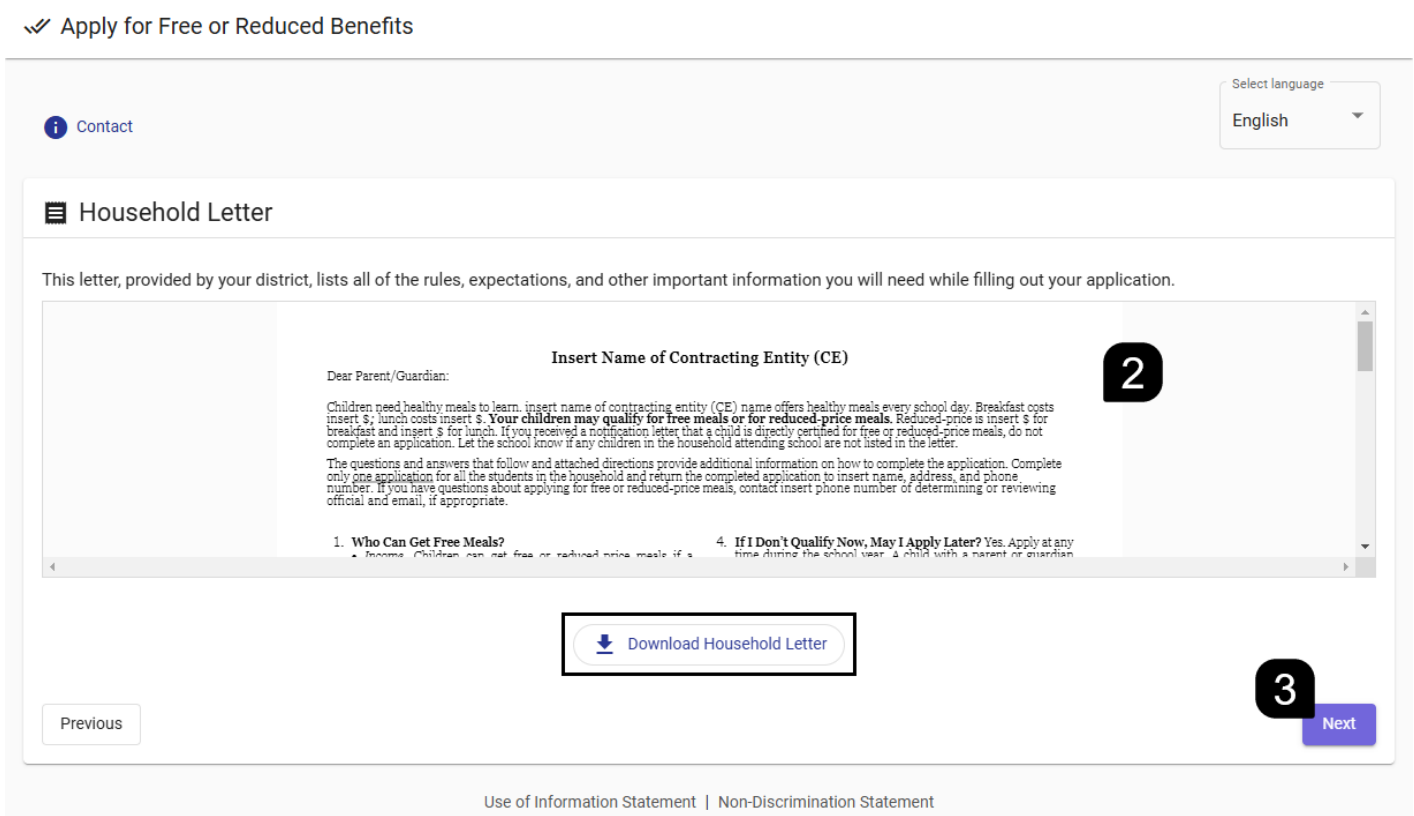
To apply for free and reduced meals, navigate to **Family Hub > Benefits > Apply**.

On the **Dashboard**

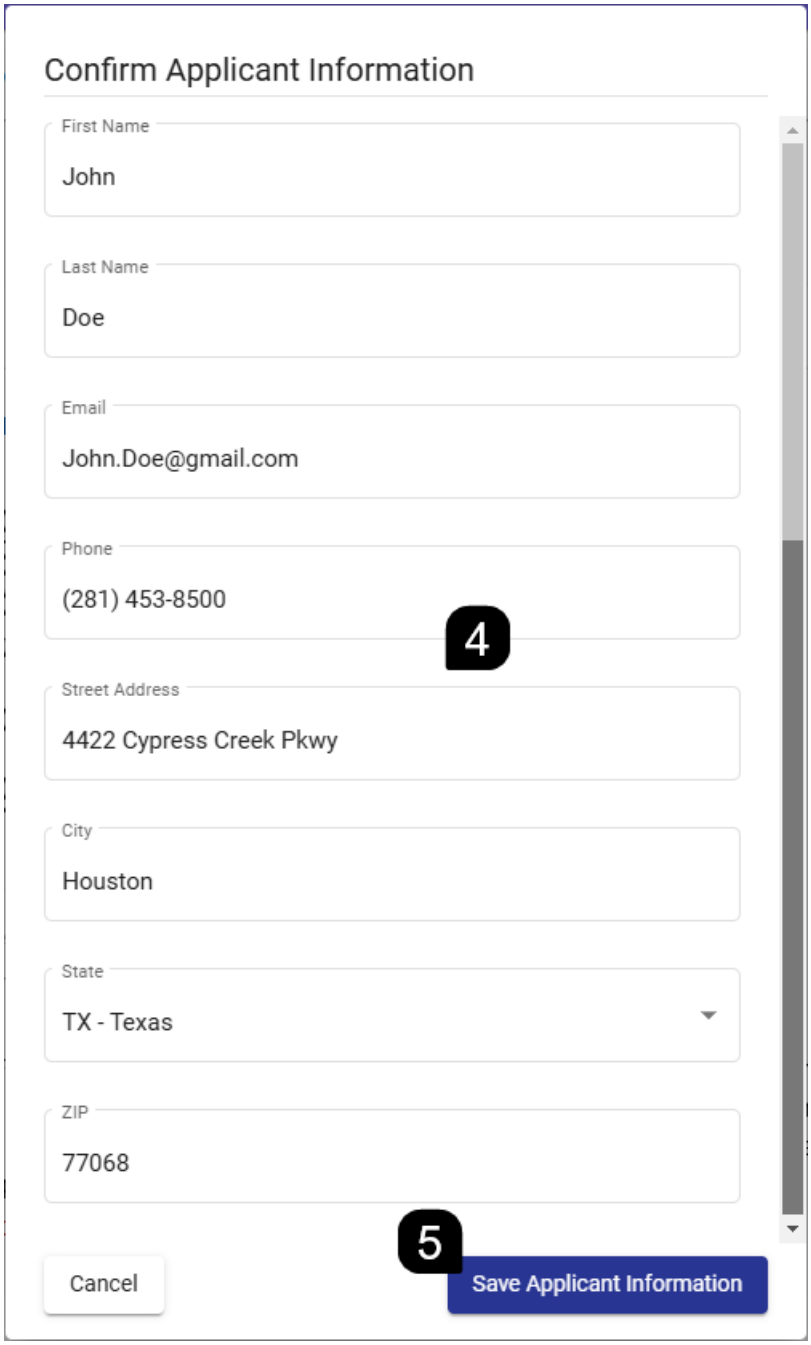
1. Click **Apply** on the navigation bar or click **Apply for Benefits**
   *The **Apply for Free or Reduced Benefits** page displays.*



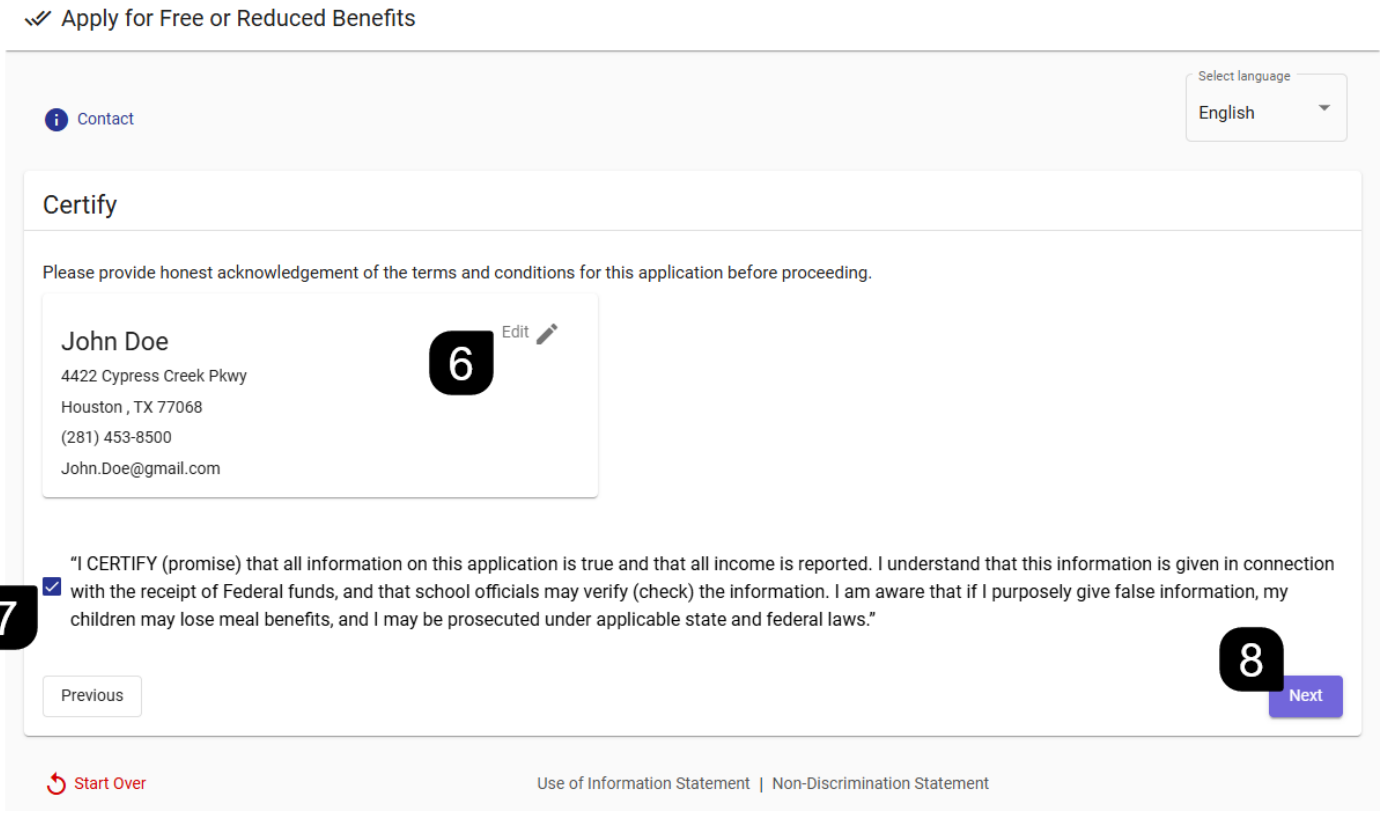
2. View the Household Letter
   *Click the **Download Household Letter** button if desired.*
   *Select a different language using the **Select language** dropdown if desired.*
3. Click the **Next** button to continue
   *The **Confirm Applicant Information** pop-up window displays.*



4. Confirm or update the applicant information
5. Click the **Save Applicant Information** button
   The applicant information is added.



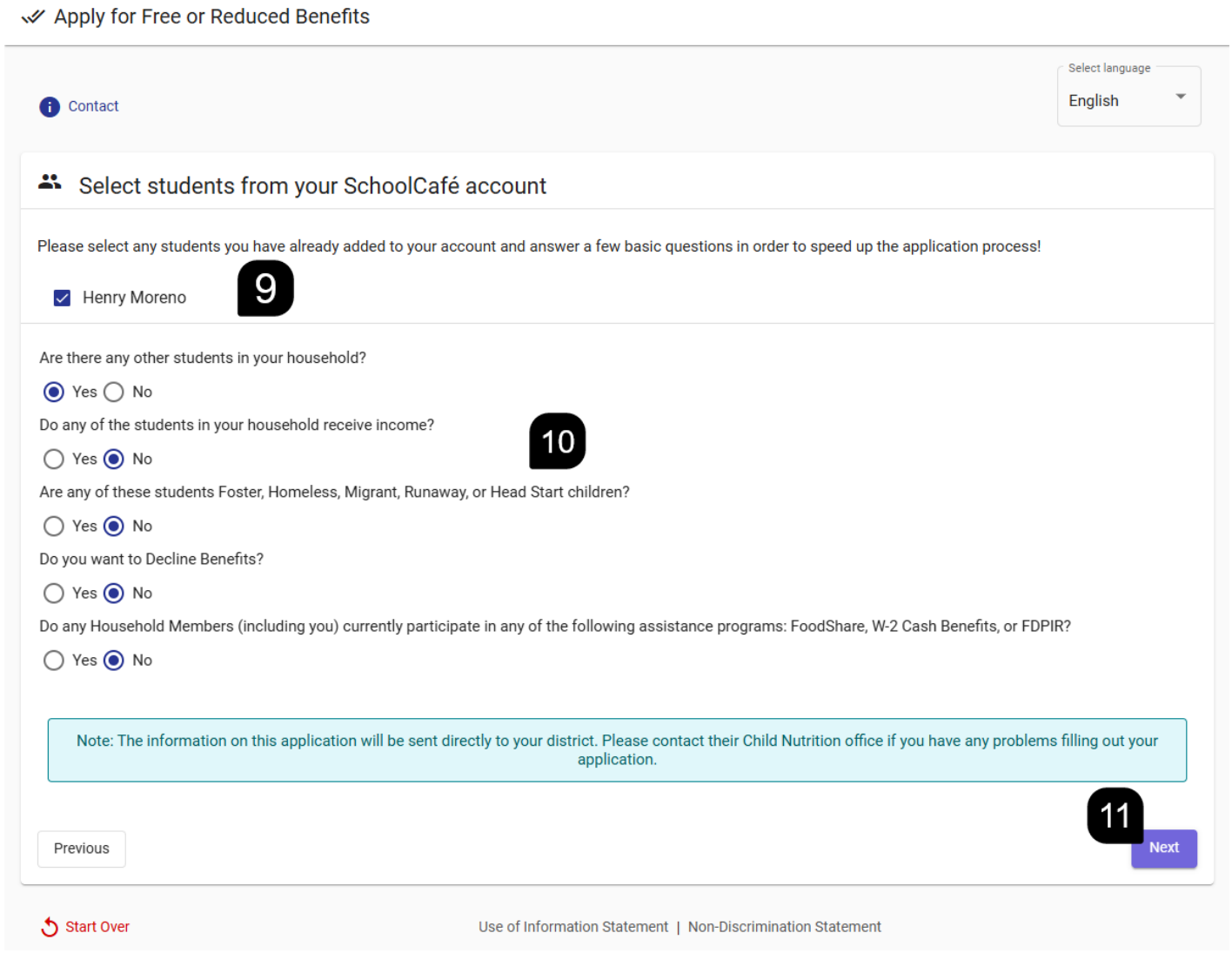
6. Edit applicant information as needed
7. Click the **Checkbox** to certify that all information on this application is correct
8. Click the **Next** button to continue



Students already added to your account will populate and can be selected.

9. Click the **Checkbox** to select any students from your SchoolCafé account
10. Select **Yes** or **No** to the questions

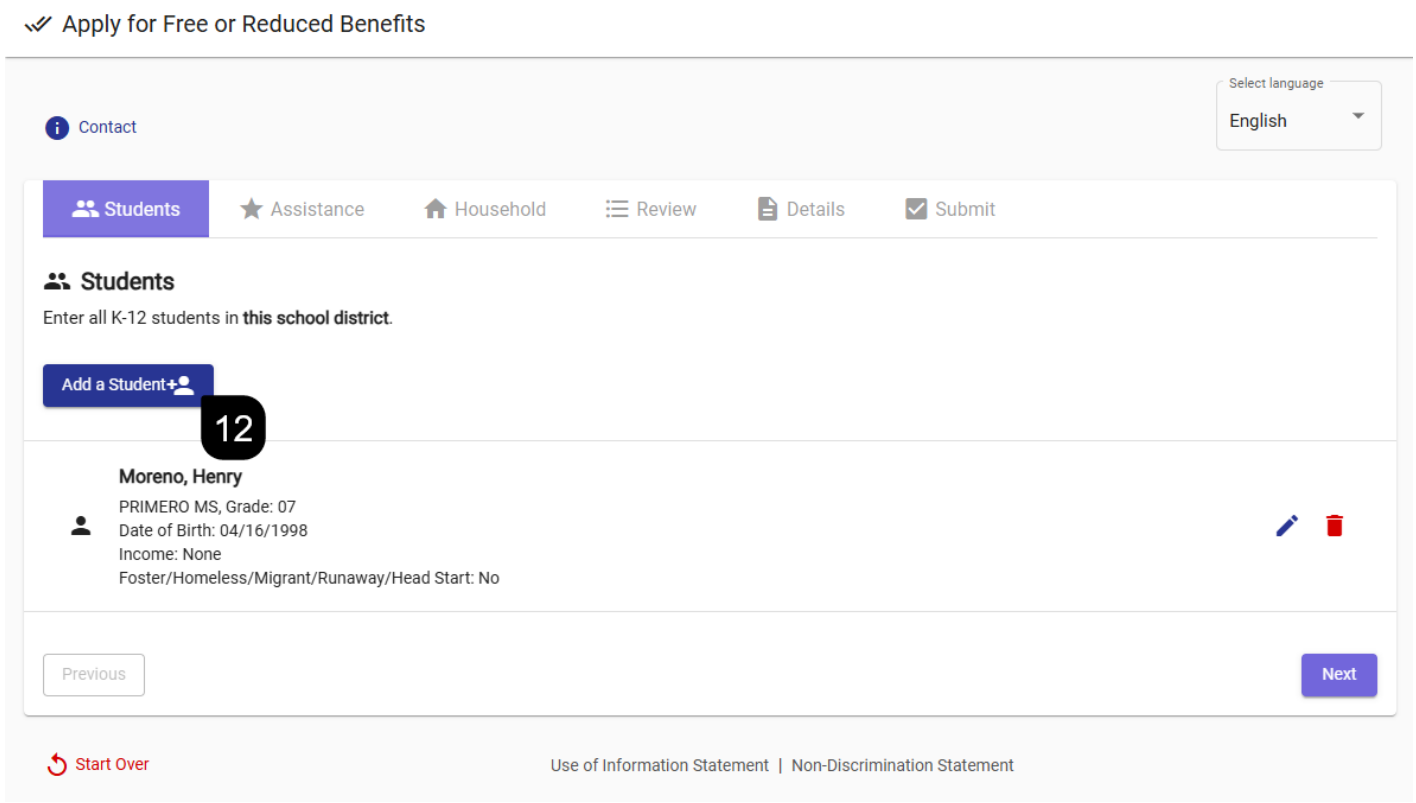
    ⚠ Answering these questions is required.
11. Click the **Next** button to continue



On the **Students** tab

*If you answered yes to having other students in your household, the **Add a Student** button will display.*

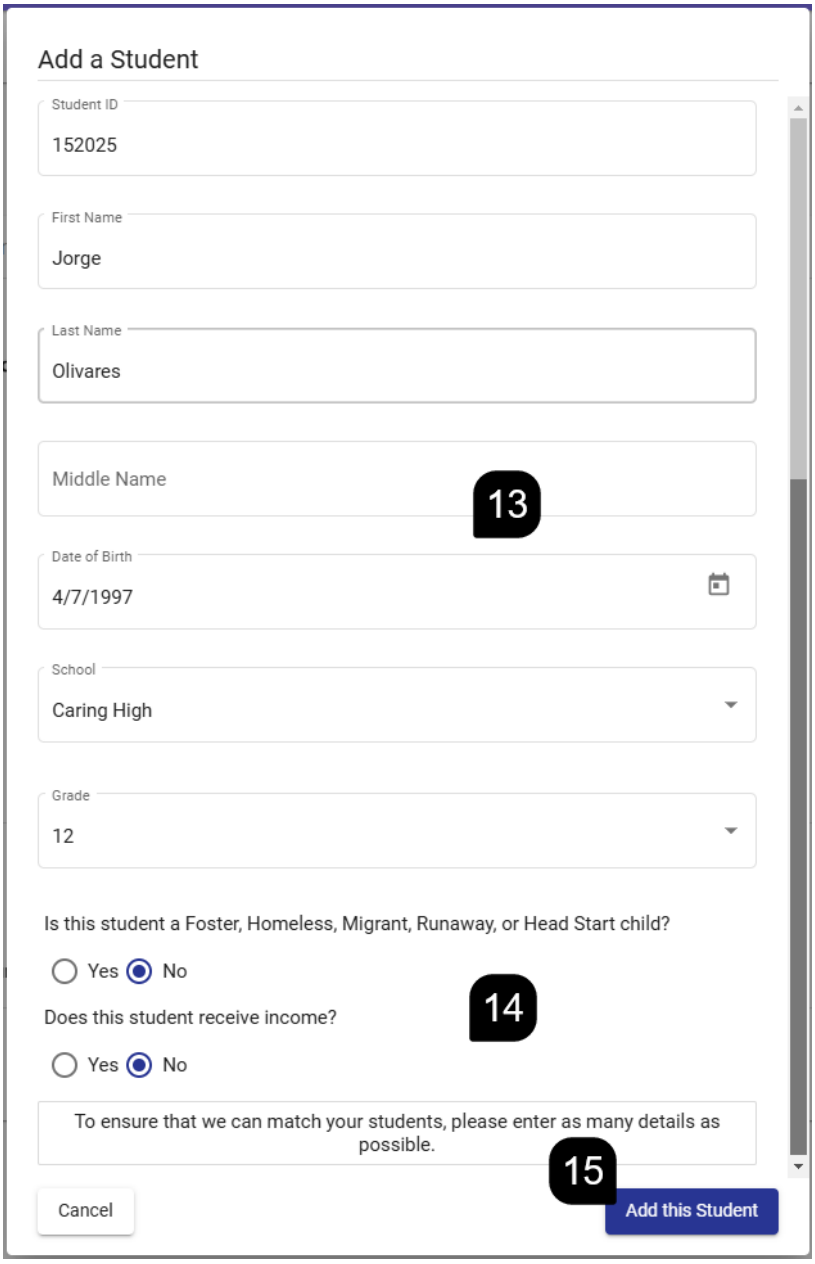
12. Click the **Add a Student** button
    *The **Add a Student** pop-up window displays.*



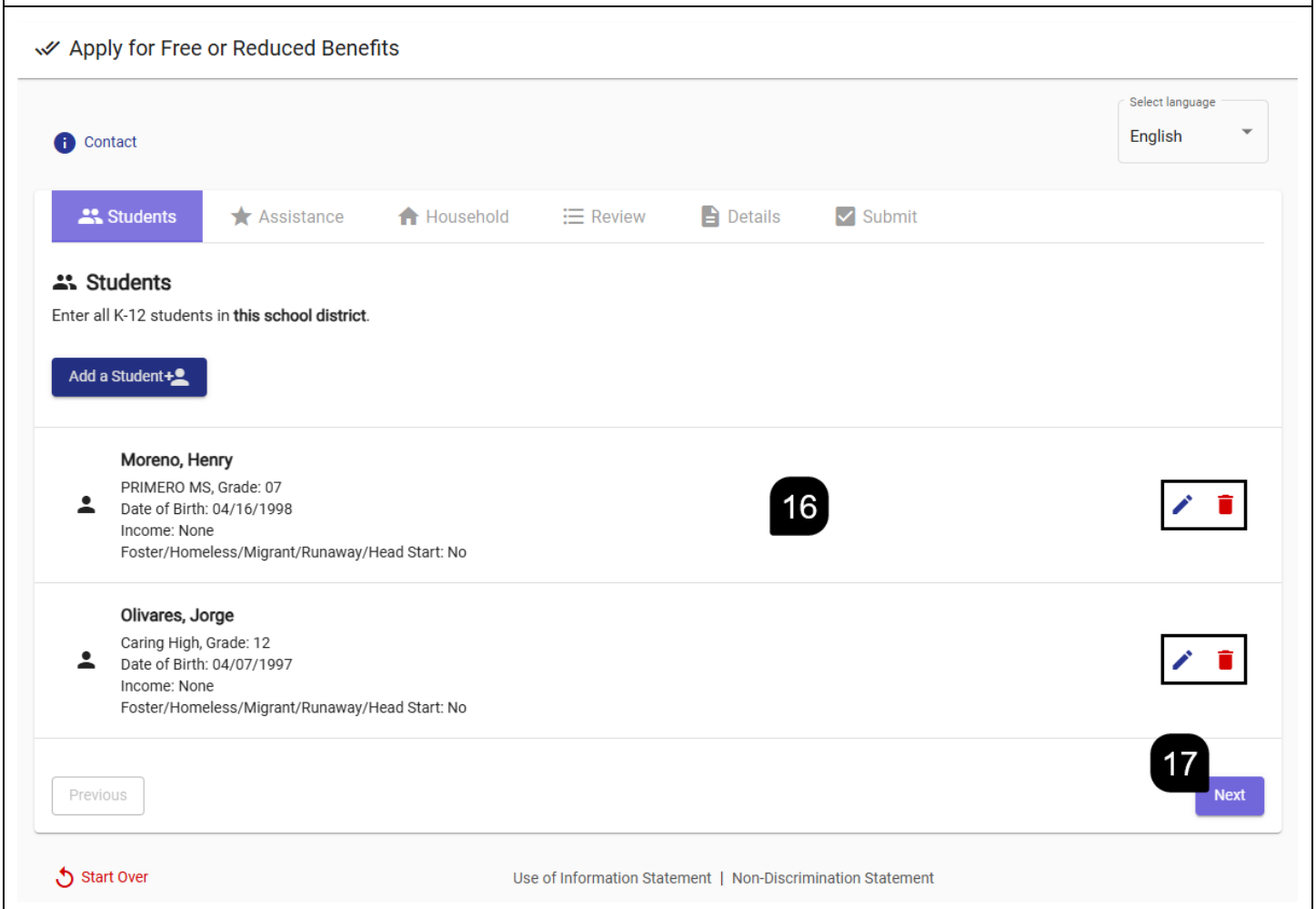
13. Enter the following information:
    - **Student ID**
    - **First Name**
    - **Last Name**
    - **Middle Name**
    - **Date of Birth**
    - **School**
    - **Grade**

    ⚠ The **First Name** and **Last Name** fields are required.
14. Select **Yes** or **No** to the questions

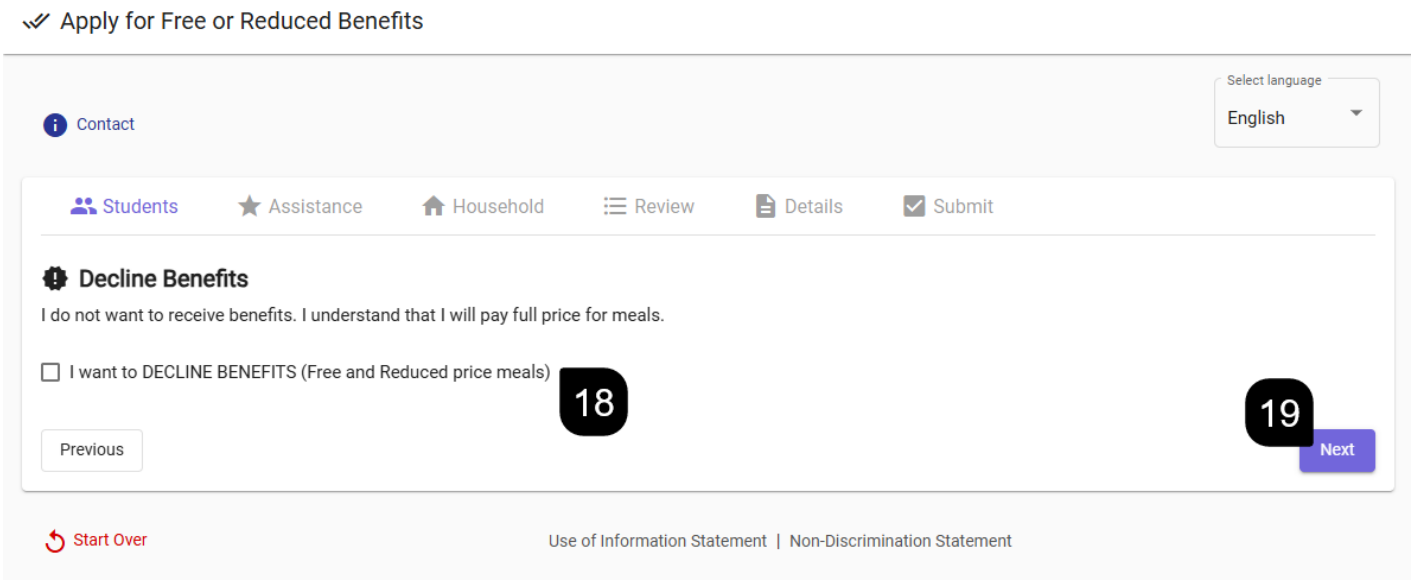
    ⚠ Answering these questions is required.
15. Click the **Add this Student** button
    The student is added to the list of students in your household.



16. Confirm all students have been added to your household
    You can edit students' information or remove them as needed.
17. Click the **Next** button to continue

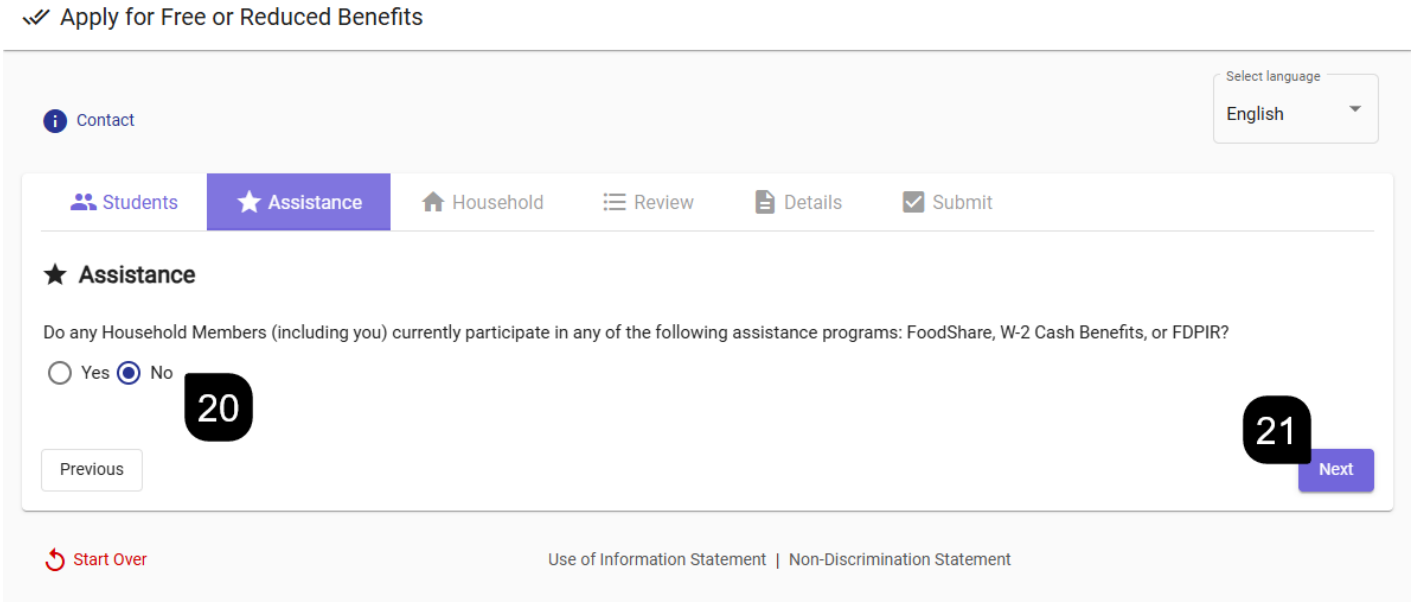


18. Click the **Checkbox** to decline benefits if desired
19. Click the **Next** button to continue

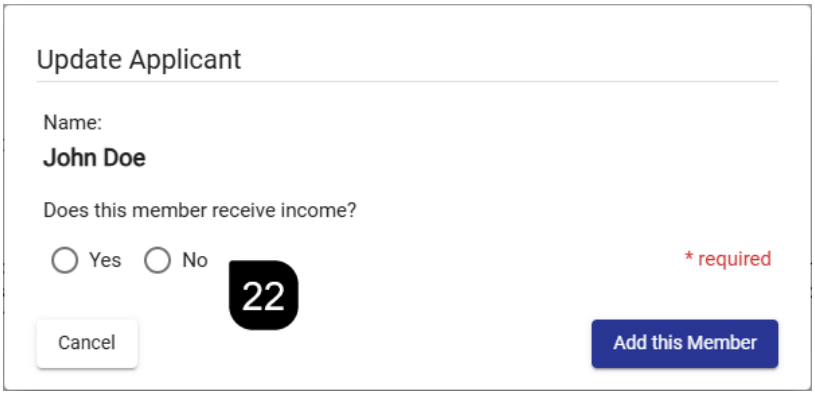


On the **Assistance** tab

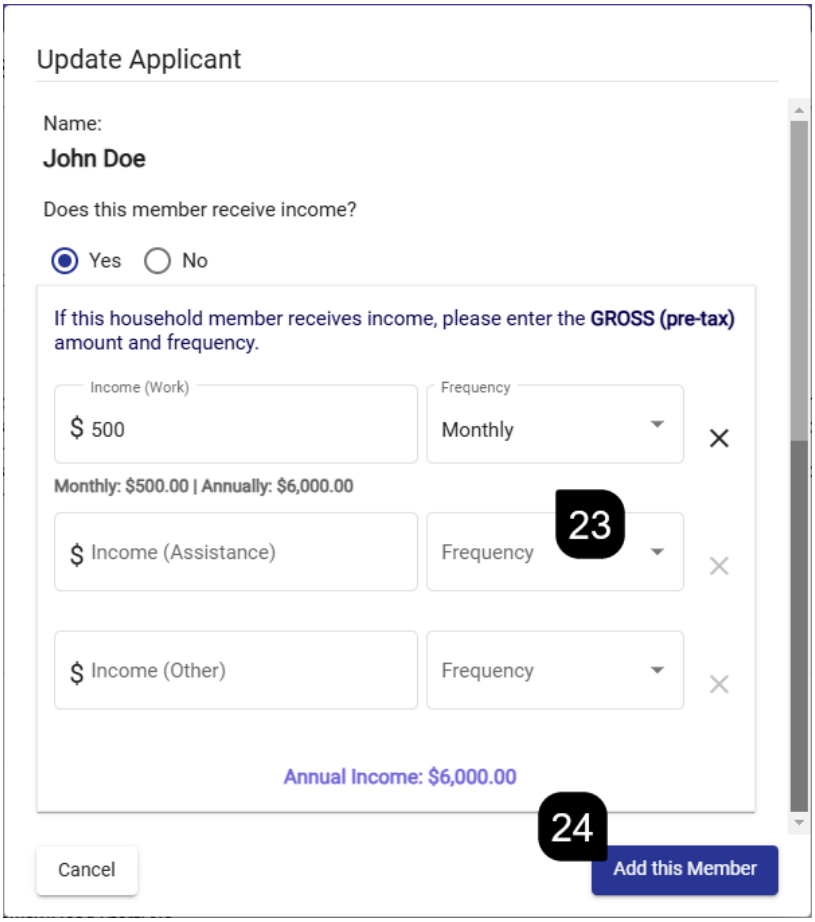
20. Select **Yes** or **No** to the question
    *If **Yes**, additional fields will display below, requiring you to select what benefits you receive and enter your case number.*
21. Click the **Next** button to continue
    *The **Update Applicant** pop-up window displays.*



22. Select **Yes** or **No** to the question
    ⚠ Answering this question is required.
    *If **Yes**, additional fields will display below.*

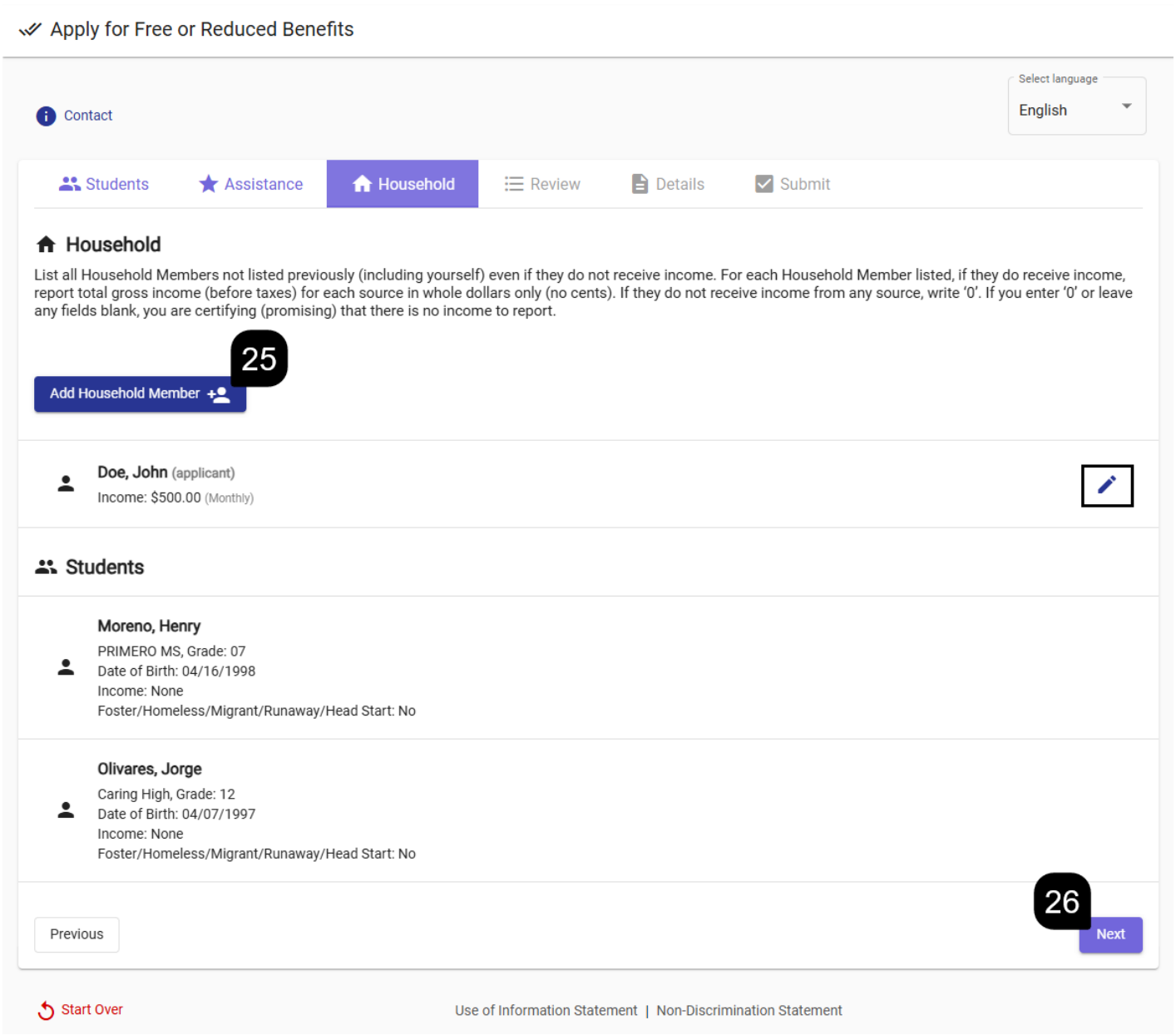


23. Enter the **Income** amount and select the **Frequency** (**Work**, **Assistance**, **Other**)
24. Click the **Add this Member** button to save the income information
    The income information is added.



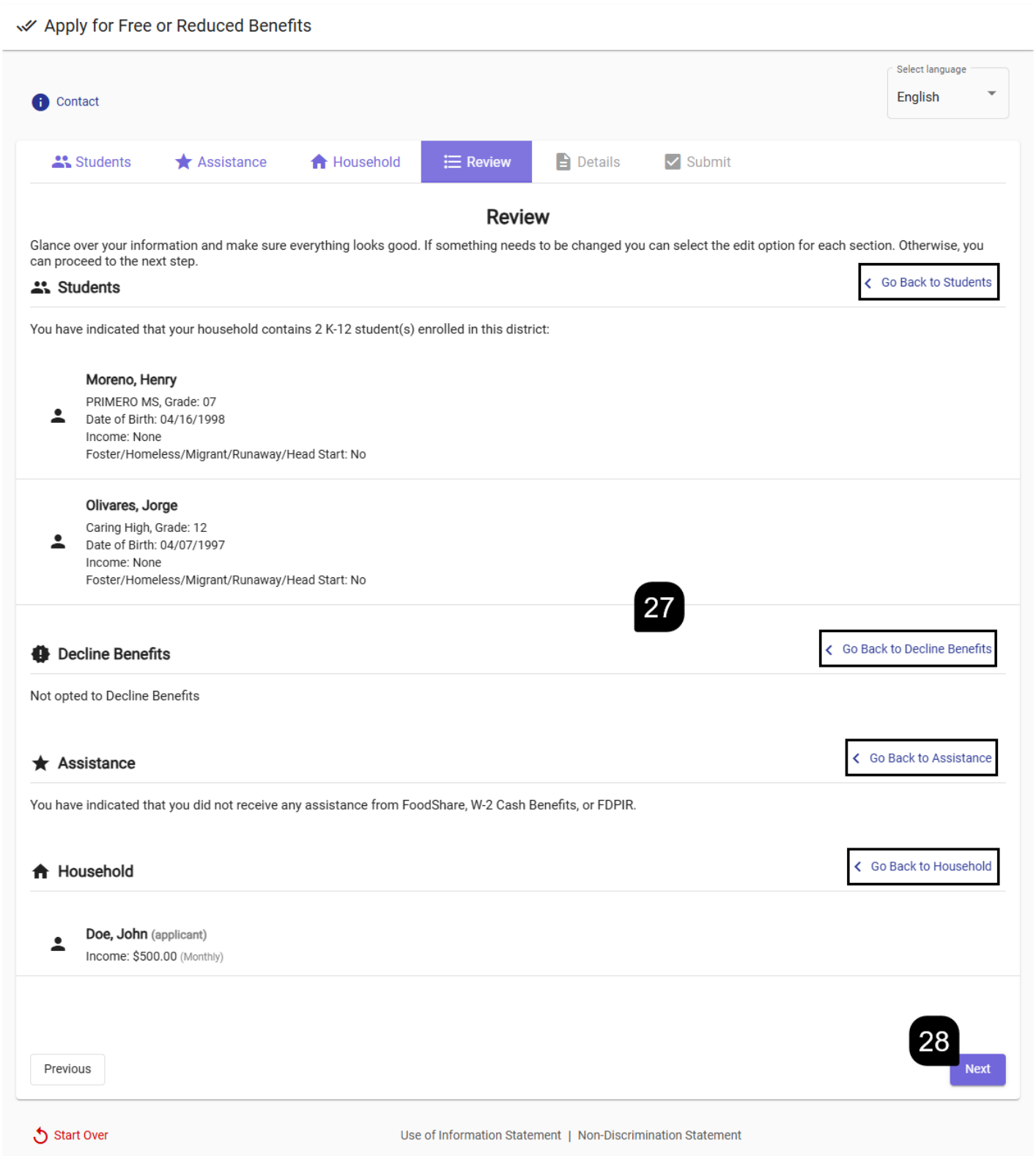
On the **Household** tab

25. Confirm all household members have been added
    You can edit household members' information as needed.
26. Click the **Next** button to continue



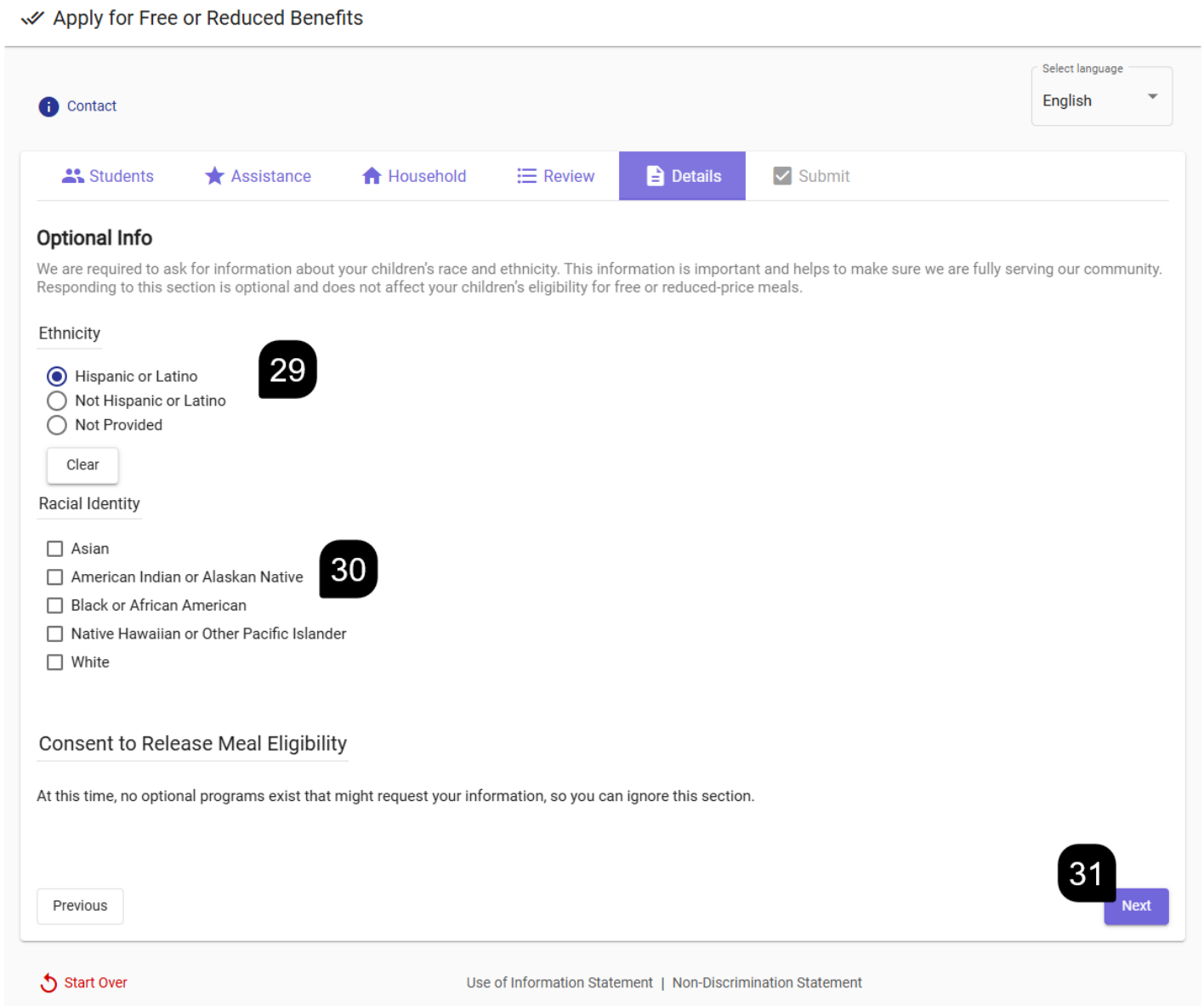
On the **Review** tab

27. Review your information for accuracy
    You can return to each section and edit if something needs to be changed.
28. Click the **Next** button to continue if everything looks correct



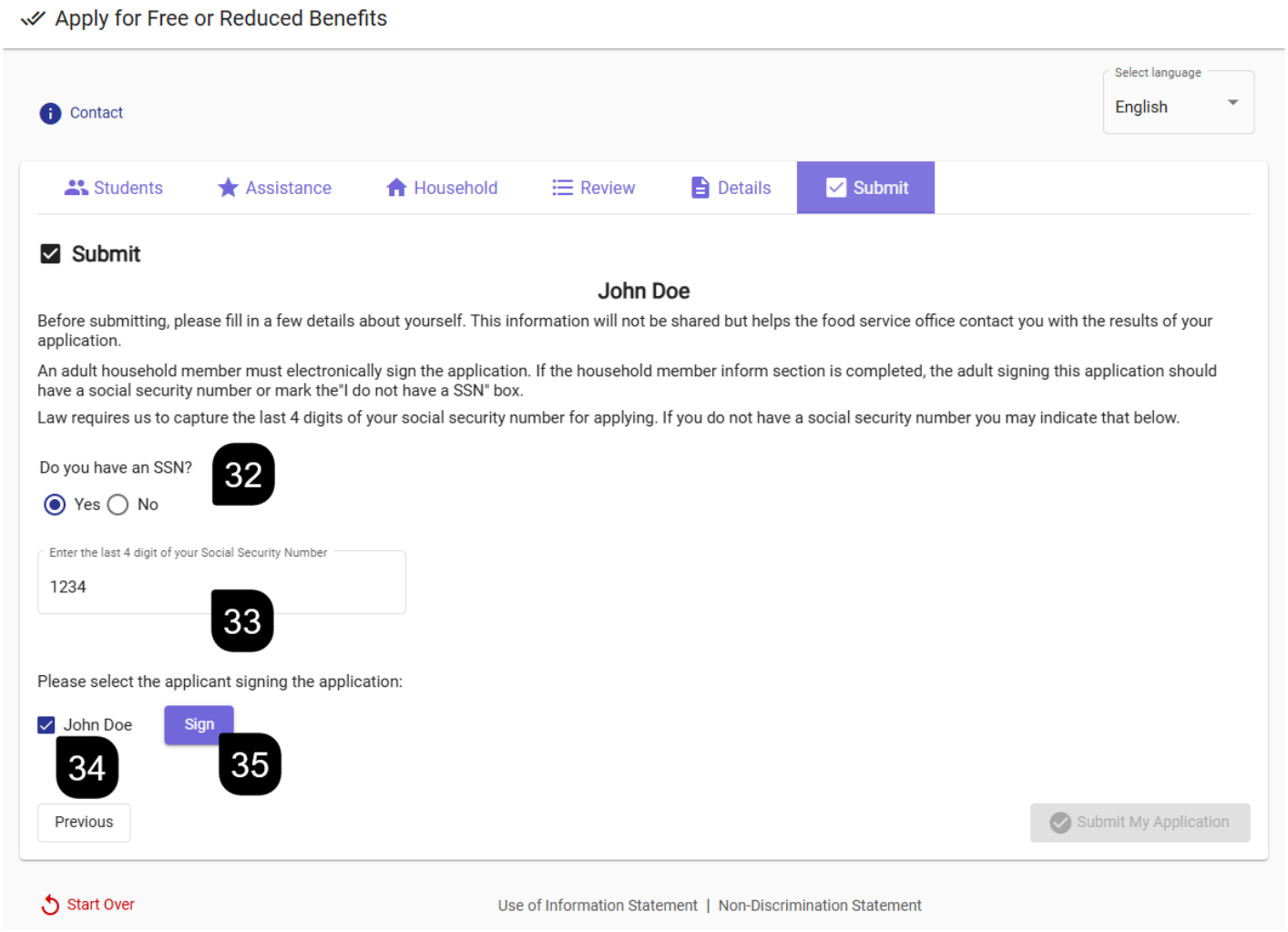
On the **Details** tab

29. Select your child's **Ethnicity**
    ⚠ This information is optional and does not affect your children's eligibility.
30. Select your child's **Racial Identity**
    ⚠ This information is optional and does not affect your children's eligibility.
31. Click the **Next** button to continue

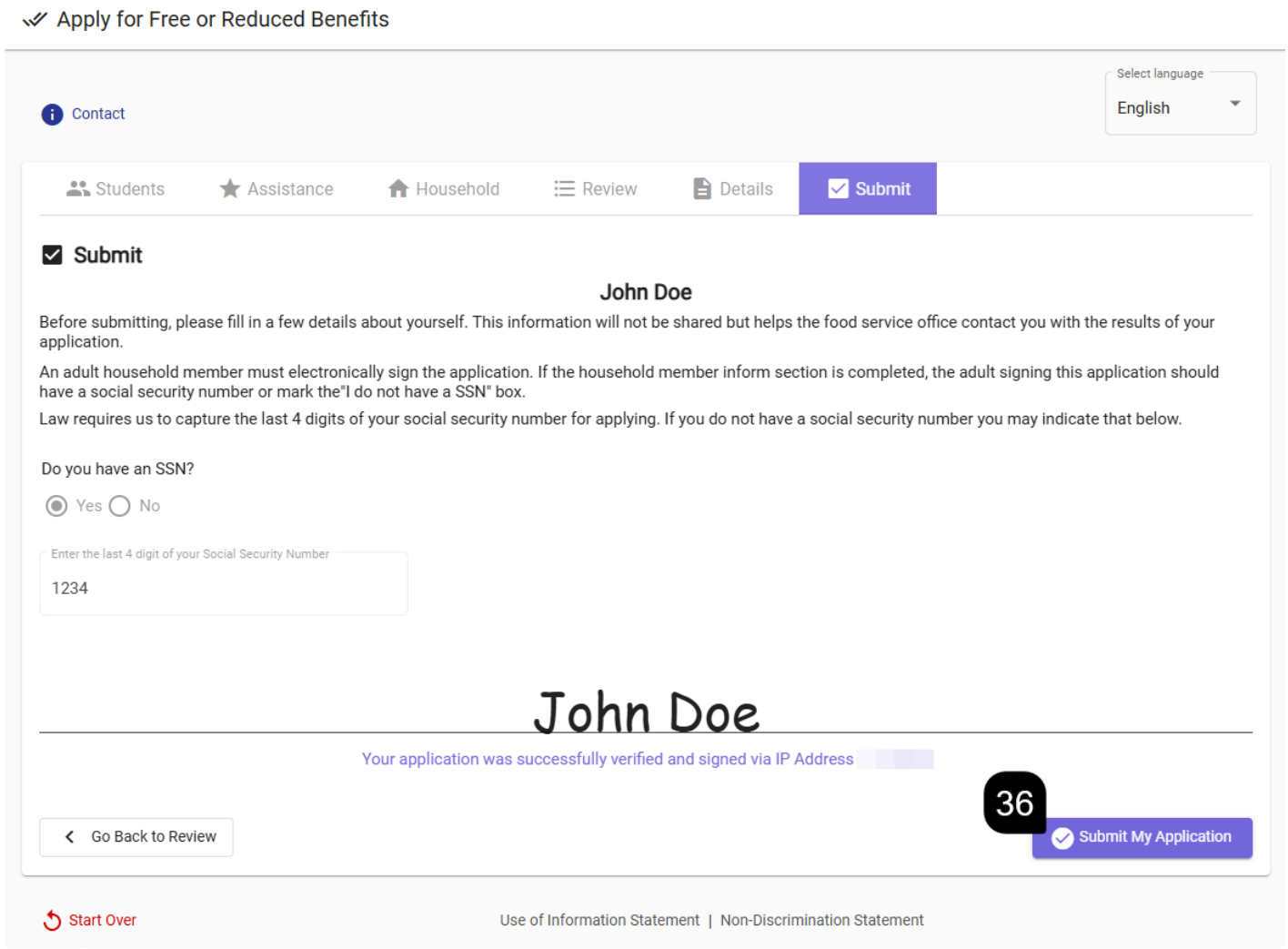


On the **Submit** tab

32. Select **Yes** or **No** to the question
33. If **Yes**, enter the last four digits of your Social Security number
34. Click the **Checkbox** to select the applicant signing the application
    *The **Sign** button displays.*
35. Click the **Sign** button to digitally sign your online application
    Your digital signature displays.

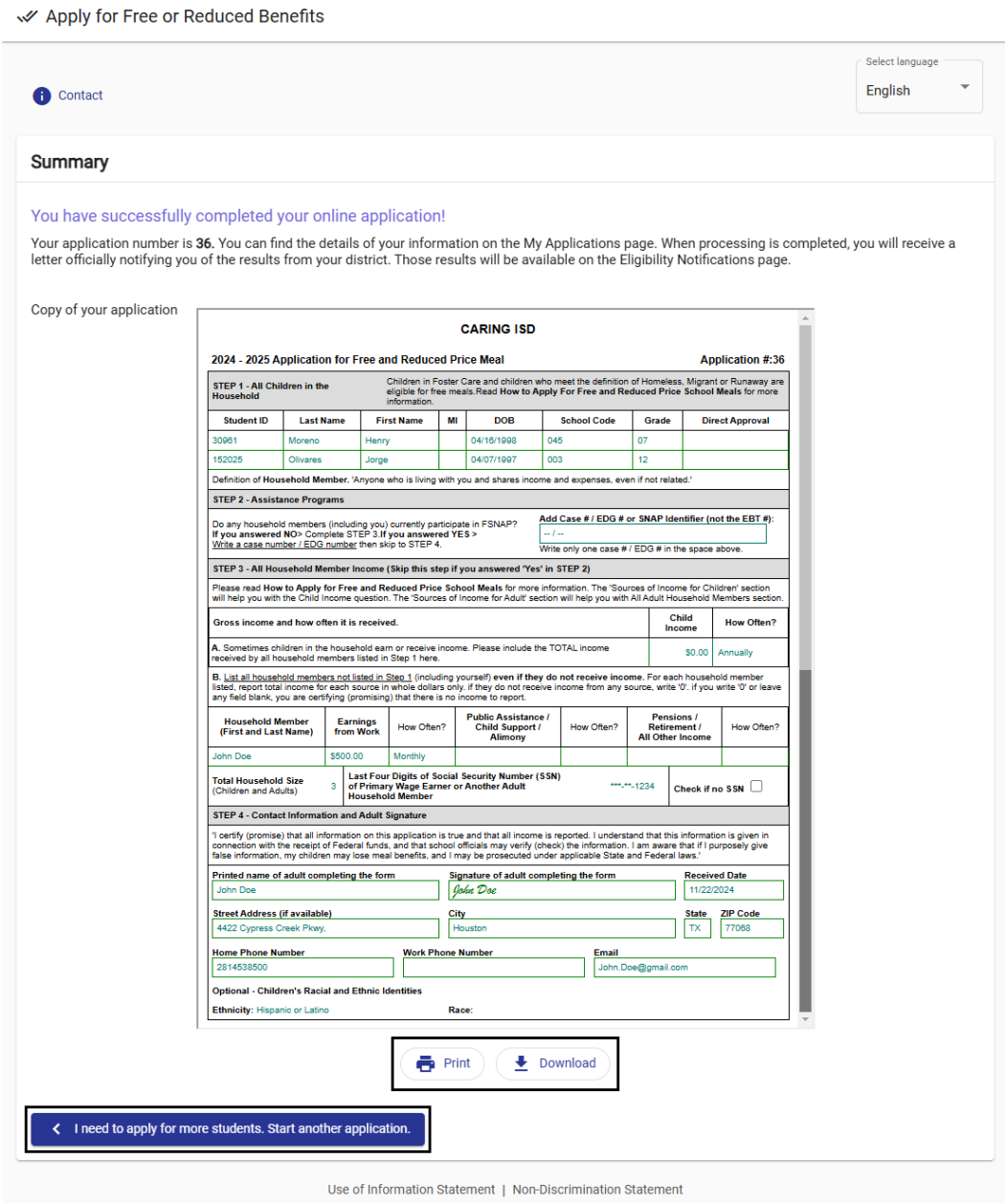


36. Click the **Submit My Application** button
The page refreshes, and a copy of your application displays.



*You can click the **Print** or **Download** buttons if desired.*

*You can click the **I need to apply for more students. Start another application.** button if desired.*



*Navigate to **Eligibility Info** to view or download submitted applications as well as see the results.*