




A Guide to Creating Free/Reduced Applications Using MealTime Apply Online

Note: Apply Online uses these arrow symbols   to enable you to navigate through your application. After each step below, click the right-facing arrow to move forward to the next step. Click the left-facing arrow if you need to return to a previous page.

Creating and Submitting a New Application Here is the link to apply
<https://mymealtime.com/apps/>

1. Open your internet browser and go to www.mymealtime.com/apps. (Your student's school or district may have provided a link to Apply Online from their website.)
2. Created a new account, click the 'Create new profile' link.

Note: This page can be viewed in Spanish by clicking the 'En Espanol' link.

3. To create a new application, click the 'New Application' button. To return to an application that has already been started, click 'Application in Progress'. You can view past applications by clicking the 'Past Applications' button.
4. Select your State and the school or school district your students attend. When finished, click the right-facing arrow. 

- For "District", you will select "Options for Youth Acton Inc" (they serve as the School Food Authority for the whole network)
- You will need to know your student's Student ID (#300...)
- For "School", select Victor Valley
- The signature at the end of the application needs to match exactly with the signing adult.

5. Click the 'Information on Free and Reduced Price Meals' link to get information from your School or District. It will open on a new browser tab.
6. Select the application type for your household. .

Choose Your Application Type...

The information we collect for your free and reduced price meals application can vary depending on your household situation.

Please select your application type from the list below.


- For **Any Household with Any Members Receiving SNAP**, TANF, or FDPIR Assistance**
- For all other Households

**SNAP is the Supplemental Nutrition Assistance Program (formerly Food Stamps)

The **Richard B. Russell 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 your child 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 last four digits of 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 or other FDPIR identifier for your child 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 your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.



Step One

7. In Step One, you will add one or more students to your applications. This first page provides an overview of the information needed to add your student(s) to an application. Please read the information. When finished, click the right-facing arrow. 
8. Enter the student's first name and student ID number. **This number is available in you students Student Trac Account or you can contact the teacher.**

For confidentiality reasons, MealTime cannot provide this ID to parents.

9. Enter the student's birthdate. From the drop-down list, select the school they attend, and select their grade. If your student qualifies as a Foster, Homeless, Migrant, or Runaway child, select accordingly. If not, select 'None'.
10. If the student has an income, enter it here along with the frequency this income is earned. If they do not earn an income, select 'No Income'.

Note: Income from other household members should **not** be included in this section.

11. Review the information for the student you added. If you have additional students to add, click the 'Add Another Student' button.

Step Two

12. In Step Two you will be entering all non-student household members that live at your residence. Each household member should be entered individually with their individual income.
13. Enter the information for the first household member.
14. Enter the household member's income and frequency. If they have no income, select 'No Income'.
15. Review the information for the household member you added. If you have additional household members to add, click 'Add another household member'.

Step Three

16. In Step Three, you will enter the general information required to complete the application. The first page explains what information is required.
17. From the drop-down list, select the adult family member who will sign the application. Enter the remaining information.
18. Enter either the last four digits of the signer's Social Security Number. If they do not have one, select 'No Social Security Number'.
19. The selection of Race and Ethnicity Information is optional.

Step Four

20. In Step Four, you will sign and submit your applications. This first page provides an overview of the confirmation and submission information required to complete and submit your application.
21. Upon completion of the application, the signer will be prompted to digitally sign the application by entering their name twice. Enter the signer's name exactly as spelled under the Signing Adult.

Note: Clicking 'Submit Now' will prompt the message below. Clicking 'Submit Later' will save the application for future submission.

22. If you clicked 'Submit Now' in the previous step, the message below will display. Click 'Yes' to confirm. Click 'No' to return to the previous step.
23. Once an application has successfully been submitted, the signer will have the option to do any of the following:
24. If you would like to view or print your application click View or Print this Application.