



# **Online School Meals and Summer EBT Application Website**


## **Screen by Screen**

## **Gloucester City**

## **School District**

## Creating a New Account


Select Language English ▼ [Download Parent's Guide](#) | [Online Free/Reduced Application Help](#)



Online Free/Reduced Application Entry

[Register](#) OR [Sign In](#)

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# Demographic Information

Start > Register

## Online Free/Reduced Account Registration

Complete the following information to set up your account.  
\* denotes required field

### Personal Information

First Name:\*

Middle Name:

Last Name:\*

Name Suffix:

Last 4 SSN:  \*Required if Applying for School Meals Only

No SSN:

### Address Information

Address:\*

Address Line 2:

City:\*

State:\*

Zip Code:\*

### Contact Phone Numbers

Mobile Phone:

Home Phone:

Work Phone:

## Household Information

A household member is anyone who is living with you and shares income and expenses, even if not related to you.

Household Size:\*


### Login Information

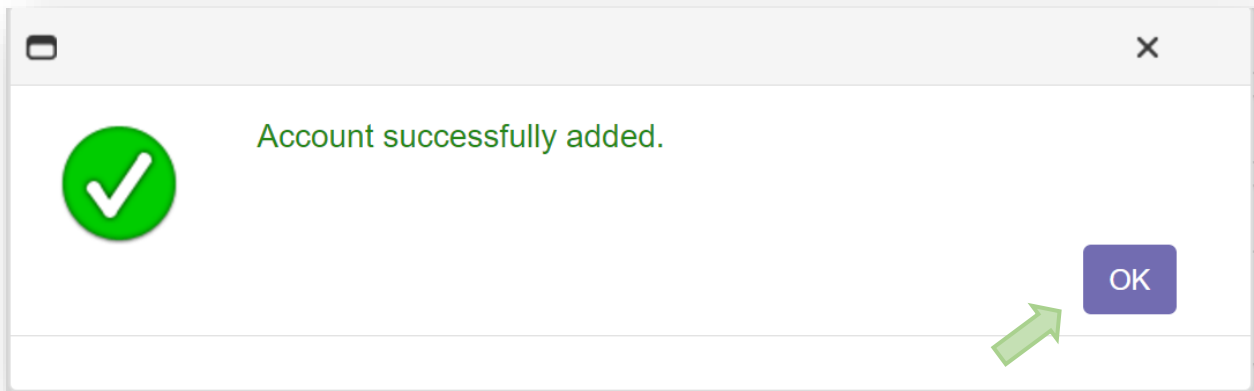
Password must be at least 6 characters.

Email Address:\*

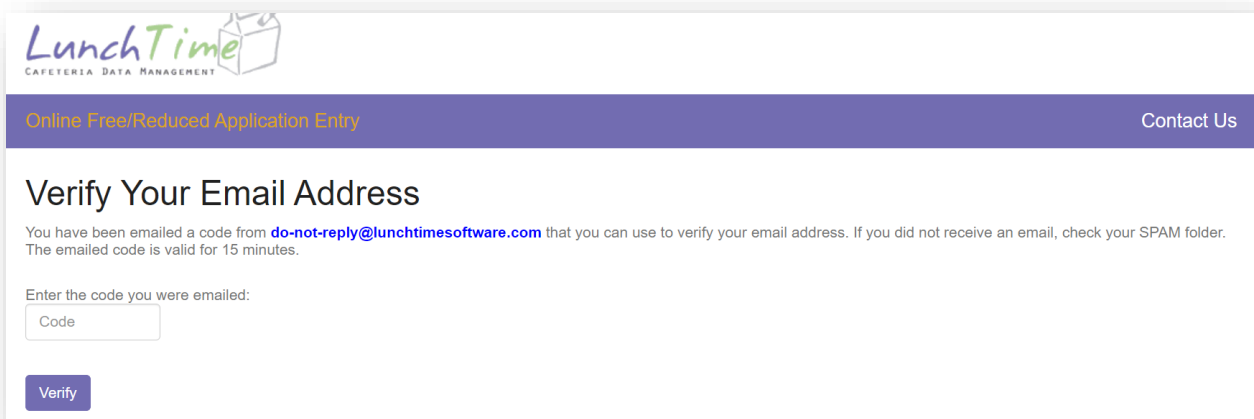
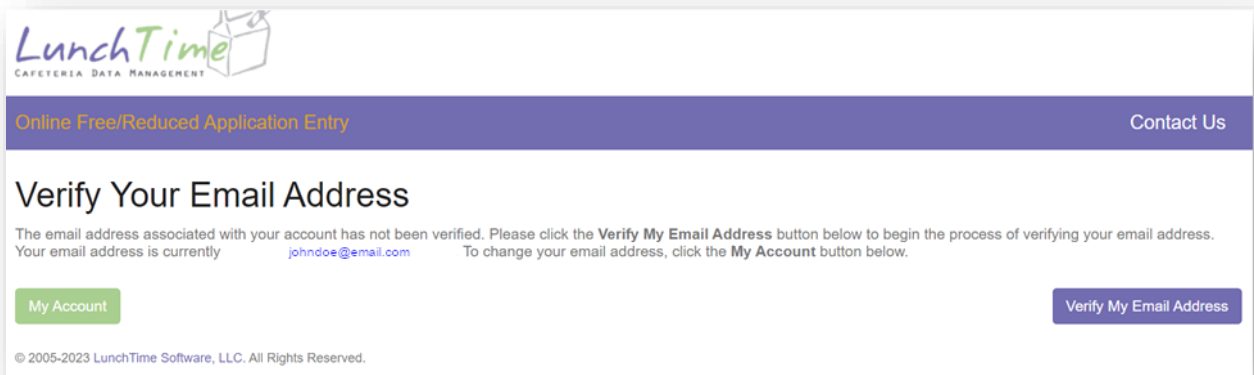
Password:\*

Confirm Password:\*



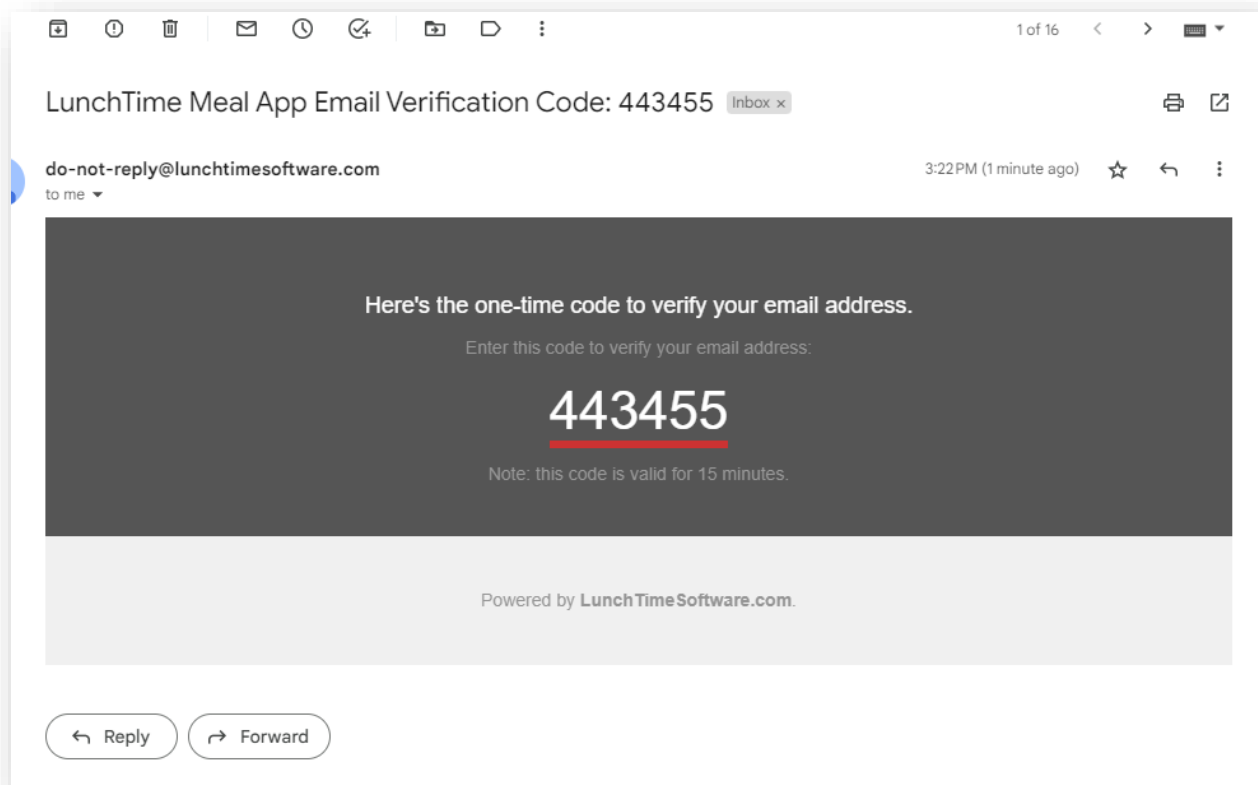


Users will be returned to the login screen. Log in to begin the verification process. An email will be sent to the email account used.

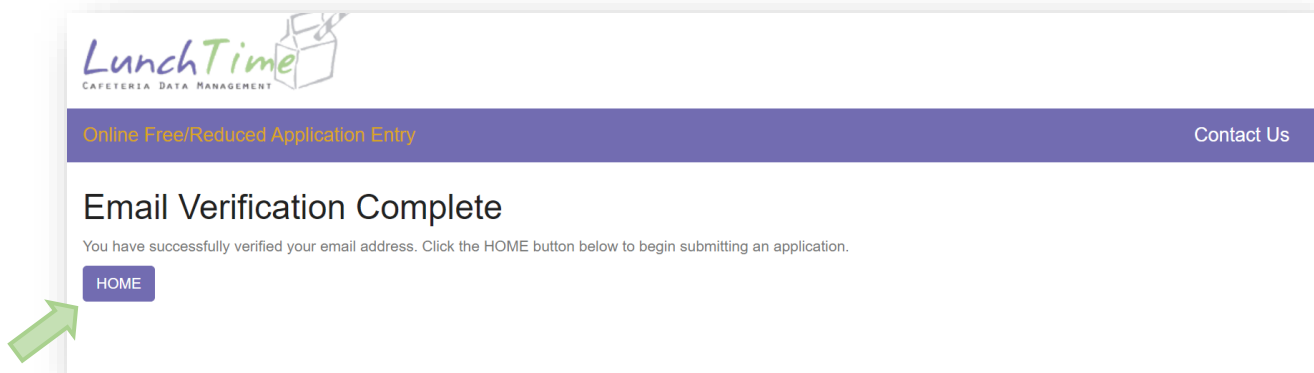


Check your email for the code that was emailed to you. Enter the code on the screen.

## Sample Email:



Once the correct code has been entered, the email address is verified. This process will only need to be completed once. Click the HOME button to continue.



# Main Screen

The screenshot displays a web application's main screen. At the top is a dark blue navigation bar with five items: 'Home', 'Account', 'Applications', 'Students', and 'Contact Us', each followed by a small downward-pointing triangle. Below the navigation bar, the word 'Start' is positioned on the left. The main content area is titled 'Home' and contains a grid of seven links, each with a blue underlined title and a brief description. The links are: 'Account' (View and make changes to your user account information.), 'Applications' (Submit an application and review pending or submitted applications.), 'Students' (Review or modify students associated with your account.), 'Contact Us' (Contact the LunchTime support team.), 'Nondiscrimination Statement' (View the Nondiscrimination Statement.), 'Privacy Policy' (View the Privacy Policy.), and 'User Guide' (View the help documentation for instructions on how to use this site.).

Home ▾ Account ▾ Applications ▾ Students ▾ Contact Us ▾

Start

## Home

**[Account](#)**  
View and make changes to your user account information.

**[Applications](#)**  
Submit an application and review pending or submitted applications.

**[Students](#)**  
Review or modify students associated with your account.

**[Contact Us](#)**  
Contact the LunchTime support team.

**[Nondiscrimination Statement](#)**  
View the Nondiscrimination Statement.

**[Privacy Policy](#)**  
View the Privacy Policy.

**[User Guide](#)**  
View the help documentation for instructions on how to use this site.

## Nondiscrimination Statement:

Home ▾ Account ▾ Students ▾ Contact Us ▾

Start > Nondiscrimination Statement

### Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

(1) mail:  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

(2) fax: (833) 256-1665 or (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

Close

## Privacy Statement:

Home ▾ Account ▾ Students ▾ Contact Us ▾

Start > Privacy Policy

### Privacy Policy

The Richard B. Russell National School Lunch Act requires that we use information from this application to see who qualifies for free or reduced price meals. We can only approve complete forms. We may share your eligibility information with education, health, and nutrition programs to help them deliver program benefits to your household. Inspectors and law enforcement may also use your information to make sure that program rules are met. Please be sure to provide the last four numbers of the Social Security number of the adult household member who signs the application. If the adult does not have one, 'Check if no Social Security Number.' Applications for a foster child do not need to list a Social Security number. Applications for children in households receiving Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF) or Food Distribution Program on Indian Reservations (FDPIR) do not need to list a Social Security number. Some children qualify for free meals without an application. Please contact your school to get free meals for a foster child, and children who are homeless, migrant, or runaway.

Close

## Online Free and Reduced Application Help using Contact Form

Please complete the form and our support team will reply. Additional help is available using the User Guide

Home ▾ Account ▾ Students ▾ Contact Us ▾

Start > Contact Us

### Contact Us

Please fill out the form below which will be provided to our customer service team.

Name:	Parent Name
Email Address:	parentemail@email.com
Contact Phone:	<input type="text"/>
School:	<input type="text"/>
School City:	<input type="text"/>
School State:	<input type="text"/>
Comments:	<input type="text"/>



# Students

Home ▾ Account ▾ Students ▾ Contact Us ▾


Start > Your Students

## Your Students

All students assigned to your account are shown below.

Name	School District	School	Grade
No Students			

Close Add Student



Home ▾ Account ▾ Students ▾ Contact Us ▾


Start > Your Students > School Search

## Find Your Student

To search for your student, start by entering the zip code of the school your student attends.

School Zip Code:

Back Continue



Home ▾ Account ▾ Students ▾ Contact Us ▾


Start > Your Students > School Search > School Selection

## Find Your Student

Schools located in the entered zip code are shown below. Click the Select link next to the school your student attends.

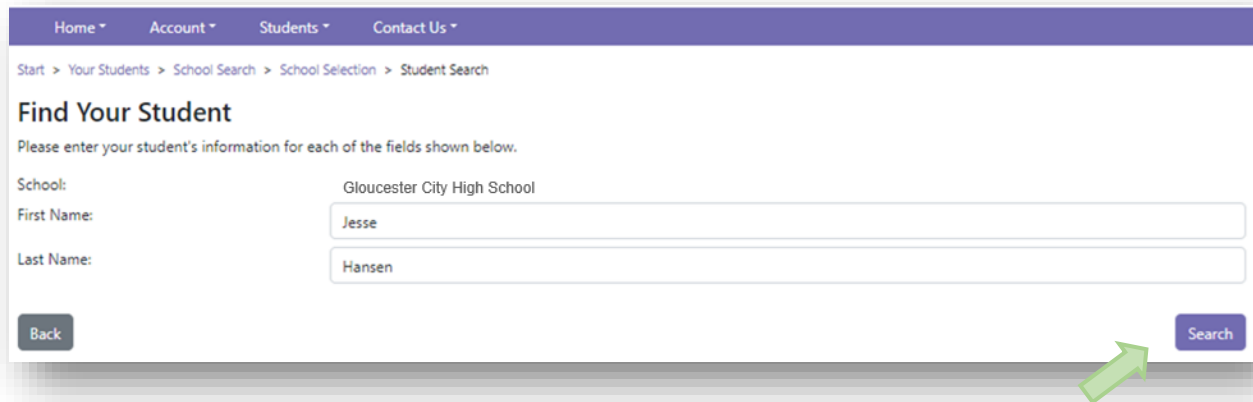
	School	City	State	Zip Code
<a href="#">Select</a>	Chance Light	Gloucester City	NJ	08030
<a href="#">Select</a>	CSS	Gloucester City	NJ	08030
<a href="#">Select</a>	ECC	Gloucester City	NJ	08030
<a href="#">Select</a>	Gloucester City High School	Gloucester City	NJ	08030
<a href="#">Select</a>	Gloucester City Jr. High School	Gloucester City	NJ	08030
<a href="#">Select</a>	Gloucester City Middle School	Gloucester City	NJ	08030
<a href="#">Select</a>	MEC	Gloucester City	NJ	08030

Back



Available schools will be displayed. Click on the blue **SELECT** to the left of your students' school.

Enter the Required information and Click on the **Search** button in the lower right.



Home ▾ Account ▾ Students ▾ Contact Us ▾

Start > Your Students > School Search > School Selection > Student Search

### Find Your Student

Please enter your student's information for each of the fields shown below.

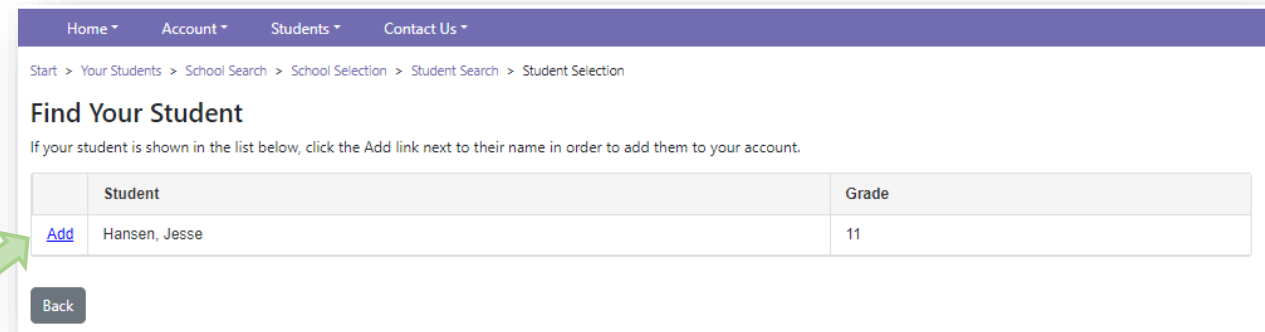
School: Gloucester City High School

First Name: Jesse

Last Name: Hansen

Back Search

Verify the information and Click on the blue **Add** to the left of your students' name.



Home ▾ Account ▾ Students ▾ Contact Us ▾

Start > Your Students > School Search > School Selection > Student Search > Student Selection

### Find Your Student

If your student is shown in the list below, click the Add link next to their name in order to add them to your account.

	Student	Grade
<a href="#">Add</a>	Hansen, Jesse	11

Back

You will be returned to the Your Students Page. Add additional students as needed. Click Close when done to return Home.

# Applications

Home Account Applications Income Surveys Pass on Application Students Contact Us

Start > Your Applications

## Your Students

Please add all students to your account before starting an application.

	Name	School District	School	Grade
<a href="#">Remove</a>	Hansen, Jesse	Gloucester City School District	Gloucester City High School	11
<a href="#">Remove</a>	Hansen, Joey	Gloucester City School District	Gloucester City Middle School	5

[Add Student](#)

## Your Applications

Students that attend different school districts cannot appear on the same application.

	Application ID	Application Status	# Of Students	School District	Application State	Software Status
<b>No Applications</b>						

[Close](#) [Start New Application](#)



Click Start New Application

## Review Demographics

Complete all required fields (as indicated by **\***) in the Demographics Page.

Home Account Applications Income Surveys Pass on Application Students Contact Us

Start > Your Applications > Demographics

### Application Demographics

Complete the information below to start the process of adding a new application or editing an existing application.  
\* denotes required field

Application ID: New Application

First Name\* Jane

Middle Name:

Last Name\* Doe

Name Suffix:

Last 4 SSN\* 1234

No SSN:

Address\* 1300 Market Street

Address Line 2:

City\* Gloucester City

State\* NJ

Zip Code\* 08030

Mobile Phone: 856-456-7000

Home Phone:

Work Phone:

### Household Information

A household member is anyone who is living with you and shares income and expenses, even if not related to you.

Household Size\* 3

### Additional Applicant Information

Please check the box below if you are applying for benefits for yourself on this application. Only check this box if you are a student.

I will be listed as a student on this application.

Back Continue

This information was initially entered as part of creating an account. This page is intended for Review and Confirmation.

## Assign Students

Click [Add](#) to add each student to the Application

Home - Account - Applications - Income Surveys - Pass on Application - Students - Contact Us -

Start > Your Applications > Demographics > Students

### Assign Students

Please add each student individually by clicking the Add link next to their name or click the Add All Students button if you want to add all of your students to this application. Each student on the application must attend the same school district. Each student may only appear on one application in your account. If a student is not appearing in the list of available students, either the school district is not currently accepting applications or the student exists on another application in your account.

	Name	School District	School	Grade
<a href="#">Add</a>	Hansen, Jesse	Gloucester City School District	Gloucester City High School	11
<a href="#">Add</a>	Hansen, Joey	Gloucester City School District	Gloucester City Middle School	5

**Students on this Application** [Add All Students](#)

Click the Remove link next to any student you wish to remove from this application.

Application ID: 73283

Name	School District	School	Grade
No Students			

[Back](#) [Continue](#)

Home - Account - Applications - Income Surveys - Pass on Application - Students - Contact Us -

Start > Your Applications > Demographics > Students

### Assign Students

Please add each student individually by clicking the Add link next to their name or click the Add All Students button if you want to add all of your students to this application. Each student on the application must attend the same school district. Each student may only appear on one application in your account. If a student is not appearing in the list of available students, either the school district is not currently accepting applications or the student exists on another application in your account.

Name	School District	School	Grade
No Students			

**Students on this Application** [Add All Students](#)

Click the Remove link next to any student you wish to remove from this application.

Application ID: 73283

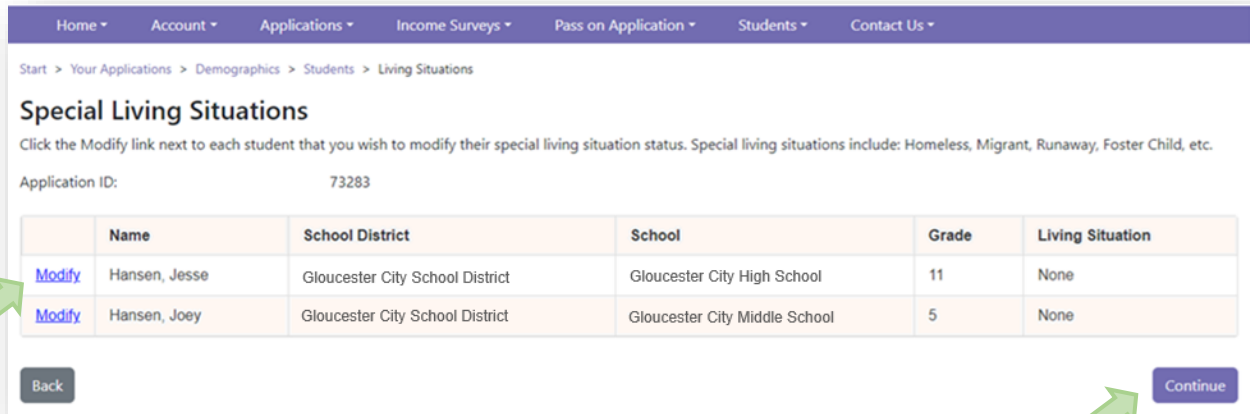
	Name	School District	School	Grade
<a href="#">Remove</a>	Hansen, Jesse	Gloucester City School District	Gloucester City High School	11
<a href="#">Remove</a>	Hansen, Joey	Gloucester City School District	Gloucester City Middle School	5

[Back](#) [Continue](#)

Click Continue when done.

## Special Living Situations

If the student is a Foster Child, is Homeless, is a Runaway, or is Migrant use the [Modify](#) link next to the students name to indicate these special situations.



Home Account Applications Income Surveys Pass on Application Students Contact Us

Start > Your Applications > Demographics > Students > Living Situations

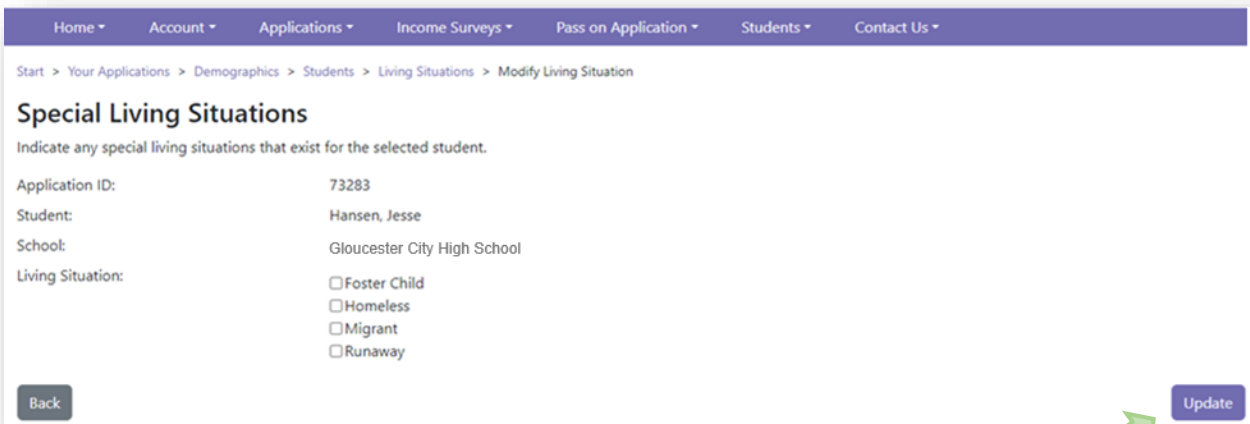
### Special Living Situations

Click the Modify link next to each student that you wish to modify their special living situation status. Special living situations include: Homeless, Migrant, Runaway, Foster Child, etc.

Application ID: 73283

	Name	School District	School	Grade	Living Situation
<a href="#">Modify</a>	Hansen, Jesse	Gloucester City School District	Gloucester City High School	11	None
<a href="#">Modify</a>	Hansen, Joey	Gloucester City School District	Gloucester City Middle School	5	None

Back Continue



Home Account Applications Income Surveys Pass on Application Students Contact Us

Start > Your Applications > Demographics > Students > Living Situations > Modify Living Situation

### Special Living Situations

Indicate any special living situations that exist for the selected student.

Application ID: 73283

Student: Hansen, Jesse

School: Gloucester City High School

Living Situation:

- Foster Child
- Homeless
- Migrant
- Runaway

Back Update

Click Continue or Update and then Continue

## Children's Racial and Ethnic Identities (OPTIONAL)

Home Account Applications Income Surveys Pass on Application Students Contact Us

Start > Your Applications > Demographics > Students > Living Situations > Racial and Ethnic

### Children's Racial and Ethnic Identities (Optional)

It is a requirement to ask for information about your children's race and ethnicity. This information is important and helps to make sure the community is fully served. Responding to this section is optional and does not affect your children's eligibility for free or reduced price meals.

Application ID: 73283

**Ethnicity (check one):**

Hispanic or Latino Not Hispanic or Latino

**Race (check one or more):**

American Indian or Alaskan Native Asian Black or African American Native Hawaiian or Other Pacific Islander White

Back Continue

Click on the appropriate boxes, and/or click Continue to skip these questions.

## Assistance Programs

If a family participates in an assistance program, completion of the Household Income section is not required.

Home Account Applications Income Surveys Pass on Application Students Contact Us

Start > Your Applications > Demographics > Students > Living Situations > Racial and Ethnic > Assistance

### Assistance Programs

If anyone in your household participates in SNAP, TANF, or FDPIR, all students on your application are eligible to receive free meals.

A household is defined as a group of people, related or unrelated, that usually live together and share income and expenses. This includes grandparents or other extended family members that are living with you. It also includes people that are not currently living with you, but are only away on a temporary basis, like kids that are away at college. It includes people regardless of age or whether they earn or receive income.

If anyone in your household (including you) currently participates in any of the following programs, please select one or more of the checkboxes below. If not, click Continue.

Application ID: 73283

Supplemental Nutrition Assistance Program (SNAP)

Case Number

Temporary Assistance for Needy Families (TANF)

Food Distribution Program on Indian Reservations (FDPIR)

Back Continue

If an Assistance Program was selected, the Household Members and Income sections below will be skipped.

## Household Members

Begin to enter the Household Members by clicking the **Add Household Member** button. Please include all members of the household including those with zero incomes such as young children. Note: this section is not applicable if an assistance program was selected.

Home ▾ Account ▾ Applications ▾ Income Surveys ▾ Pass on Application ▾ Students ▾ Contact Us ▾

Start > Your Applications > Demographics > Students > Living Situations > Racial and Ethnic > Assistance > Household

### Household Members

Please list all members of your household. The total number of people listed on this screen must be the same as the household size specified on the demographics screen. The applicant and student(s) have been automatically added to this list and cannot be removed.


Application ID: 73283  
Household Size: 3

	Name	Source
	Doe, Jane	Applicant
	Hansen, Jesse	Student
	Hansen, Joey O	Student

Once all household members have been added, click continue to advance to the income summary page.

[Add Household Member](#)

[Back](#) [Continue](#)



Click Continue when all Household members are listed.



## Household Income

Each Household Member is listed. For each member, click [Add Income](#) to report all income for that member.

Start > Your Applications > Demographics > Students > Living Situations > Racial and Ethnic > Assistance > Household > Income

### Household Income

Please enter all income for each member of your household.

Application ID: 73284

#### Household Income Summary

	Name	Annual Income
<a href="#">Add Income</a>	Doe, Jane	\$0.00
<a href="#">Add Income</a>	Hansen, Jesse	\$0.00
<a href="#">Add Income</a>	Hansen, Joey O	\$0.00
Total Annual Household Income:		\$0.00

#### Income Entries

Name	Frequency	Type	Amount
No Income			

[Back](#) [Continue](#)

Add the first income source and click Update.

Start > Your Applications > Demographics > Students > Living Situations > Racial and Ethnic > Assistance > Household > Income > Detail

### Income Detail Entry

Please complete the items below to add additional income for the selected household member.  
Income is defined as Gross Income, meaning all the money you earn before taxes and other deductions are subtracted.

Application ID: 73284

Household Member: **Jane Doe**

Income:

Frequency:

- Weekly
- Every Two Weeks
- Twice Per Month
- Monthly
- Once a Year

Income Type:

- Work Earnings Amount
- Self Employed Income
- Welfare, Child Support, Alimony
- Pensions, Retirement, Social Security
- Other Income

[Back](#) [Update](#)

## Additional Income Sources

Continue to use the Add Income link until all sources of income have been added. Click Continue when finished.

Start > Your Applications > Demographics > Students > Living Situations > Racial and Ethnic > Assistance > Household > Income

### Household Income

Please enter all income for each member of your household.

Application ID: 73284


#### Household Income Summary

	Name	Annual Income
<a href="#">Add Income</a>	Doe, Jane	\$27,300.00
<a href="#">Add Income</a>	Hansen, Jesse	\$0.00
<a href="#">Add Income</a>	Hansen, Joey O	\$0.00
Total Annual Household Income:		\$27,300.00

#### Income Entries

	Name	Frequency	Type	Amount
<a href="#">Remove</a>	Doe, Jane	Every Two Weeks	Work Earnings Amount	\$800.00
<a href="#">Remove</a>	Doe, Jane	Monthly	Welfare, Child Support, Alimony	\$500.00
<a href="#">Remove</a>	Doe, Jane	Once a Year	Other Income	\$500.00

[Back](#) [Continue](#)



## Other Benefits

Schools may share Information with external programs. To Opt out of programs, applicants will check the box.

For all NJ schools, the option to Opt Out of Summer EBT benefits is available.

Start > Your Applications > Demographics > Students > Living Situations > Racial and Ethnic > Assistance > Household > Income > Other Benefits

### Other Benefits

The ability to share the information entered on this application exists with the programs listed below. Please check the box next to any programs you'd like to provide the information entered on this application.


Application ID: 73284

Opt Out of Summer EBT benefits  
If you choose to opt out of Summer EBT benefits, please check the this box. Doing so will mean you will not receive Summer EBT funds.

Back Continue

## Error Message

You may receive an error message if the total number of Household Members is not equal to the Household size indicated in the Demographics Screen. Continue to add Household Members until the total matches the Household size.

 The number of household members must match the household size you specified on the demographics screen.

Close

## Confirm Application Information

Review all the information in the Application. Use the Back button to go back to a previous section to make any necessary changes.

Start > Your Applications > Demographics > Students > Living Situations > Racial and Ethnic > Assistance > Household > Income > Other Benefits > Confirm

### Confirm Application Information

Please review and verify the information shown on this page. If everything is correct, click the Submit Application button.

Application ID:	73284	Household Size:	3
Name:	Doe, Jane	Mobile Phone:	856-456-7000
Last 4 SSN:	1234	Home Phone:	
		Work Phone:	
Address:	1300 Market Street		
City:	Gloucester City		
State:	NJ		
Zip Code:	08030		

### Students on this Application

Name	School District	School	Grade	Living Situation
Hansen, Jesse	Gloucester City School District	Gloucester City High School	11	None
Hansen, Joey	Gloucester City School District	Gloucester City Middle School	5	None

### Children's Racial and Ethnic Identities (Optional)

Hispanic or Latino  Not Hispanic or Latino

American Indian or Alaskan Native  Asian  Black or African American  Native Hawaiian or Other Pacific Islander  White

### Assistance Programs

SNAP:

TANF:

FDPiR:

### Household Members

Name	Annual Income	
Doe, Jane	\$27,300.00	
Hansen, Jesse	\$0.00	
Hansen, Joey O	\$0.00	
Total Annual Household Income:		\$27,300.00

### Other Benefits

Opt Out of Summer EBT benefits

If you choose to opt out of Summer EBT benefits, please check the this box. Doing so will mean you will not receive Summer EBT funds.

### Final Confirmation

I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (confirm) the information. I am aware that if I purposely give false information, my children may lose meal and/or Summer EBT benefits, and I may be prosecuted under applicable State and Federal laws. For Summer EBT Only: I certify that I am not already receiving Summer EBT benefits in another State.

And

By checking the 'I Accept' box below, you are signing this Agreement electronically. You agree that your electronic signature is the legal equivalent of your manual signature on this Agreement. By checking 'I Accept' you consent to be legally bound by this Agreement's terms and conditions.

Accept

[Back](#) [Submit Application](#)

## Close Up of Final Page Details for New Jersey

The screen shots below are just close ups of the previous screen for review

### Other Benefits

Opt Out of Summer EBT benefits

If you choose to opt out of Summer EBT benefits, please check the this box. Doing so will mean you will not receive Summer EBT funds.

### Final Confirmation

I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (confirm) the information. I am aware that if I purposely give false information, my children may lose meal and/or Summer EBT benefits, and I may be prosecuted under applicable State and Federal laws. **For Summer EBT Only: I certify that I am not already receiving Summer EBT benefits in another State.**

And

By checking the 'I Accept' box below, you are signing this Agreement electronically. You agree that your electronic signature is the legal equivalent of your manual signature on this Agreement. By checking 'I Accept' you consent to be legally bound by this Agreement's terms and conditions.

I Accept

## Submit Application

Review all information. Click the “I Accept” radio button to confirm that the information provided is accurate and true to the best of your knowledge. Click the **Submit Application** button to finalize the application and submit it to the school district.

### Final Confirmation

I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (confirm) the information. I am aware that if I purposely give false information, my children may lose meal and/or Summer EBT benefits, and I may be prosecuted under applicable State and Federal laws. For Summer EBT Only: I certify that I am not already receiving Summer EBT benefits in another State.

And

By checking the 'I Accept' box below, you are signing this Agreement electronically. You agree that your electronic signature is the legal equivalent of your manual signature on this Agreement. By checking 'I Accept' you consent to be legally bound by this Agreement's terms and conditions.

I Accept

Back

Submit Application



A final screen will be displayed. By clicking the **Yes** button, no further editing will be permitted. Confirm that you wish to submit the application by clicking the **Yes** button.



Submitting this application will transfer this information to the school district for processing. No further editing of the application will be permitted. Do you want to submit the application information now?

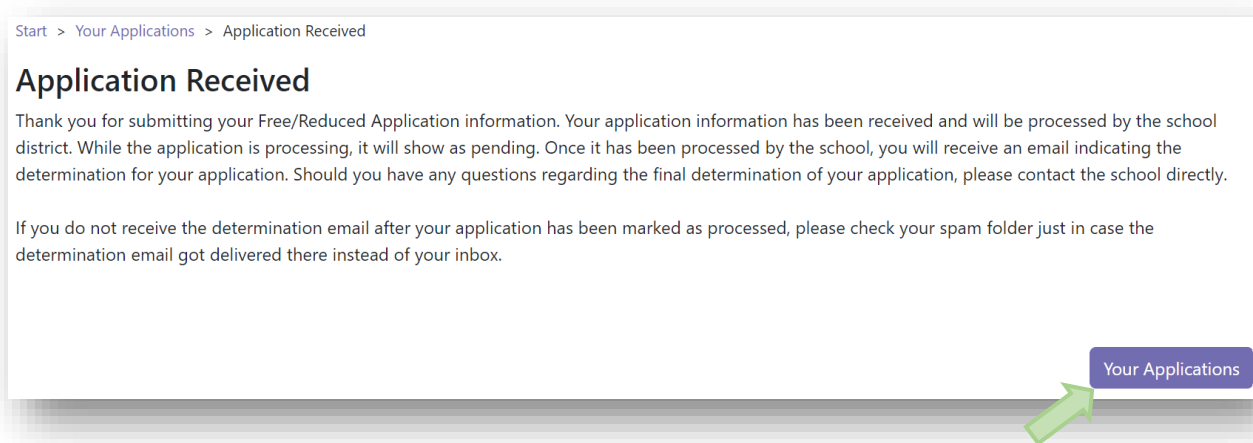
No

Yes



## Application Received

A Thank You screen will provide details regarding the next steps. An email indicating the determination for your application should arrive within 24-48 hours. Be sure to check Spam and Junk folders if you do not see this email. Schools will also follow up with a written letter sent by Email or US Postal Services.



Start > Your Applications > Application Received

### Application Received

Thank you for submitting your Free/Reduced Application information. Your application information has been received and will be processed by the school district. While the application is processing, it will show as pending. Once it has been processed by the school, you will receive an email indicating the determination for your application. Should you have any questions regarding the final determination of your application, please contact the school directly.

If you do not receive the determination email after your application has been marked as processed, please check your spam folder just in case the determination email got delivered there instead of your inbox.

[Your Applications](#)

Clicking the Your Application button will return you to the Applications section of the Home Page