

Log into Family Access from any Brandon Valley building website.

If you don't have a Family Access account, call your building secretary or the BV Administration Center.

The screenshot shows a web browser window with the title "Login - Powered by Skyward". The address bar displays the URL: <https://fs.brondonvalley.k12.sd.us:444/scripts/wsisa.dll/WSservice=wsEApus/fivemnu01.w>. The browser's Most Visited list includes "Getting Started", "Mail :: Welcome to Ho...", "BVSD", and "Bills".

The main content area features the Skyward logo, which consists of three blue curved lines above the word "SKYWARD" in blue capital letters. Below the logo, the text "Brandon Valley School District Student" is displayed in blue. The login form includes a "Login ID:" label followed by a purple input field, a "Password:" label followed by a white input field, and a "Sign In" button. A link for "Forgot your Login/Password?" is located below the password field. A timestamp "05.15.02.00.11" is visible in the bottom right corner of the login form area.

Below the login form, there is a "Login Area:" label followed by a dropdown menu currently set to "Family/Student Access".

A white box with a red border contains the text "Update Bookmark" in bold red font, followed by the message "You have been redirected to this page; please update your bookmark." in a smaller black font.

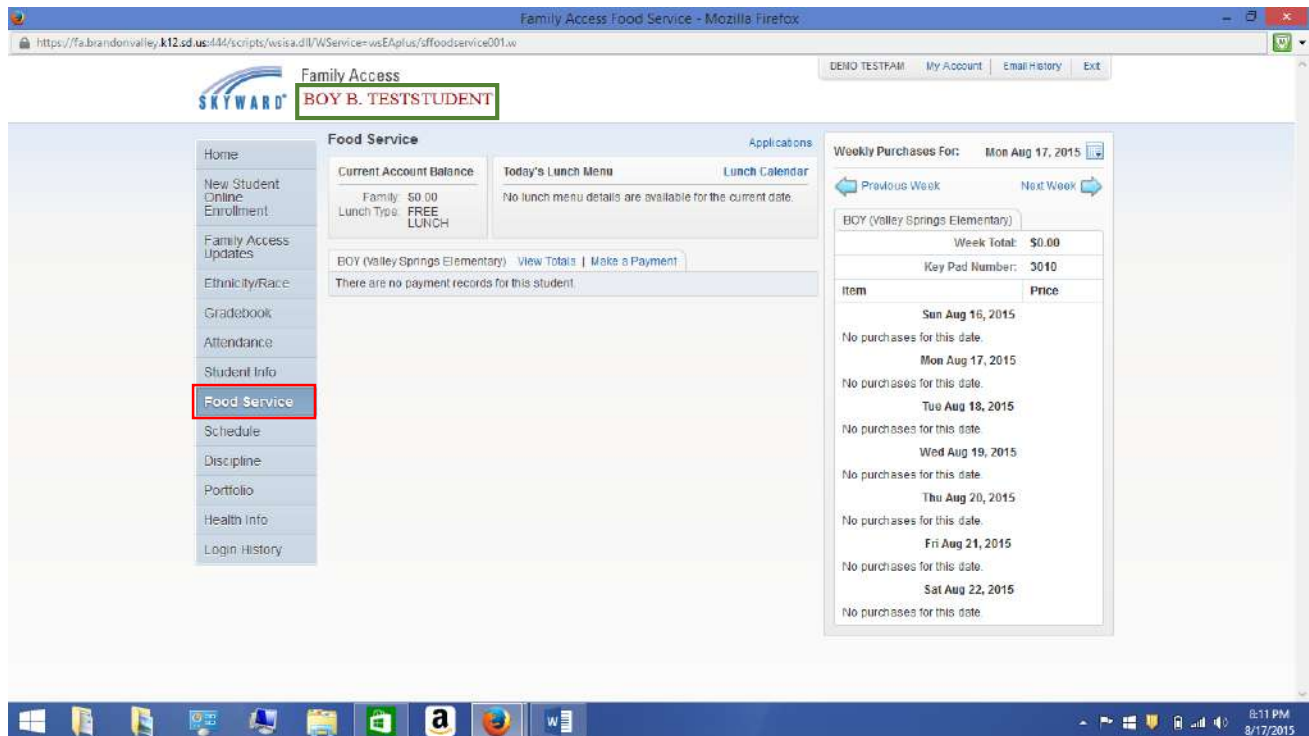
The footer of the page includes the copyright notice "© 2015 Skyward, Inc. All rights reserved." on the left and "Windows 8.1 | Firefox 40" on the right. The Windows taskbar at the bottom shows various application icons, including the Start button, File Explorer, Mail, Internet Explorer, and several other programs. The system tray on the right shows the date and time as "7:02 PM 8/17/2015".

You can add a Free & Reduced Meals Application in two different areas of Skyward.

To use the **Food Service** Link

Select one student from your Family Access account.

(You must select one student name from this menu, not “all students”)



To add an application within the
“Family Access Updates”, see the next page.

To add a Free/Reduced Application within “Family Access Updates” (this is Step #4)

4. Add a Free or Reduced Meals Application

Family Access Updates - Mozilla Firefox

https://fa.brianvalley.k12.sd.us:444/scripts/vs/aa.dll/WService=wsEApplu/onlineereg001.w

Family Access
BOY B. TESTSTUDENT

Home
New Student
Online Enrollment
Family Access Updates
Ethnicity/Race
Gradebook
Attendance
Student Info
Food Service
Schedule
Discipline
Portfolio
Health Info
Login History

Family Access Updates
BOY (Valley Springs Elementary 2015-2016)

Step 4. Add a Free or Reduced Meals Application (Optional)
The Brandon Valley School District no longer uses paper applications for the Child Nutrition Program (Free and Reduced Applications). The application process is now entirely online. Please complete all of the required information, and the BVS Child Nutrition Department will notify you of your payment status based on this application.

Your children may qualify for free or reduced price meals if your household income falls within the limits on this chart.

FEDERAL INCOME CHART
For School Year 2015-16

Household Size	Yearly	Monthly	Twice Per Every Two		
			Month	Weeks	
1	21,775	1,815	808	838	419
2	29,471	2,455	1,228	1,134	567
3	37,167	3,098	1,549	1,430	715
4	44,863	3,739	1,870	1,726	863
5	52,559	4,380	2,190	2,022	1,011
6	60,255	5,022	2,511	2,318	1,159
7	67,951	5,663	2,832	2,614	1,307
8	75,647	6,304	3,152	2,910	1,455
9	83,343	6,946	3,473	3,206	1,603
Each Additional Person:	7,695	642	321	296	148

Choose one of the following options:

☐ Online Application: Add a Free or Reduced Meals Application

—OR—

☐ I do not qualify for benefits or do not wish to complete an application

Complete Step 4 and move to Step 5

Family Access Update Information

1. Verify Student Information
- a. Student Information
- b. Family Address
- c. Family Information
- d. Emergency Information
- e. Emergency Contacts
2. Parent Permissions
3. School Messenger
- 4. Add a Free or Reduced Meals Application**
5. Complete Family Access Updates

Previous Step Next Step

Close and Finish Later

Select “Add Application”

Family Access Food Service - Mozilla Firefox

https://fa.brianvalley.k12.sd.us:444/scripts/vs/aa.dll/WService=wsEApplu/foodservice001.w

Family Access
BOY B. TESTSTUDENT

Home
New Student
Online Enrollment
Family Access Updates
Ethnicity/Race
Gradebook
Attendance
Student Info
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Portfolio
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Login History

Food Service

Current Account Balance
Family: \$0.00
Lunch Type: FREE LUNCH

Today's Lunch Menu
No lunch menu details are available for the current date.

Applications
Lunch Calendar

Weekly Purchases For: Mon Aug 17, 2015

Previous Week Next Week

BOY (Valley Springs Elementary)

Week Total: \$0.00
Key Pad Number: 3010

Item Price

Sun Aug 16, 2015

Food Service Applications

Pending Application: **Add Application** | Print Application

No pending application was found.

Temp Application	Application Date	Effective Date	Dependents	Lunch Code	Denied?	Active?	Application Nbr
No	Fri Jul 17, 2015	Wed Aug 5, 2015	1	FREE	No	Yes	
No	Fri Jul 17, 2015	Tue Aug 4, 2015	0	REDUCED	No	Yes	
No	Fri Jul 17, 2015	Mon Jul 20, 2015	1	FREE	No	Yes	
No	Tue Jul 7, 2015	Mon Jan 1, 1900	0	NORMAL	No	Yes	

No purchases for this date.

Review the Letter to Parents. Select Next.

Application for Free and Reduced Price Meals - Entity 002 - 05.15.02.00.11 - Mozilla Firefox

https://fa.brandonvalley.k12.sd.us:444/scripts/wsisa.dll/WSservice=wsEAPlus/sfamaedit020.w

Application for Free and Reduced Price Meals

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➔ Letter to Parents

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- Part 4: Gross Income
- Part 5: Signature
- Part 6: Ethnicity and Race

Review and Submit

Application for Free and Reduced Price Meals

Letter to Parents

Dear Parent/Guardian:

Brandon Valley School District offers healthy meals every day that it is open as part of our participation in the U.S. Department of Agriculture's (USDA) Child Nutrition Programs. USDA provides reimbursement for healthy meals and snacks served to children. Breakfast costs Elem, \$1.65, MS, \$1.80, HS \$1.85; lunch costs Elem, \$2.60, MS \$2.85, HS \$2.90. Children may qualify for free meals or for reduced price meals. Reduced price is .30 for breakfast and .40 for lunch. If the children are eligible for free or reduced price lunch, they are also eligible for free or reduced price breakfast.

If completing a non-electronic application, turn in letters or applications to: Gay Anderson, Child Nutrition Director, 2001 S. Sioux Blvd, Brandon, SD 57005. 1-605-582-3926 or 1-888-201-3972.

- 1. Who can get free meals without providing income information?**
 - o Schoolchildren from households getting Supplemental Nutrition Assistance Program (SNAP) and Temporary Assistance for Needy Families (TANF) can get free meals without applying. Schools will be directly notified of eligible students from families on SNAP or TANF by mid-September. If you were certified as eligible for SNAP or TANF after school got out in the spring, complete an application with your case number (see #2). Contact the school if you do not get a letter by September 30, or fill out an application. Direct certification does not apply to the Child & Adult Care Food Program.
 - o Children in households getting assistance through the Food Distribution Program on Indian Reservations (FDPIR) can get free meals. If you received an Interagency Notification from the commodity warehouse that includes schoolchildren, turn that in to the school instead of filling out an application. You can write the names of other children from your household on that letter and they will get free meals, too. If you did not receive an FDPIR Notice of Action, you can ask for one from the certifier.
 - o Foster children (see #9 below) and children enrolled in Head Start are eligible for free meals.
 - o Homeless, runaway, and migrant children usually are eligible for free meals. Please call the school's homeless/runaway liaison or migrant coordinator, Lyn Heidenson, 605-582-3446, to see if your child (ren) qualifies, if you have not been told already that they will get free meals.
- 2. Who needs to fill out an application to get free or reduced price meals?**
 - o If you receive benefits but do not have your notice from the school or FDPIR, fill out an application and write your FDPIR, SNAP, or TANF case number on it. Turn that into the school/center.
 - o If your household income is within the limits on the Income Guidelines Chart with this application, fill out an application.
 - o Children in households who get WIC or Medicaid may be eligible for free or reduced price meals. Please fill out an application and list family members and income.
- 3. Do I need to fill out an application for each of my children?** No. Complete and submit one application for all children from your household. We cannot approve a form that is not complete, so be sure to read the instructions carefully and fill out all required information.
- 4. Who can get reduced price meals?** Your children can get low cost meals if your household income is within the reduced price limits on the Income Guidelines Chart, shown on this application.
- 5. May I fill out a form if someone in my household is not a U.S. citizen?** Yes. You or your children do not have to be U.S. citizens to qualify for meal benefits.
- 6. Who should I include as members of my household?** You must include everyone in your household who shares income and expenses. This includes grandparents, other relatives, or friends who live with you. You must include yourself and all children who live with you. You also may include foster children who live with you.

javascript:if (cbs("bNext")) {NavSection("2");}

8:13 PM 8/17/2015

Read the “Instructions for Applying”. **Select the box shown and then “Next”**

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https://fa.bronsonvalley.k12.sd.us:444/scripts/wsisa.dll/WSservice=wsEApplus/sfamaedit020.w

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- **Part 6:** Ethnicity and Race

Review and Submit

Application for Free and Reduced Price Meals

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Instructions for Applying. Please select the option below after reviewing all information. Questions can be directed to contact information supplied in the Letter to Parents.

☐ I have read the Instructions for Applying and would like to continue the application

If your household gets SNAP or TANF, you should get a letter in September from the school telling you that your children get free meals. If you are newly certified or if you do not get a letter from school or a Notice of Action from FDIPIR, follow these instructions:

- **Part 1:** List each child's name, school/center, age, and/or grade, and put a checkmark in the foster column if any of the children are foster children.
- **Part 2:** List the SNAP, FDIPIR, and/or TANF case number.
- **Part 3:** Skip this part.
- **Part 4:** Skip this part.
- **Part 5:** Sign the form. A Social Security Number is not necessary.

If you are applying for a child who is homeless, migrant, or a runaway, check the appropriate box in Part 3 and call your school's homeless contact, or migrant coordinator.

ALL OTHER HOUSEHOLDS follow these instructions:

- **Part 1:** List each child's name, school/center, age, and check the box if any of the children are foster children.
- **Part 2:** Skip this part.
- **Part 3:** Skip this part.
- **Part 4:** Follow these instructions to report total household income from last month.
 - **Column A - Name:** List the first and last name of **each** person living in your household, related or not (such as grandparents, other relatives, or friends). You must include yourself and all children. College students away at school may still be part of the household in some circumstances. If the student is counted in the household, that student's income must also be included.
 - **Column B - List income and how often it was received:** List the types of income your household gets, how much you get each payday, and how often you get paid. **Income for last month - list how much you get each pay day and how often you get paid.**
Example: \$200/monthly or \$92.30/twice a month or \$100/every other week \$46.15/weekly
 - **Employment income:** List the **gross income** each person earned. It is not the same as take home pay. **Gross income is the amount earned before taxes and deductions.** It should be listed on your pay stub, or your boss can tell you. Next to the amount, write how often you got it (weekly, every other week, twice a month, or monthly).
 - **Welfare, Child Support, Alimony:** Include welfare, child support, alimony you receive.
 - **Pensions Retirement, Social Security:** Include these as well as Worker's Compensation, unemployment, strike benefits, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), disability benefits.
 - **Farm/Other Income:** Include regular contributions from people who do not live in your household and **all other sources** not previously covered. For farm income, see the worksheet included in this application. Next to the amount, write how often the person got it.
 - **Check if no income:** If the person, *including children*, does not have any income, check the box.
- **Part 5:** An adult household member must sign the form and list only the last four digits of his or her Social Security Number, or mark the box if he or she does not have a Social Security Number.
- **Part 6: Participant's ethnic and racial identities.** This section is *optional*. If you leave it blank, the application will be processed without the information. Filling this out or leaving it blank does not

javascript:if (cbs("bNext")) {NavSection("3");}

Review the Feder Income Chart. **Select Next to continue**, or select the box below if you do not qualify or do not want to complete the application.

Application for Free and Reduced Price Meals - Entry 002 - 05.15.02.00.11 - Mozilla Firefox

https://fa.brandenvalley.k12.sd.us:444/scripts/wsisa.dll/WSservice=wsEPlus/sfamaedit020.w

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Review and Submit

Application for Free and Reduced Price Meals

Your children may qualify for free or reduced price meals if your household income falls within the limits on this chart. If you do not qualify for benefits or do not wish to complete an application, check the option below.

☐ I do not qualify for benefits or do not wish to complete an application

FEDERAL INCOME CHART
For School Year 2015-16

Household Size	Yearly	Twice Per		Every Two	
		Monthly	Month	Weeks	Weeks
1	21,775	1,815	908	838	419
2	29,471	2,456	1,228	1,134	567
3	37,167	3,098	1,549	1,430	715
4	44,863	3,739	1,870	1,726	863
5	52,559	4,380	2,190	2,022	1,011
6	60,255	5,022	2,511	2,318	1,199
7	67,951	5,663	2,832	2,614	1,307
8	75,647	6,304	3,152	2,910	1,455
9	83,343	6,946	3,473	3,206	1,603
Each Additional Person:					
	7,696	642	321	296	149

Review the “Privacy Act Statement”, and select Next.

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https://fa.brandenvalley.k12.sd.us:444/scripts/wsisa.dll/VService=wsEApplus/sfamaedit020.w

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Review and Submit

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Privacy Act Statement: This explains how we will use the information you give us.

The Richard B. Russel National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve the participant for free or reduced price meals. You must include the last four digits of the Social Security Number of the adult household member who signs the application. The Social Security Number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number for the participant or other (FDPJR) identifier or when you indicate that the adult household member signing the application does not have a Social Security Number. We will use your information to determine if the participant is eligible for free or reduced price meals, and for administration and enforcement of the Program.

Review the “Non-discrimination Statement”, and select Next.

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Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs,, reprisal, or because all of a part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.)

javascript:if (cbs("bNext")) {NavSection("6");}

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Select the box “Add More Names to Application”, if you need to add names. Select “Next”

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Review and Submit

Part 1. Children's Names
To apply for free or reduced price meals, fill out this application and sign your name.

☐ Add More Names to Application

☐ New Applicant ☐ Previous Applicant

Legal Name of Child First Name, Middle Initial, Last Name	Age	School or Center	Grade	Check if a Foster Child
(Example) Student A. Smith		School Name	04	<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

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If you receive SNAP, TANF, OR FDPIR benefits, please enter your case number, then select “Next”.

If you do not receive the benefits, leave the boxes blank and select next.

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SNAP Case Number: TANF Case Number: FDPIR Case Number:

javascript:if (cbs("bNext")) {NavSection("8.2");}

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If the student is homeless, migrant, or runaway, please select the appropriate box then select “Next”.

If the student does NOT qualify for homeless, migrant, or runaway, leave the boxes blank and select “Next”.

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Review and Submit

Part 3. Is this child a migrant, homeless, or runaway?
If the child you are applying for is homeless, migrant, or a runaway, check the appropriate box and call your school's homeless liaison or migrant coordinator.

Child Status: ☐ Homeless ☐ Migrant ☐ Runaway

Windows taskbar: 8:17 PM 8/17/2015

You will need to list ALL people living in your home.

Some names may have been automatically copied into this screen.

Select “Add More Names to Application” to add names.

*****ALL HOUSEHOLD MEMBERS AND THEIR INCOME MUST BE INCLUDED.*****

Select “Next” when all household members and income have been entered.

Application for Free and Reduced Price Meals - Entity 002 - 05.15.02.00.11 - Mozilla Firefox

https://fa.brandenvalley.k12.sd.us:444/scripts/wsisa.dll/WSservice=wsEPlus/stamaedit020.w

Application for Free and Reduced Price Meals

Steps: Letter to Parents, Instructions for Applying, Federal Income Chart, Privacy Act Statement, Non-discrimination Statement, **Application**, Review and Submit

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- Part 1: Child Names
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- Part 5: Signature
- Part 6: Ethnicity and Race

Application for Free and Reduced Price Meals

Part 4. Total Household Income from Last Month - You must tell us how much and how often
List **everyone** in household.

☐ Add More Names to Application

A. Full Legal Name (First Name, Middle Initial, Last Name)	B. Income - list how much you get each pay day and how often you get paid [?]						Check if No Income		
	Earnings from Work Before Deductions	Welfare, Child Support, Alimony	Pensions, Retirement, Social Security	Farm/Other [?]					
{Example} Jane A. Smith	\$199.99	W	\$149.99	B	\$99.99	M	\$50.00	M	<input type="checkbox"/>
test boy b	\$0.00		\$0.00		\$0.00		\$0.00		<input type="checkbox"/>
							\$0.00		<input type="checkbox"/>
							\$0.00		<input type="checkbox"/>
							\$0.00		<input type="checkbox"/>
							\$0.00		<input type="checkbox"/>
							\$0.00		<input type="checkbox"/>
							\$0.00		<input type="checkbox"/>

Application Helper

Based on the household information provided, household names were copied into this section. Please review each name and remove based on application instructions if necessary.

OK

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Print Name. The name must be printed as it appears on the household income section (previous step).

Select “Click to Sign”.

List the last four digits of your social security number, or select “I do not have a SSN”.

Enter your email address (optional).

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Review and Submit

Part 5. Signature and Social Security Number (Adult must sign)

An adult household member must sign the application. **If Part 4 is completed, the adult signing the form also must list the last four digits of his or her Social Security Number or mark the 'No Social Security Number' box. See Privacy Act Statement**

I certify (promise) that all information on this application is true and that all income is reported. I understand that the school will get Federal funds based on the information I give. I understand that school officials may verify (check) the information. I understand that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted.

* Sign here: [Click to Sign](#) * Print Name:

Date: Home Telephone: Ext.:

Address: Work Telephone: Ext.:

City: State: Zip Code:

* Last Four Digits of SSN: ***-**-0000 OR ☐ I do not have a SSN

Email Address:

By providing your email address, you may be notified by email of your eligibility for free and reduced price school meals.

Asterisk (*) denotes a required field

Submit ethnic and racial information. This step is optional.

Select “Next”.

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- ➔ **Part 6: Ethnicity and Race**

Review and Submit

Application for Free and Reduced Price Meals

Part 6. Participant's Ethnic and Racial Identities (Optional)

☐ I would like to report this optional information

Mark one ethnic identity: Mark one or more racial identities:

<input checked="" type="radio"/> Hispanic/Latino	<input type="checkbox"/> Asian	<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Black or African American
<input type="radio"/> Not Hispanic/Latino	<input type="checkbox"/> White	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	<input type="checkbox"/> Other

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Review the information on this screen.

You MUST select “Submit Application” in order to apply for Free & Reduced Meals.

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➔ Review and Submit

Please review the completed application and click the button to submit the application.

Submit Application  **NOTE:** The application has not yet been submitted. This application will not be considered until the **Submit Application** button is clicked.

Part 1: Children's Names
To apply for free or reduced price meals, fill out this application and sign your name.
☐ New Applicant ☐ Previous Applicant

Legal Name of Child First Name, Middle Initial, Last Name	Age	School or Center	Grade	Check if a Foster Child
test boy b	11			<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Part 2: Households receiving SNAP, TANF, or FDIIR: If any member of your household is NOW receiving SNAP, TANF, and/or FDIIR, list the CASE NUMBER. Fill out Sections 1, 2, and 5. The application MUST have the signature of an adult.
SNAP Case Number: TANF Case Number: FDIIR Case Number:

Part 3: Is this child a migrant, homeless, or runaway?
If the child you are applying for is homeless, migrant, or a runaway, check the appropriate box and call your school's homeless liaison or migrant coordinator.
Child Status: ☐ Homeless ☐ Migrant ☐ Runaway

Part 4: Total Household Income from Last Month - You must tell us how much and how often
List **everyone** in household.

A. Full Legal Name (First Name, Middle Initial, Last Name)	B. Income - list how much you get each pay day and how often you get paid				Check if No Income
	Earnings from Work Before Deductions	Welfare, Child Support, Alimony	Pensions, Retirement, Social Security	Farm/Other <input type="text"/>	<input type="checkbox"/>

Windows taskbar: 8:26 PM 8/17/2015

The application is now pending. If you go back and make any changes, the application will be marked as “Not Submitted”, and you will need to resubmit.

Past online applications are shown at the bottom of the screen.

You will be notified by mail regarding the approval/denial of your application.

A message will also appear in your Skyward Family Access account.

Family Access Food Service - Mozilla Firefox

https://fa.brandenvalley.k12.sd.us:444/scripts/wsisa.dll/WSservice=wsEAplus/stffoodservice001.w

DEMO TESTFAM My Account Email History Exit

Family Access
BOY B. TESTSTUDENT

Home
New Student
Online Enrollment
Family Access Updates
Ethnicity/Race
Gradebook
Attendance
Student Info
Food Service Applications
Schedule
Discipline
Portfolio
Health Info
Login History

Food Service Applications

Pending Application | Update Pending Application | View Application | Print Application

Application Date: Mon Aug 17, 2015 (Application Waiting For Approval)

Notice: Pending Application will be marked as 'Not Submitted' if edited and will need to be resubmitted for review.

Household Members

Name of Child	School Name	Grade	Foster Child?
test boy b			No

Income Information

Family Member Name	Earnings from Work	Welfare, Child Support, Alimony	Pensions, Retirement, Social Security	Farm/Other	No Income?
test boy b	0.00	0.00	0.00	0.00	Yes
test boy b's mother	18,000.00	0.00	0.00	0.00	No

Total Annual Income: 18,000.00

BOY (002)

Temp Application	Application Date	Effective Date	Dependents	Lunch Code	Denied?	Active?	Application Nbr
No	Fri Jul 17, 2015	Wed Aug 5, 2015	1	FREE	No	Yes	
No	Fri Jul 17, 2015	Tue Aug 4, 2015	0	REDUCED	No	Yes	
No	Fri Jul 17, 2015	Mon Jul 20, 2015	1	FREE	No	Yes	
No	Tue Jul 7, 2015	Mon Jan 1, 1900	0	NORMAL	No	Yes	

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