

## **How to fill out the Free and Reduced Application:**

Go to the district website [www.vandals203.org](http://www.vandals203.org) look at the Federal Income Guidelines for Free and Reduced Priced Meals to determine if your family qualifies.

If you think you meet the income guidelines please complete the online Free and Reduced Application and submit it for approval. The online Free and Reduced Application process will open Monday, July 17, 2017 at 9:00 am.

## **How to fill out the Free and Reduced Application:**

Log into TeacherEase

At the top of the page click on Miscellaneous, scroll down and choose Free-reduced lunch application, you will be taken to the application page.

Part 1 make sure the household names are correct.

Part 2 answer the first question with a yes or no; if you answer no you will go straight to Part 3; if you answer yes you will need to choose the correct Program Name SNAP, TANF, FDPIR

Household Member; choose head of the household.

Case Number; type the word None – you don't need worry about a number.

Part 3. Only fill this out if you chose NO; It is very important to enter your correct frequency for which you receive your check or pay, try to stick with weekly, bi weekly or monthly DO NOT USE ANNUALLY, enter the dollar amount in the correct box(s).

When finished click the green continue box at the bottom left of your screen.

Last page type your name in the signature box.

Check the box that says no social security number or you can enter the last 4 digits of your social.

Finally click the blue Submit application button.

When we receive your application via email we will verify your household application information. When approved your information will automatically be applied to your child or children's account. Please remember that all individual information is kept confidential.

If you have any questions regarding the above mentioned please contact the district administration office 618-283-4525 and we will be happy to assist you.