

Instructions on how to complete the Online Application in Skyward

1) Log onto the district website at www.perryschools.org

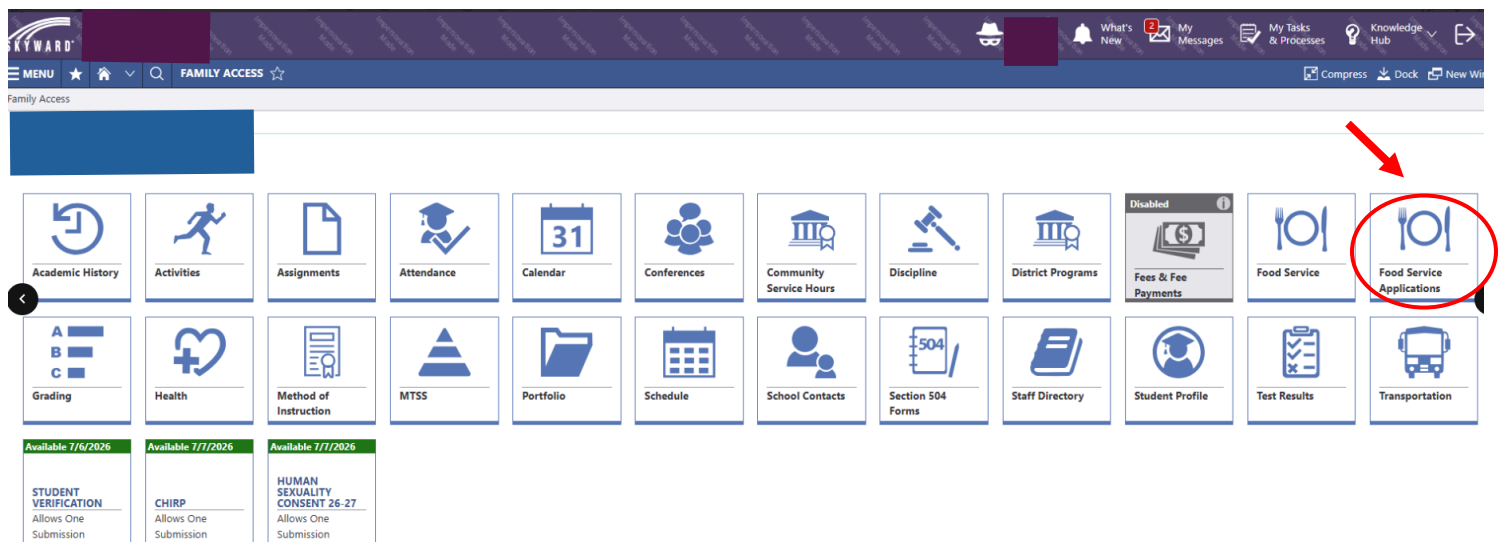
2) Select Skyward



3) Log into Skyward by entering the username & password and Sign In

The login page for Perry Township Schools. It features the school's logo and name at the top. Below is a login form with fields for 'Username' and 'Password', a 'Show' button next to the password field, and a green 'Sign In >' button. A red circle is drawn around the 'Sign In >' button. Below the button is a link for 'Forgot your Username or Password?' and an 'OR' separator. At the bottom is a 'Sign in with Google' button.

4) Once logged in, select Food Service Application and then click on Start New Application

The 'ONLINE FOOD SERVICE APPLICATIONS' page in Skyward. The top navigation bar shows 'MENU', 'ONLINE FOOD SERVICE APPLICATIONS', and utility icons. The main area has a search bar and a 'View: Skyward Default' dropdown. Below is a table with columns: Application Date, Primary Applicant, Application Status, Submitted By, Signature Date, and Return Reason. The table is currently empty, with the text 'No records to display' at the bottom. A red circle is drawn around the 'Start New Application' button in the top right corner of the main area.

5) Review the instructions and click Next

The screenshot shows the 'Instructions' page of the 'ONLINE FOOD SERVICE APPLICATION'. The navigation bar at the top includes 'MENU', 'HOME', 'SEARCH', and 'ONLINE FOOD SERVICE APPLICATION'. Below the navigation bar, a progress bar shows the steps: 'Instructions', 'STEP 1 Household Members', 'STEP 2 SNAP/TANF', 'STEP 3 Income', 'STEP 4 Signature', 'STEP 5 Optional Benefits', and 'Review'. The 'Instructions' section contains the following text:

INSTRUCTIONS

Your child(ren) may qualify for Free or Reduced-Price if your household income falls within the limits of the Federal Income Eligibility Guidelines or your household receives existing benefits.

If you have received a Notice of Direct Certification letter for free meals, do not complete this application but do let your school know if any children in your household are not listed on the Notice of Direct Certification letter you received.

Please contact your school district if you have any questions.

At the bottom of the page, there are two buttons: 'Save & Complete Later' and 'Next >'. The 'Next >' button is circled in red.

6) **Step 1: Household Members.** List all infants, children, and students up to grade 12 who are members of the household. Click Next

The screenshot shows the 'STEP 1: Household Members' page of the 'ONLINE FOOD SERVICE APPLICATION'. The navigation bar at the top includes 'MENU', 'HOME', 'SEARCH', and 'ONLINE FOOD SERVICE APPLICATION'. Below the navigation bar, a progress bar shows the steps: 'Instructions', 'STEP 1 Household Members', 'STEP 2 SNAP/TANF', 'STEP 3 Income', 'STEP 4 Signature', 'STEP 5 Optional Benefits', and 'Review'. The 'STEP 1: LIST ALL INFANTS, CHILDREN, AND STUDENTS UP TO GRADE 12 WHO ARE MEMBERS OF YOUR HOUSEHOLD' section contains the following text:

Definition of Household Member: "Anyone who is living with you and shares income and expenses, even if not related." Children in Foster care and children who meet the definition of Homeless, Migrant or Runaway are eligible for free meals. Read How to Apply for Free and Reduced Price School Meals for more information.

The form includes a table with the following columns: 'Use Freeform Name', 'Child Name (Last, First MI)', 'Student?', 'Name of School', 'Birth Date', 'Grade Level', 'Living with parent or caretaker relative?', 'Foster Child', 'Homeless, Migrant, Runaway', and 'Actions'. There are three rows of data, each with a 'Remove Member' link. At the bottom of the page, there are three buttons: '< Previous', 'Save & Complete Later', and 'Next >'. The 'Next >' button is circled in red.

Step 2: SNAP/TANIF. If you or anyone living in your household currently participate in SNAP(Food Stamp) or TANIF add the case number. Click Next

The screenshot shows the 'STEP 2: SNAP/TANIF' page of the 'ONLINE FOOD SERVICE APPLICATION'. The navigation bar at the top includes 'MENU', 'HOME', 'SEARCH', and 'ONLINE FOOD SERVICE APPLICATION'. Below the navigation bar, a progress bar shows the steps: 'Instructions', 'STEP 1 Household Members', 'STEP 2 SNAP/TANIF', 'STEP 3 Income', 'STEP 4 Signature', 'STEP 5 Optional Benefits', and 'Review'. The 'STEP 2: DO ANY HOUSEHOLD MEMBERS (INCLUDING YOU) CURRENTLY PARTICIPATE IN ONE OR MORE OF THE FOLLOWING ASSISTANCE PROGRAMS: SNAP (FOOD STAMP) OR TAN?' section contains the following text:

If NO > Go to STEP 3. If YES > Enter a case number here then go to STEP 4 (Do not complete STEP 3)

The form includes a 'Case Number' field and an 'Assistance Source' dropdown menu. At the bottom of the page, there are three buttons: '< Previous', 'Save & Complete Later', and 'Next >'. The 'Next >' button is circled in red.

Step 3: Income. Report the household gross income. Click Next

The screenshot shows the 'STEP 3: Income' page of the 'ONLINE FOOD SERVICE APPLICATION'. The navigation bar at the top includes 'MENU', 'HOME', 'SEARCH', and 'ONLINE FOOD SERVICE APPLICATION'. Below the navigation bar, a progress bar shows the steps: 'Instructions', 'STEP 1 Household Members', 'STEP 2 SNAP/TANF', 'STEP 3 Income', 'STEP 4 Signature', 'STEP 5 Optional Benefits', and 'Review'. The 'STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS (SKIP THIS STEP IF YOU ANSWERED 'YES' TO STEP 2)' section contains the following text:

Are you unsure what to do here? Please read How to Apply for Free and Reduced Price School Meals for more information. The Sources of Income for Children section will help you with the Child Income question. The Sources of Income for Adults section will help you with the All Adult Household Members section.

A. CHILD INCOME

Sometimes children in the household earn or receive income. Please include the TOTAL income received by all children in household listed in STEP 1 here.

The form includes a 'Child Income' field and a 'How Often?' dropdown menu.

B. ALL ADULT HOUSEHOLD MEMBERS (INCLUDING YOURSELF)

List all Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total gross income (before taxes) for each source in whole dollars (no cents) only. If no income is received from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

The form includes a table with the following columns: 'Use Freeform Name', 'Household Member Name (Last, First MI)', 'Earnings From Work', 'How Often?', 'Public Assistance/Child Support/Alimony', 'How Often?', 'Pensions/Retirement/All Other Income', and 'How Often?'. There are two rows of data, each with a 'Remove Member' link. At the bottom of the page, there are three buttons: '< Previous', 'Save & Complete Later', and 'Next >'. The 'Next >' button is circled in red.

Step 4: Signature. Click Next

MENU

ONLINE FOOD SERVICE APPLICATION

Online Food Service Applications > Online Food Service Application

Instructions

STEP 1 Household Members

STEP 2 SNAP/TANF

STEP 3 Income

STEP 4 Signature

STEP 5 Optional Benefits

Review

STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE

"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 (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."

Street Address

City

State

ZIP Code

ZIP Code Add On

Phone Number

Phone Extension

Email Address

Signature of Adult

*Signature Date

< Previous

Save & Complete Later

Next >

Step 5: Optional Benefits. Click Review

MENU

ONLINE FOOD SERVICE APPLICATION

Online Food Service Applications > Online Food Service Application

Instructions

STEP 1 Household Members

STEP 2 SNAP/TANF

STEP 3 Income

STEP 4 Signature

STEP 5 Optional Benefits

Review

STEP 5: THIS SECTION DOES NOT NEED TO BE COMPLETED TO RECEIVE FREE OR REDUCED PRICE MEAL BENEFITS.

certify that I am the parent/guardian of the child(ren) for whom application is being made. My signature below authorizes the release of information on this application for textbook assistance. I give up my right of confidentiality for this purpose only. This application information will be shared with the Indiana Family and Social Services Administration pursuant to I.C. 20-33-5-2 and I.C. 12-14-28-2, solely for purposes of complying with 45 C.F.R. Parts 260 and 265.

Receive Textbook Assistance

Optional Benefit Signature Date

< Previous

Save & Complete Later

Review >

Step 6: Review all the information, and all the steps, add the signature date and Click Submit Application

ONLINE FOOD SERVICE APPLICATION

Online Food Service Applications > Online Food Service Application

InstructionsSTEP 1 Household MembersSTEP 2 SNAP/TANFSTEP 3 IncomeSTEP 4 SignatureSTEP 5 Optional BenefitsReview

STEP 1: LIST ALL INFANTS, CHILDREN, AND STUDENTS UP TO GRADE 12 WHO ARE MEMBERS OF YOUR HOUSEHOLD

Definition of Household Member: "Anyone who is living with you and shares income and expenses, even if not related." Children in Foster care and children who meet the definition of Homeless, Migrant or Runaway are eligible for free meals. Read How to Apply for Free and Reduced Price School Meals for more information.

Use Freeform Name	Child Name (Last, First MI)	Student?	Name of School	Birth Date	Grade Level	Living with parent or caretaker relative?	Foster Child	Homeless, Migrant, Runaway
☐		☐		MM/DD/YYYY		☐	☐	☐
☐		☒			05	☐	☐	☐
☐		☐		MM/DD/YYYY		☐	☐	☐

Add Member

STEP 2: DO ANY HOUSEHOLD MEMBERS (INCLUDING YOU) CURRENTLY PARTICIPATE IN ONE OR MORE OF THE FOLLOWING ASSISTANCE PROGRAMS: SNAP (FOOD STAMP) OR TANF?

If NO > Go to STEP 3. If YES > Enter a case number here then go to STEP 4 (Do not complete STEP 3)

Case Number

Assistance Source

STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS (SKIP THIS STEP IF YOU ANSWERED 'YES' TO STEP 2)

Are you unsure what to do here? Please read How to Apply for Free and Reduced Price School Meals for more information. The Sources of Income for Children section will help you with the Child Income question. The Sources of Income for Adults section will help you with the All Adult Household Members section.

A. CHILD INCOME

Sometimes children in the household earn or receive income. Please include the TOTAL income received by all children in household listed in STEP 1 here.

Child Income

0.00

How Often?

Bi-Weekly

B. ALL ADULT HOUSEHOLD MEMBERS (INCLUDING YOURSELF)

List all Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total gross income (before taxes) for each source in whole dollars (no cents) only. If no income is received from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

Use Freeform Name	Household Member Name (Last, First MI)	Earnings From Work	How Often?	Public Assistance/Child Support/Alimony	How Often?	Pensions/Retirement/All Other Income	How Often?
☐			Bi-Weekly		Bi-Weekly		Bi-Weekly
☐			Bi-Weekly		Bi-Weekly		Bi-Weekly

Add Member

Household Size

No SSN

Last Four SSN

STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE

"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 (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."

Street Address

City

State

ZIP Code

ZIP Code Add On

Phone Number

Phone Extension

Email Address

Signature of Adult

Signature Date

STEP 5: THIS SECTION DOES NOT NEED TO BE COMPLETED TO RECEIVE FREE OR REDUCED PRICE MEAL BENEFITS.

I certify that I am the parent/guardian of the child(ren) for whom application is being made. My signature below authorizes the release of information on this application for textbook assistance. I give up my right of confidentiality for this purpose only. This application information will be shared with the Indiana Family and Social Services Administration pursuant to I.C. 20-33-5-2 and I.C. 12-14-28-2, solely for purposes of complying with 45 C.F.R. Parts 260 and 265.

Receive Textbook Assistance

Optional Benefit Signature Date

RICHARD B. RUSSELL NATIONAL SCHOOL LUNCH ACT

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.

NON-DISCRIMINATION STATEMENT

This institution is an equal opportunity provider and employer.

< Previous

Save & Complete Later

Submit Application

If your household's income falls within the guidelines shown in the chart below. PLEASE APPLY NOW!

FEDERAL INCOME CHART

For School Year 2026-2027

Household				
Size		Annual	Monthly	Weekly
1		29,526	2,461	568
2		40,034	3,337	770
3		50,542	4,212	972
4		61,050	5,088	1,175
5		71,558	5,964	1,377
6		82,066	6,839	1,579
7		92,574	7,715	1,781
8		103,082	8,591	1,983
Each additional		+10,508	+876	+203
person:				