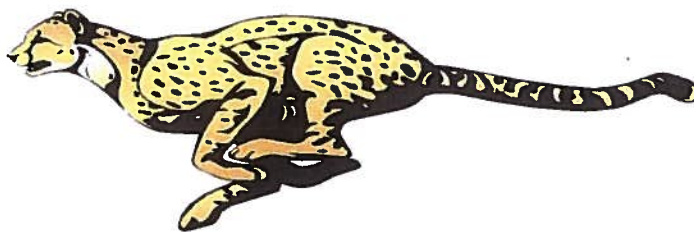


2018-2019 Free and Reduced Price Meal Applications Go Online for Faster Results

Starting July 15, 2018 online applications will be available at ezmealapp.com

Please do not submit a paper application if an online application is submitted.



Helpful tips for applying online:

1. Type **Hawaii** in Search for District, then "Hawaii Department of Education" will pop up.
2. Step 1: Application Information – Entering phone number and email is recommended in case we need to contact you. For Benefit Type, if you are applying with SNAP or TANF, please refer #7 below. If you are not, just leave it as None and go to Next.
 - ❖ If email address is entered for Application Information, a notification letter will be sent **by email**. Please check your junk / spam mail tray also.
3. Step 2: Child Household Members:
 - Student must be enrolled in a DOE school (excludes charter schools) for an application to be processed.
 - Enter the student legal names. Entering birthdates is recommended to help the system to match.
 - For non-DOE (charter, private, or college) students, click "No" for Student.
4. Step 3: Adult Household Members:
For each adult with income, enter:
 - a. Gross earnings (before taxes or deductions), and
 - b. how often the amount entered is received.
For adult without income, just click on Save after entering First Name, (middle initial) and Last Name.
5. Step 4: Child Income
If applicable, enter the total income of all Child Household. If child has no income, leave STEP 4 blank and go to Next.
6. The electronic signature must be that of an adult in the household.
7. If applying with SNAP or TANF case number:
 - a. Select SNAP or TANF in STEP 1: Application Information, under Benefit Type, and enter authorized case number.
 - b. After listing the student(s) in STEP 2: Child Household Members, the application will skip to Step 5: Electronic Signature. Adult must sign.
8. A confirmation number appears when the application is submitted. Write down this number for future reference.
9. Once the application is processed (up to 10 working days), the notification letter will be sent home either by email or school.

ezSchoolPay is also available! Go to ezschoolpay.com or install an app.

With ezSchoolPay, you can:

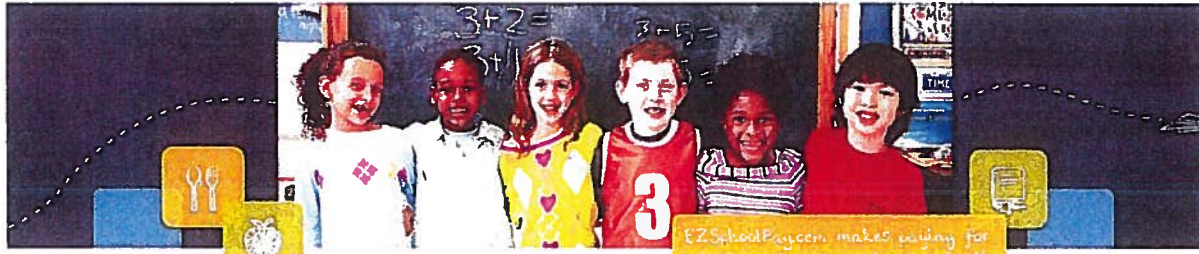
- Make online payments,
There is a minimal fee when making online payments
- Monitor account balances (set low balance alerts), and
- Monitor student's buying history

There is no cost to set up, monitor student's account.

This institution is an equal opportunity provider.

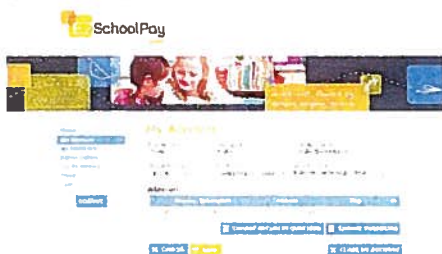
revised on 6/7/18

If needed, paper applications will be available in the office by August 20, 2018



Visit <http://ezschoolpay.com> and Log-in using your Email and Password. Is this your first time visiting our site? Register for a free account to get started! Once logged in, you will be directed to your HOME page.

From the HOME screen, to the left in the blue box is the menu:



MY ACCOUNT:

- UPDATE PERSONAL INFORMATION
- CHANGE SECURITY QUESTION
- CHANGE PASSWORD
- CLOSE MY ACCOUNT (terminates account)



MY STUDENTS:

- the PENCIL GRAPHIC (access student screen)
- CONTACT SCHOOL (send Manager an e-mail)
- ADD A STUDENT (link another student to your account)
- The CLIPBOARD GRAPHIC (view previous 30 days transaction history)
- MAKE A PAYMENT (add funds to your student's account)



Within the STUDENT SCREEN Parents can:

- Set a **LOW BALANCE EMAIL REMINDER**
CLICK on box to **SEND REMINDERS**



From the MY STUDENTS screen, to LINK STUDENT



- Click on ADD A STUDENT
- Enter Last Name and Student ID #, OR enter Last Name, First Name and Birth Date (check appropriate bubble)
- Designated student to link to account will appear, click SAVE.
- To add multiple students, repeat this process.

BILLING SETUP (from blue box on left)



- ADD CREDIT CARD(S)
*This feature is for convenience, not a requirement. You may SAVE credit card information for one or more cards on our secure site so you will not have to enter payment/billing information every time you add money your student's account.

CREDIT HISTORY



- Search and view receipts for payments made to your EZSchoolPay account for the last 6 months

STORE/PAY ONLINE

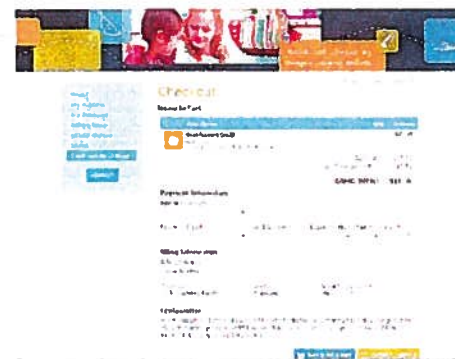


- Select VIEW ITEM



- In the AMOUNT box, enter the dollar amount you would like to add to your student's account.
- Click ADD TO CART
- You may continue to add additional items to your cart. Once you are finished, you will may PROCEED TO CHECKOUT

CHECKOUT/PAYMENT



- You may enter your credit card/billing information for a one-time payment or use your stored card(s).
- Click SUBMIT ORDER

Need additional assistance? Please visit our website www.EZSchoolPay.com for answers to frequently asked questions.

Discrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

This, at the very least, must be on all documents pertaining to school meals programs.

“This institution is an equal opportunity provider.”