

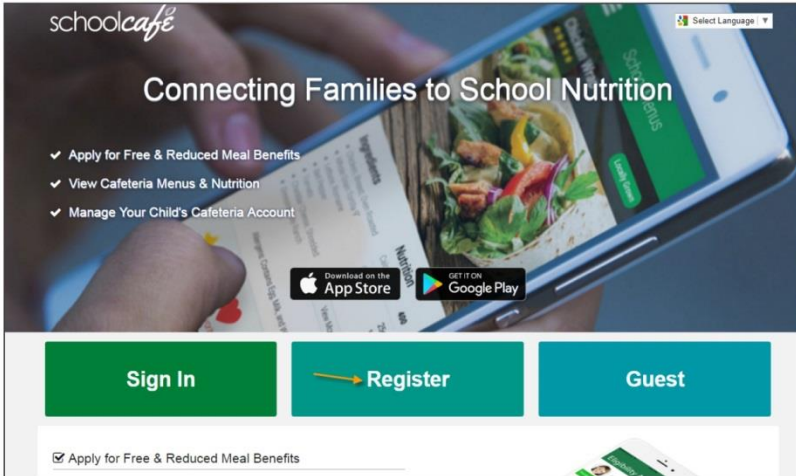


Student Meal Account Management

schoolcafé www.schoolcafe.com



How to Create a SchoolCafé Account

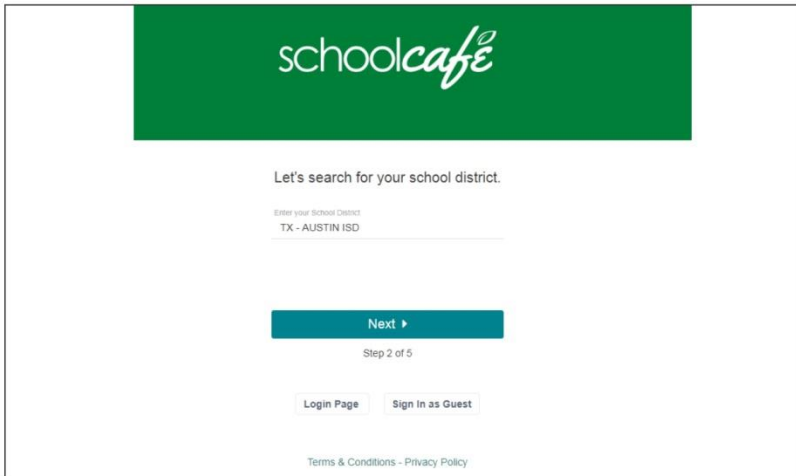


Step 1:

Access SchoolCafé by typing schoolcafe.com into your internet browser.

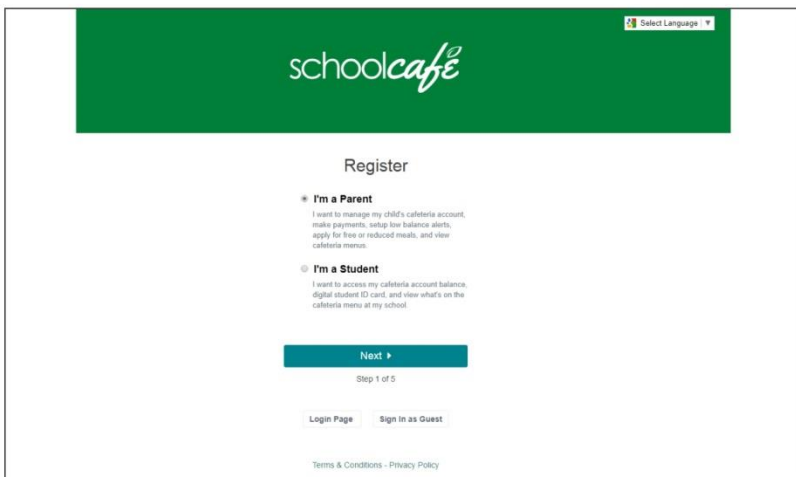
Step 2:

To create an account, click the “Register” box on the homepage.



Step 3:

Enter “Austin ISD” in the box under “Enter your School District.” Click “Next.”



Step 4:

If you are a parent, select “I’m a Parent.” If you are a student, select “I’m a Student.” Click “Next.”

How to Create a SchoolCafé Account cont.

schoolcafé

Let's gather some basic information.

We will not share this information with anyone.

Enter First Name Here Enter Last Name Here

Enter Email Address Here

Enter Phone Number Here

Next Step >

Step 3 of 5

Login Page Sign In as Guest

Terms & Conditions - Privacy Policy

Step 5:

Enter your:

- First Name
- Last Name
- Email Address
- Phone Number.

Click “Next Step.”

schoolcafé

You're almost there!
Let's setup your user account credentials.

Username

Password

Confirm Password

Select a Security Question

Answer

Next Step >

Step 4 of 5

Login Page Sign In as Guest

Terms & Conditions - Privacy Policy

Step 6:

Setup your user account credentials.

Create the following:

- Username
- Password
- Confirm Password
- Select a Security Question
- Enter Security Question Answer

Click “Next Step.”

schoolcafé

Last step
(We promise!)

I accept the Terms & Conditions

Create My Account >

Step 5 of 5

Login Page Sign In as Guest

Terms & Conditions - Privacy Policy

Step 7:

To finalize the registration process, click the box next to the “I accept the Terms & Conditions.”

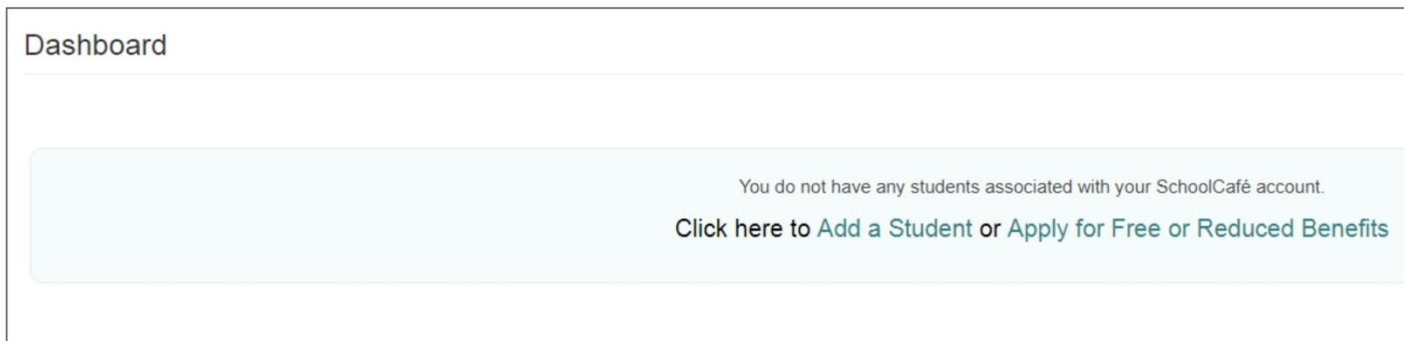
Click “Create My Account.”

Next:
How to Add a Student to your SchoolCafé Account

How to Add a Student to your SchoolCafé Account

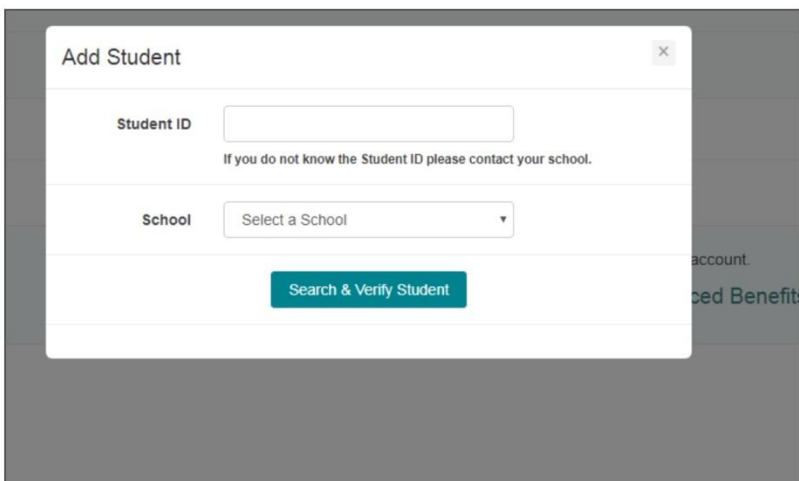
Complete this process on a computer.

You will need your child's student ID number to complete this process.



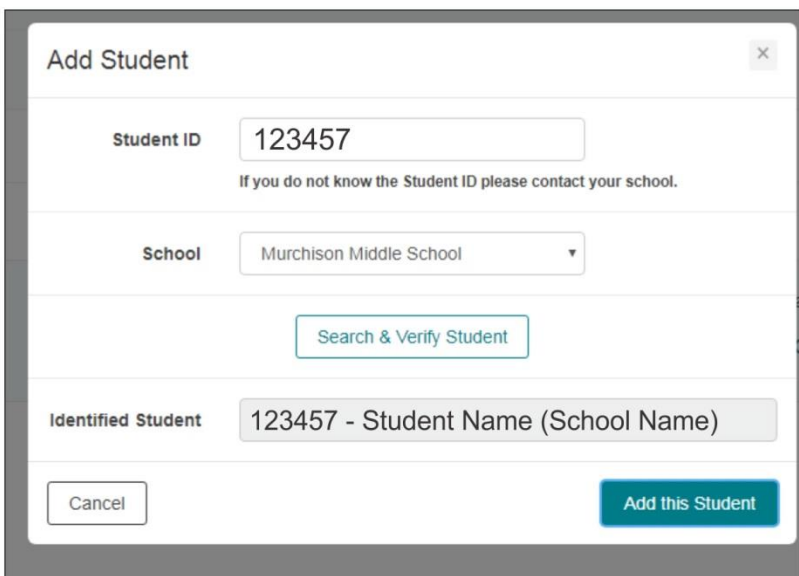
Step 1:

Once your account is created, on the Dashboard, click "Add a Student."



Step 2:

Enter your child's Student ID. Select your child's School. Click "Search & Verify Student."



Step 3:

After clicking "Search & Verify Student" Your child's Student ID, Name and School will appear in the gray box next to "Identified Student."

If this information is correct, click "Add this Student."

You have completed the process for adding a student.

Please repeat this step for each child enrolled in Austin ISD.

Next:
How to Apply for Meal Benefits

How to Apply for Meal Benefits

Complete this process on a computer.

Follow the previous steps to create a SchoolCafé.

Dashboard

Manage your student accounts, apply for free or reduced benefits, and more!

Apply for Free or Reduced Benefits | Make a Payment | Add a Student

Step 1:

Once you are logged into your SchoolCafé select “Apply for Free or Reduced Benefits” on the Dashboard.

Select Language

English

Español

Use of Information Statement | Non-Discrimination Statement

Step 2:

Select “English” or “Spanish” as your language.

English

Household Letter

This letter, provided by your district, lists all of the rules, expectations, and other important information you will need while filling out your application.

HOW TO APPLY FOR FREE AND REDUCED PRICE SCHOOL MEALS

Please use this information to help you to fill the application for free or reduced price school meals. This only refers to applying for household meals. It does not apply to applying for free or reduced price school meals. Please refer to the application for more information. For more information, please contact your district's food service director.

PLEASE USE A PEN OR BALLPOINT PEN TO FILL OUT THE APPLICATION AND DO YOUR BEST TO PRINT CLEARLY.

STEP 1: LIST ALL CHILDREN IN SCHOOL IN THE HOUSEHOLD.

All of the children in your household who are in school. They do not have to be in school in the fall of your household. There are two other people that may be in the application: adult or adult parent of legal age or in regular attendance for the academic year.

Who should be listed? List all of the children in your household who are in school in your household only. Do not list:

- Children age 18 or older who are not in school in your household.
- Children who are not in school in your household.
- Children who are not in school in your household.
- Children who are not in school in your household.
- Children who are not in school in your household.

STEP 2: DO NOT INCLUDE MEMBERS OF YOUR HOUSEHOLD WHO CURRENTLY PARTICIPATE IN ONE OR MORE OF THE FOLLOWING ASSISTANCE PROGRAMS: SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP), TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF), OR FOOD DISTRIBUTION PROGRAM OR FOOD ASSISTANCE PROGRAM.

If you are in your household and participate in any of the above listed programs, please do not proceed to STEP 3 on these instructions and STOP for your application.

If you are in your household and participate in any of the above listed programs, please do not proceed to STEP 3 on these instructions and STOP for your application. If you participate in any of the above listed programs, please do not proceed to STEP 3 on these instructions and STOP for your application. If you participate in any of the above listed programs, please do not proceed to STEP 3 on these instructions and STOP for your application.

Download Household Letter

Previous | Next

Step 3:

Review the Household Letter. If you choose, you may download a copy of the letter. Click “Next.”

English

Certify

Please provide honest acknowledgment of the terms and conditions for this application before proceeding.

Applicant/Parent/Guardian Name Edit

Applicant/Parent/Guardian Phone

Applicant/Parent/Guardian Email

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

Previous | Next

Use of Information Statement | Non-Discrimination Statement

Step 4:

Your name, phone number and email address will be displayed. If any of this is incorrect, click “Edit” to change the information. If the information is correct, click the checkbox and “Next” to move forward.

How to Apply for Meal Benefits cont.

Complete this process on a computer.

Follow the previous steps to create a SchoolCafé.

English

Select students from your SchoolCafé account

Please select any students you have already added to your account and answer a few basic questions in order to speed up the application process!

Student Name

Are there any other students in your household?
 Yes No * required

Do any of the students in your household receive income?
 Yes No * required

Are any of these students Foster, Homeless, Migrant, Runaway, or Head Start children?
 Yes No * required

Do you receive any assistance from SNAP, TANF, or FDIPIR?
 Yes No * required

Note: The information on this application will be sent directly to your district. Please contact their Child Nutrition office if you have any problems filing out your application.

Previous **Next**

Step 5:

Select the checkbox next to the student noted. Answer “Yes” or “No” to the questions below. Click “Next.”

Students

Enter all K-12 students in your household

Add a Student

<input checked="" type="checkbox"/>	Student Name School, Grade Date of Birth Gross Income Foster/Homeless/Migrant/Runaway/Head Start	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Student Name School, Grade Date of Birth Gross Income Foster/Homeless/Migrant/Runaway/Head Start	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Student Name School, Grade Date of Birth Gross Income Foster/Homeless/Migrant/Runaway/Head Start	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Student Name School, Grade Date of Birth Gross Income Foster/Homeless/Migrant/Runaway/Head Start	<input type="checkbox"/>

Next

Step 6:

All the students living in your household will appear on this page. If there are students in your household that are not listed, click “Add a Student.” You can edit any of the listed student’s information by clicking the pencil icon on the right. Click “Next.”

English

Students Assistance Household Review Details

Assistance

Do you receive any assistance from SNAP, TANF, or FDIPIR?
 Yes No

Benefits Received * required

What type of benefits do you receive?
 FDIPIR SNAP TANF

What is your EDG number?
EDG Number

Previous **Next**

Step 7:

If you receive any assistance from SNAP, TANF or FDIPIR click “Yes,” if not, click “No.” If yes, select which benefits and enter your EDG number. Click “Next.”

How to Apply for Meal Benefits cont.

Complete this process on a computer.

English

Select students from your SchoolCafé account

Please select any students you have already added to your account and answer a few basic questions in order to speed up the application process.

Student Name

Are there any other students in your household?
 Yes No * required

Do any of the students in your household receive income?
 Yes No * required

Are any of these students Foster, Homeless, Migrant, Runaway, or Head Start children?
 Yes No * required

Do you receive any assistance from SNAP, TANF, or FDIPIR?
 Yes No * required

Note: The information on this application will be sent directly to your district. Please contact their Child Nutrition office if you have any problems filing out your application.

Previous

Step 5:

Select the checkbox next to the student noted. Answer “Yes” or “No” to the questions below. Click “Next.”

Students

Enter all K-12 students in your household

<input checked="" type="checkbox"/>	Student Name School, Grade Date of Birth Gross Income Foster/Homeless/Migrant/Runaway/Head Start	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Student Name School, Grade Date of Birth Gross Income Foster/Homeless/Migrant/Runaway/Head Start	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Student Name School, Grade Date of Birth Gross Income Foster/Homeless/Migrant/Runaway/Head Start	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Student Name School, Grade Date of Birth Gross Income Foster/Homeless/Migrant/Runaway/Head Start	<input type="checkbox"/>

Step 6:

All the students living in your household will appear on this page. If there are students in your household that are not listed, click “Add a Student.” You can edit any of the listed student’s information by clicking the pencil icon on the right. Click “Next.”

English

Students Assistance Household Review Details Sub

Assistance

Do you receive any assistance from SNAP, TANF, or FDIPIR?
 Yes No

Benefits Received * required

What type of benefits do you receive?
 FDIPIR SNAP TANF

What is your EDG number?
EDG Number

Previous

Step 7 (Option 1):

If you receive any assistance from SNAP, TANF or FDIPIR click “Yes,” select which benefits and enter your EDG number. Click “Next.”

English

Students Assistance Household Review Details Sub

Assistance

Do you receive any assistance from SNAP, TANF, or FDIPIR?
 Yes No

Previous

Step 7 (Option 2):

Select “No” if you do not receive any assistance from SNAP, TANF, or FDIPIR. Click “Next.”

How to Apply for Meal Benefits cont.

Complete this process on a computer.

Students Assistance Household Review Details

Update Applicant

First Name
Applicant/Parent/Guardian **First Name**

Last Name
Applicant/Parent/Guardian **Last Name**

Does this member receive income?

Yes No * required

Cancel Add this Member

Step 8:

The applicant's first and last name will be displayed. Click "Yes" or "No" if this household member receives income.

Update Applicant

First Name
Applicant/Parent/Guardian **First Name**

Last Name
Applicant/Parent/Guardian **Last Name**

Does this member receive income?

Yes No

If this household member receives income, please enter the amount and frequency

\$ Gross Income (Work)	Frequency	▼	×
\$ Gross Income (Assistance)	Frequency	▼	×
\$ Gross Income (Other)	Frequency	▼	×

Cancel Add this Member

Step 9:

If this household receives income, click "Yes" and enter the income amounts AND the frequency.

How to Apply for Meal Benefits cont.

Complete this process on a computer.

Household

Please list all household members and any income they may receive below so that we can determine your household size/income. To speed things up we've already added your students that you entered earlier.

Add Household Member

- Household Member Name (student)
Gross Income: None
- Household Member Name (student)
Gross Income: None
- Household Member Name (student)
Gross Income: None
- Household Member Name (student)
Gross Income: None
- Household Member Name (applicant)
Gross Income: \$XX.XXX.XX (frequency)

Previous Next

Step 10:

All members of the household should be displayed, along with income. It is imperative that ALL members of the household, no matter the age, are included on the application. Click “Add Household Member” to add another member.

ay r ready

Add Household Member

First Name

Last Name

Does this member receive income?

Yes No

If this household member receives income, please enter the amount and frequency

\$ Gross Income (Work) Frequency

\$ Gross Income (Assistance) Frequency

\$ Gross Income (Other) Frequency

Cancel Add this Member

Step 11:

Enter the name and income information for each added household member.

How to Apply for Meal Benefits cont.

Complete this process on a computer.

This screenshot shows the 'Household' section of the application. At the top, there is a blue button labeled 'Add Household Member'. Below this, a list of household members is displayed, each with a person icon, their name (either 'student' or 'applicant'), and their gross income. The fifth member is the applicant, with a gross income of '\$XX.XXX.XX (frequency)'. At the bottom right, a green 'Next' button is highlighted with a red box.

Step 12:

All members, including the ones you may have added, should be displayed.

Click “Add Household Member” if more members

need to be added.

Click “Next” to move forward.

This screenshot shows the 'Review' page for students. The top navigation bar includes 'Students', 'Assistance', 'Household', 'Review', 'Details', and 'Submit'. The 'Review' section is active. Below the navigation, there is a 'Go Back to Students' button. The main content area lists four students, each with a green checkmark and their details: Student Name, School, Grade, Date of Birth, Gross Income, and Foster/Homeless/Migrant/Runaway/Head Start status. At the bottom right, a green 'Next' button is highlighted with a red box.

Step 13:

Review the student information, if changes need to be made,

click “Go Back to Students.”

If not, click “Next.”

This screenshot shows the 'Optional Info' page. The top navigation bar includes 'Students', 'Assistance', 'Household', 'Review', 'Details', and 'Submit'. The 'Details' section is active. Below the navigation, there is a 'Go Back to Students' button. The main content area is titled 'Optional Info' and includes a note: '(You do not have to complete this part to receive free or reduced priced meals.)'. There are three sections: 'Ethnicity' with radio buttons for 'Hispanic or Latino' and 'Not Hispanic or Latino'; 'Racial Identity' with checkboxes for 'Asian', 'American Indian or Alaskan Native', 'Black or African American', 'Native Hawaiian or Other Pacific Islander', and 'White'; and 'Other Benefits' with a note: 'No optional benefits exist for your district.' At the bottom, there is an 'Information Sharing' section with a checked box and a note: 'The information you give on your Free and Reduced Price School Meal Application may be shared with other programs for which your children may qualify. Your response will not impact your eligibility determination. If you do not want the information shared, please uncheck this box.' At the bottom right, a green 'Next' button is highlighted with a red box.

Step 14:

If you choose to do so, answer the questions on the “Optional Info” page.

Click “Next” to move forward.

How to Apply for Meal Benefits cont.

Complete this process on a computer.

Submit

Applicant Name

Before submitting, please fill in a few details about yourself. This information will not be shared but helps the food service office contact you with the results of your application.
An adult household member must electronically sign the application. If the household member inform section is completed, the adult signing this application should have a social security number or mark they do not have a SSN box.

Law requires us to capture the last 4 digits of your social security number for applying. If you do not have a social security number you may indicate that below.

Do you have an SSN?
 Yes No

1234 Last 4 digits of your Social Security No.

Please select the applicant signing the application.

Applicant Name Sign

Previous Submit My Application

Step 15:

To submit your application, check “yes” or “no” if you have a social security number. If “yes” enter on the line below. Select the box next to your name and click “sign.”

English

Students Assistance Household Review Details **Submit**

Submit

Applicant Name

Before submitting, please fill in a few details about yourself. This information will not be shared but helps the food service office contact you with the results of your application.
An adult household member must electronically sign the application. If the household member inform section is completed, the adult signing this application should have a social security number or mark they do not have a SSN box.

Law requires us to capture the last 4 digits of your social security number for applying. If you do not have a social security number you may indicate that below.

Do you have an SSN?
 Yes No

1234 Last 4 digits of your Social Security No.

Applicant Signature

Your application was successfully verified and signed via IP Address 10.153.23.248.

Go Back to Review Submit My Application

Step 16:

After clicking “sign” an automated version of your signature will appear. Click “Submit My Application” to finish.

English

Summary

You have successfully completed your online application!

Your application number is 10000. You can find the details of your information on the My Applications page. When processing is completed, you will receive a letter officially notifying you of the results from your district. These results will be available on the Eligibility Notifications page.

View your application

Applicant Name	Applicant Address	Applicant Phone	Applicant Email	Applicant SSN	Applicant Signature	Applicant Date	Applicant Status
John Doe	1234 Main St	555-123-4567	john.doe@email.com	1234	[Signature]	10/23/2023	Submitted
Jane Smith	5678 Oak St	555-987-6543	jane.smith@email.com	5678	[Signature]	10/23/2023	Submitted
Bob Johnson	9012 Pine St	555-234-5678	bob.johnson@email.com	9012	[Signature]	10/23/2023	Submitted
Alice Brown	3456 Elm St	555-345-6789	alice.brown@email.com	3456	[Signature]	10/23/2023	Submitted

Step 17:

After submitting your application, a summary will display as well as your application number that can be referenced for any questions.