

Online Instructions Free and Reduced Price Meals Application

1. Log into your Skyward Family Access Account. Be sure to use your parent log in and not your student's log in.
2. Select a student. You only need to complete the application once for all HUHS students in the household.
3. Click on "Food Service" on the left hand side of the screen.
4. Click on the "Applications" link located towards the top of the screen.
5. Next, click "Add Application".
6. You will be taken through a series of steps. Instructions are at the top of each screen.
7. LETTER TO PARENTS – Carefully read the Letter to Parents, then click "Next"
8. INSTRUCTIONS FOR APPLYING – Carefully read the instructions for applying. Check the box at the top of the screen to signify you've read the instructions, then click "Next"
9. FEDERAL INCOME CHART – Review the current Federal Income Chart. If you do not wish to continue the application process, check the box and click "Next". If you would like to continue, leave the box blank and click "Next".
10. PRIVACY ACT STATEMENT – Carefully read the Privacy Act Statement, then click "Next".
11. NON-DISCRIMINATION STATEMENT – Carefully read the Non-discrimination Statement, then click "Next".
12. PART 1 – HOUSEHOLD NAMES – follow instructions
13. PART 2 – BENEFITS – follow instructions
14. PART 3 – TOTAL HOUSEHOLD GROSS INCOME – follow instructions
15. PART 4 – SIGNATURE – follow instructions
16. PART 5 – ETHNICITY AND RACE (optional)
17. SHARING INFORMATION WITH OTHER PROGRAMS (optional) - If your application is approved, you may qualify to have eligible school fees waived but your permission is required to share your application status with select individuals to waive the fees. Select which fees you are interested in having waived.
18. REVIEW APPLICATION – after reviewing the application, click "Submit Application"
19. The application will show Pending status. At this point the application is sent electronically to the Food Service Department where it will be reviewed for approval or denial.
20. After the application is reviewed you will receive an email indicating if it was approved or denied for benefits. You may also check the status through your Skyward Family Access account.

Questions? Contact Monica Glorioso at monica.glorioso@huhs.org or (262) 670-3315