



## How to Apply for Free and Reduced Price School Meal Benefits by Using Online Applications

- Go to [mealbenefits.ccisd.net](http://mealbenefits.ccisd.net) Or
  - [ccisd.net](http://ccisd.net)
    - Click on button “Department”
    - Click on button “Child Nutrition”
    - Click on button “Online Application” icon as shown on the right
- 2015-2016 Online Application  
Click Meal Benefits Icon to apply →
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- At this point the application is in English; however, you can choose either English or Spanish on the top right corner.
  - There are three (3) folders: Register (1<sup>st</sup> time users), Sign In (already registered and remember password), and Received Letter (received a letter from the district with a “Custom PIN #”).
  - Register as the parent **NOT** the student (If registering as the student, the application will be denied.)
    - Write down your Username and Password.
    - Click on the button “Register”.
  - Household Letter
    - Please read and when ready click on the button “Start Application”.
  - Students
    - Enter total number of students attending CCISD.
    - Enter total number of students that are foster.
    - Click on the button “Next”
    - Click on the button “Add a Student” and enter students’ information. Once all fields have been completed, click on the button “Add this Student to the Application”.
    - If any required student information is missing you will receive a message at the top of the screen in red stating what is needed.
    - If any student information was entered incorrect or if your student has not yet been fully registered by the campus, this icon  will appear next to the students’ name. Click on the icon and you will receive the message “This student was not identified by the system but will be processed manually.”
    - If you have additional students in CCISD, add each student one at a time.
    - When all students are entered, click “Next”.
  - Temporary Assistance
    - Click on either button for “Yes” or “No” regarding SNAP, TANF, or FDPIR benefits.
    - If this application is being submitted for a Homeless, Migrant (not Immigrant), or Runaway student, please call the CCISD Homeless Liaison Office at 281.284.0178.
    - Click on the button “Next”.
  - Household Members
    - The system automatically adds in the name of the person that registered. Click on Yes or No for this household member. If yes, complete the Income Type, Amount, and Frequency. (Do not list “0” for Income Types not received.)
    - Click on the button “Add Household Member to Application”.
    - Continue until all household members living in your home are added. (DO NOT list students who were added on the previous section. They will be automatically added.)
    - When all household members are added, click on the button “Next”.
  - Applicant Information
    - Since the adult household member typed in this information when registering, it should automatically fill in with the appropriate data. Please review and add phone numbers if desired.
    - Enter the last 4 digits of your Social Security Number or click on the box “I do not have a Social Security Number”.
    - After verifying the adult household member information, please click on the button “Next”.
  - Review Application
    - This screen allows the parent/guardian to review the details of their application. Modifications can be made by clicking on the “Edit” icon next to each section.
    - When the application has been reviewed, and all modifications are completed, click on the button “Next”.
  - Certify and Submit
    - Read agreement and click on box for “I am the person submitting this application”.
    - Enter your password when requested and click on the button “Verify”.
    - Click on “Submit Application”.
    - Enter your login password and click “Verify” which will provide an electronic signature.
  - To finish the application process, click on the button “Submit My Application”.
  - You will get the message “You have successfully completed your online application. Your application number is XXXX.”
  - If you are finished, click on the button “I’m finished. I would like to logout”.
  - This page will also allow you to start another application or download and print the application you just completed.
  - If you log back in to the system at any time, you will come back to this same page.