



Instructions for Completing the Skyward Online Free and Reduced Application

1. Log into Skyward Family Access here:
<https://skyward.usd266.com/scripts/wsisa.dll/WService=wsEPlus/skyportlogin.w>



2. In the drop down menu near the top left of the page, change the Family Access to select one of your students. You will be able to add additional students in future steps. Proceeding with **All Students** selected will cause a security error message.
3. Click the **Food Service** tab on the left navigation pane.
4. Click **Applications** in the top, right corner of the screen.

A screenshot of the Skyward 'Food Service' page. On the left is a vertical navigation menu with items like 'Home', 'New Student Enrollment', 'Registration 2020-21', 'Online Forms', 'Gradebook', 'Attendance', 'Student Info', 'Food Service', 'Schedule', 'Test Scores', and 'Fee Management'. The 'Food Service' item is highlighted with a red box. The main content area is titled 'Food Service' and includes a 'Current Account Balance' section showing \$9.35 and \$22.00, a 'Today's Lunch Menu' section with a 'Lunch Calendar' link, and two student record sections for 'Maize Middle School' and 'Maize Elementary', both showing 'There are no payment records for this student.' In the top right corner of the main content area, there is a red box around the 'Applications' link.

5. Click **Add Application** in the pop-up window.

A screenshot of a 'Food Service Applications' pop-up window. It has a blue header and contains a 'Pending Application' section with 'Add Application' and 'Print Application' buttons. The 'Add Application' button is highlighted with a red box. Below this, it says 'No pending application was found.' and a security message: 'Security settings do not allow you to view student application information.'

6. Read the Letter to Household and click **Next Step**.
7. Read the Instructions for Applying page, mark the Acknowledge button and click **Next Step**.
8. Review the Income Qualifications chart. Click **Next Step** to proceed with the application or click **I do not qualify** to exit the application.
9. Read the Richard B. Wilson National School Lunch Act and click **Next Step**.
10. Read the Non-Discrimination Statement and click **Next Step**.
11. If a member of the household is self-employed, complete the Income from Self-Employment page to aid in determining reportable income. This section can be left blank if no members of the household are self-employed. To proceed, click **Next Step**.

Income from Self-Employment	
<p>Self-employed persons may use income tax records for the preceding calendar year as a base to project the current year's net income, unless the current monthly income provides a more accurate measure. Report income derived from the business venture less operating costs incurred in the generation of that income. Deductions for personal expenses such as interest on home payments, medical expenses, and other similar non-business deductions are not allowed in reducing gross business income. Additional income from other kinds of employment must be treated as separate and apart from the income generated or lost from your business venture. For example, if you operated a business at a net loss, but held additional employment for which a salary was received, the income for purposes of applying for reduced price or free meals would be the income from the salary only. The loss from the business cannot be deducted from a positive income earned in other employment.</p> <p>For purposes of this application, it is not possible to report a negative income from any business venture. The least income possible is zero (no income). The necessary information for arriving at allowable income from private business operation may be taken from your most recent U.S. Individual Income Tax Return - Form 1040. Add together the amounts reported on the following lines:</p>	
LINE 12	<input type="text" value="0.00"/> Business Income or (Loss)
LINE 13	<input type="text" value="\$0.00"/> Capital Gain or (Loss)
LINE 14	<input type="text" value="\$0.00"/> Other Gains or (Losses)
LINE 17	<input type="text" value="\$0.00"/> Rental Real Estate, Royalties, Partnerships, S Corporations, Trusts, Etc.
LINE 18	<input type="text" value="\$0.00"/> Farm Income or (Loss)
TOTAL	<input type="text" value="\$0.00"/> Gross Annual Income Before Any Deductions
Computed Monthly Income	<input type="text" value="\$0"/> Gross Annual Income / 12 = Computed Monthly Income. Report in Step 3

12. Add the names of all children under the age of 18 in the household. This will include both Maize students, non-Maize students, and children who are not old enough for school.
 - a. Add the student's school building if applicable. If you do not know your student's school building, you may leave the school building blank.
 - b. For Maize students, check the **Student** box.
 - c. Check the box for **Foster Child/Homeless/Migrant/Runaway** if applicable.
 - d. Click **Next Step**.
13. If any members of the household have a SNAP Food Assistance, TAF, or a FDPIR number, **check the box and enter the case number**. This page may be left blank if it does not apply to your household. Click **Next Step**.
14. Income (if a case number was provided in step 13 - this section will be skipped)
 - a. Enter any income from children and the frequency it is received.
 - b. Report income from all adults in the household including anyone in the household who is 18 or older and enter the frequency the income is earned. College students should be included.
 - c. Enter the head of the household's Social Security number or check the box for No Social Security Number. All students are eligible for benefits even if the head of household has no social security number.
 - d. Click **Next Step**.
15. Complete the contact information and electronic signature. Click **Next Step**.
16. Complete the optional racial and ethnic data page. Click **Next Step**.

17. Review your application. You may return to any section and edit as needed before you click **Submit**. Once the application has been submitted, it will not be editable by the family.
18. Parents can view pending applications, print submitted applications or start a new application by returning to the **Applications** link mentioned in step 4.
19. To use your free or reduced status to also receive waived enrollment and activity fees, you must also fill out the Consent for Disclosure portion of the online application to give Food Service permission to share your confidential meal benefits status with additional programs. A paper form is available [here](#).
20. Applications will be processed within 10 business days of receipt and the outcome of the application will be sent to the email address listed in Skyward Family Access.

Additional Questions?

Contact USD 266 Food Service

phone: 316.722.0900

email: foodservice@usd266.com

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- (1) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov.

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