

How-To Guide and FAQ

www.EZMealApp.com

2015

Overview

EZMealApp.com is used to apply for Free and Reduced meals for eligible K-12 students. The parent or guardian logs on and supplies the required information to fulfill USDA and state guidelines. When the information is entered correctly, the application is submitted into a secure database where a unique confirmation number is sent back to the parent via email. Incomplete or non-compliant applications cannot be submitted, and if the transaction fails for any reason no confirmation number is returned.

Upon successful submission, a district foodservice employee reviews and validates the information to ensure that it is accurate and the student matches are correct.

Applying is Simple



1. Use any computer with an Internet connection
2. Instructions for each entry appear in a pop-up window prior to filling in the information
3. The applicant must click “NEXT STEP” to move forward which ensures that all fields are completed properly
4. Multiple students can be entered at one time
5. All USDA guidelines must be followed and enforced to guarantee a quick review and confirmation process

Questions? See the FAQ Section at the end of the Application Instructions

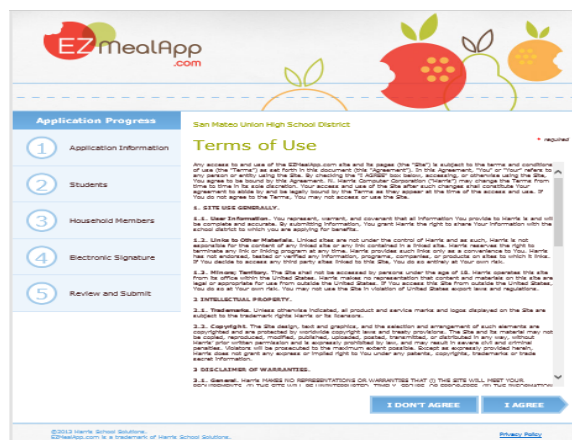
Let's get started!

- Visit www.EZMealApp.com and choose your language
- Click "Apply Today"
- Select your state and school district from the map or the drop down menu



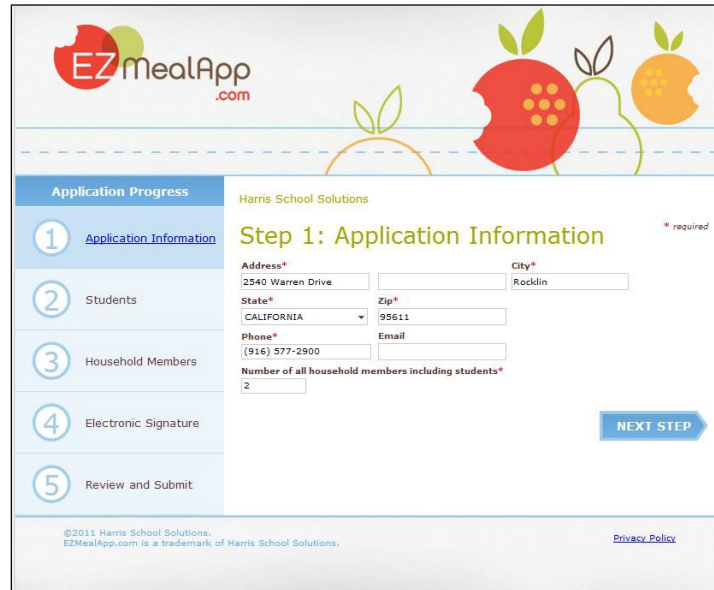
Terms of Use

The submitting party must be informed of the intent and result of the application process and sign the "End User License Agreement" (EULA). Read the agreement and Click "I ACCEPT" to move to Step 1.



Application Instructions

Step 1: Parent or guardian enters application information:



EZMealApp.com

Application Progress

- 1 Application Information
- 2 Students
- 3 Household Members
- 4 Electronic Signature
- 5 Review and Submit

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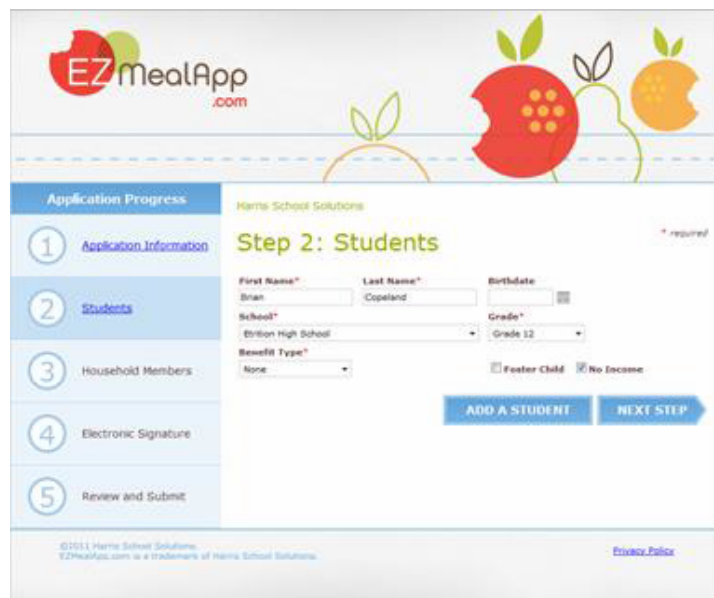
Step 1: Application Information * required

Address* 2540 Warren Drive City* Rocklin
 State* CALIFORNIA Zip* 95611
 Phone* (916) 577-2900 Email
 Number of all household members including students* 2

[NEXT STEP](#)

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Step 2: Enter the information for the student(s). If the application is for multiple students, click “ADD A STUDENT” and continue to enter individual information. Once all students are entered, click “NEXT STEP”



EZMealApp.com

Application Progress

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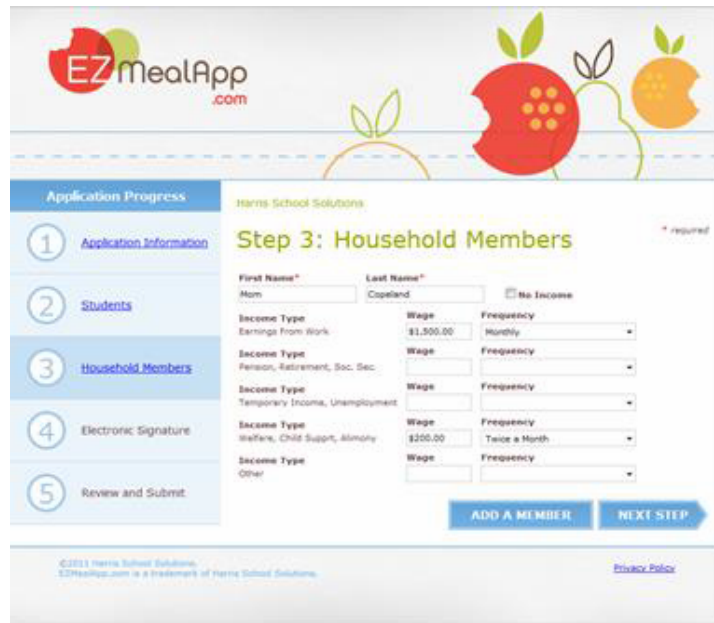
Step 2: Students * required

First Name* Brian Last Name* Copeland Birthdate
 School* Elvira High School Grade* Grade 12
 Benefit Type* None Foster Child No Income

[ADD A STUDENT](#) [NEXT STEP](#)

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Step 3: Verify household information. Complete all applicable fields.

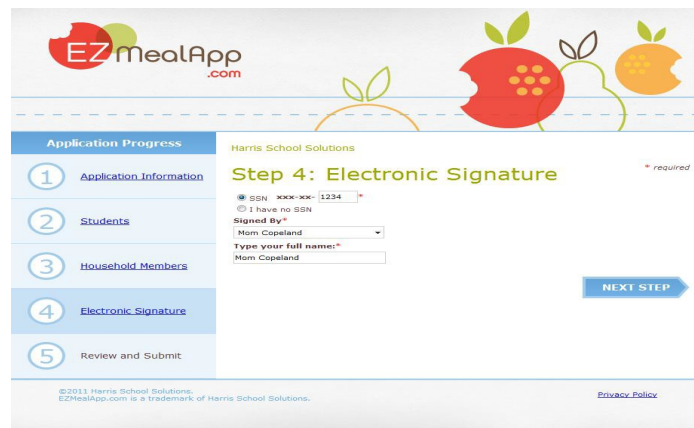


The screenshot shows the 'Step 3: Household Members' form on the EZMealApp.com website. The form includes a progress bar on the left with five steps: 1. Application Information, 2. Students, 3. Household Members (current), 4. Electronic Signature, and 5. Review and Submit. The main form area has the following fields:

- First Name***: Mom
- Last Name***: Copeland
- No Income
- Income Type**: Earnings from Work
- Wage**: \$1,500.00
- Frequency**: Monthly
- Income Type**: Pension, Retirement, Soc. Sec.
- Wage**: [empty]
- Frequency**: [empty]
- Income Type**: Temporary Income, Unemployment
- Wage**: [empty]
- Frequency**: [empty]
- Income Type**: Welfare, Child Suppt, Alimony
- Wage**: \$200.00
- Frequency**: Twice a Month
- Income Type**: Other
- Wage**: [empty]
- Frequency**: [empty]

Buttons at the bottom right include 'ADD A MEMBER' and 'NEXT STEP'. Footer text includes '©2013 Harris School Solutions. EZMealApp.com is a trademark of Harris School Solutions.' and a link to 'Privacy Policy'.

Step 4: Enter the last four digits of the applicant’s social security number (or, select “I have no SSN”) and provide electronic signature verification. The user must type their first and last name certifying that all information on this electronic application is true and that all income is reported.

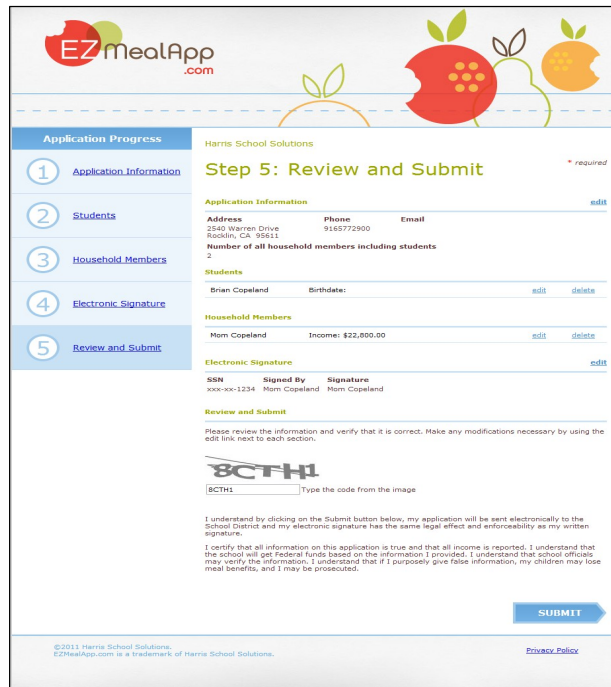


The screenshot shows the 'Step 4: Electronic Signature' form on the EZMealApp.com website. The progress bar on the left now highlights step 4. The main form area has the following fields:

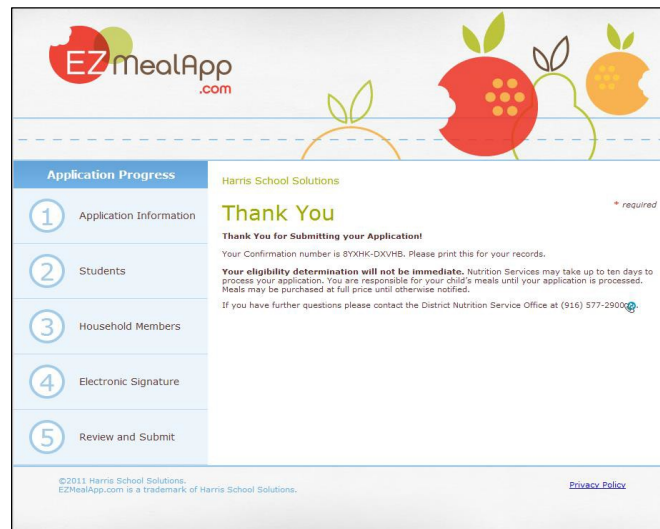
- SSN: xxx-xx-1234
- I have no SSN
- Signed By***: Mom Copeland
- Type your full name***: Mom Copeland

A 'NEXT STEP' button is located at the bottom right. Footer text includes '©2013 Harris School Solutions. EZMealApp.com is a trademark of Harris School Solutions.' and a link to 'Privacy Policy'.

Step 5: Review application information and, if correct, click “SUBMIT”:



A confirmation screen will appear and provide a confirmation number that can be referenced with the district for future inquiries regarding your application, if necessary:



FAQ for EZMealApp

Schools generally send school meal applications home at the beginning of each school year; however, you may apply for school meals at any time throughout the school year by submitting a household application through EZMealApp.com.

If you are earning at or below current Income Eligibility Guidelines, your school or local education agency will process your application and issue an eligibility determination.

Q. What is [EZMealApp](http://EZMealApp.com)?

A. [EZMealApp](http://EZMealApp.com) is an easy-to-use web-based application that guides parents or guardians through the process for free and reduced meal eligibility. A step-by-step process is in place to make sure the application is filled out completely and correctly.

Q. How do I fill-in the online application?

A. First choose your state from the map, select your school district and then follow the steps to input your information. Instructions for each task are always available in a pop-up window. Click "Next Step" to move forward.

Q. How will I know that the district received the meal application?

A. As soon as the application is submitted with all of the required information a confirmation number is automatically displayed, as well as emailed, if an e-mail address was provided. The number is unique and belongs to that specific entry; it cannot be modified. This confirms that your application was received.

Q. What if I did not get my confirmation e-mail?

A. Please allow 24-48 hours to receive your confirmation e-mail. If you do not receive confirmation, contact your Child Nutrition Office or Food Service Office and they can confirm receipt of your application based on student name or confirmation number.

Q. How will I know that the application was approved?

A. A notification letter in your selected language will be sent to you from your child's school district.

Q: How long does it take for the district to review my application?

A: The USDA guidelines state that applications must be reviewed in a timely manner by the district. An eligibility determination must be made and implemented within 10 working days of the receipt of the application. By applying with [EZMealApp](#), applications are processed quickly, particularly for children who do not have approved applications on file from the previous year.

Q. How much time does it take to complete the application online?

A. In general, it takes 15-30 minutes to apply, based on the size of your household.

Q: How much does it cost to apply?

A: There is no fee for using [EZMealApp.com](#) to submit your application. Your school district provides this service as an easy, fast, and accurate method of submitting your information. If you have additional questions, please contact your district directly.

Q: How do I know the [EZMealApp](#) site is secure?

A: [EZMealApp.com](#) has security measures in place to protect the loss, misuse, and alteration of the information under our control. The system is fully compliant with all security regulations, and information is protected by the highest security standards using a Secure Socket Layer (SSL) protocol.

Q: What does Harris do with my personal information?

A: Harris School Solutions never sells or publishes your personal information. The information provided is only used to determine eligibility. The complete Privacy Policy is available at: <https://secure.ezmealapp.com/PrivacyPolicy.aspx>

Harris School Solutions is a division of Harris Computer Systems (Harris), a fully owned subsidiary of Constellation Software Incorporated. Constellation Software Inc. (CSI) is an international provider of market leading software and services to a select number of industries, both in the public and private sectors.

Located in Rocklin, California, with additional support offices in Niagara Falls, New York; Parsons, Kansas; Wichita, Kansas and Scottsdale, Arizona, the Harris School Nutrition Solutions business unit offers comprehensive software and hardware solutions to meet the needs of school nutrition programs.

Visit us at www.harrisschoolsolutions.com