

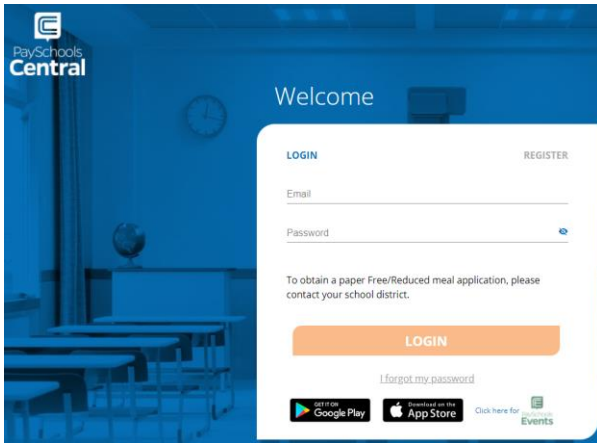


Cherry Hill Public Schools

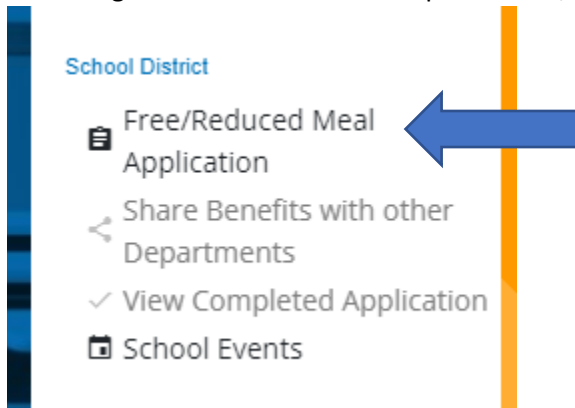
Online Free Lunch Application – Step By Step

- 1) The Free lunch application is available on our “Pay Schools Central” Website – <http://payschoolscentral.com>
**If this is your first time accessing Pay Schools Central – please follow these the following instructions to setup an account:
https://www.chclc.org/cms/lib/NJ50000493/Centricity/Domain/977/PaySchools_Central_How_to_Sign_Up.pdf

- 2) Sign in to Pay Schools Central



- 3) On the right side menu select the option “Free/Reduced Meal Application”



- 4) Enter/Confirm your Contact Information and click the orange "Continue" button

Contact Information

Contact Students Members Sign Disclosure

YOUR CONTACT INFORMATION

First Name *

- 5) Select "New Application"

Application

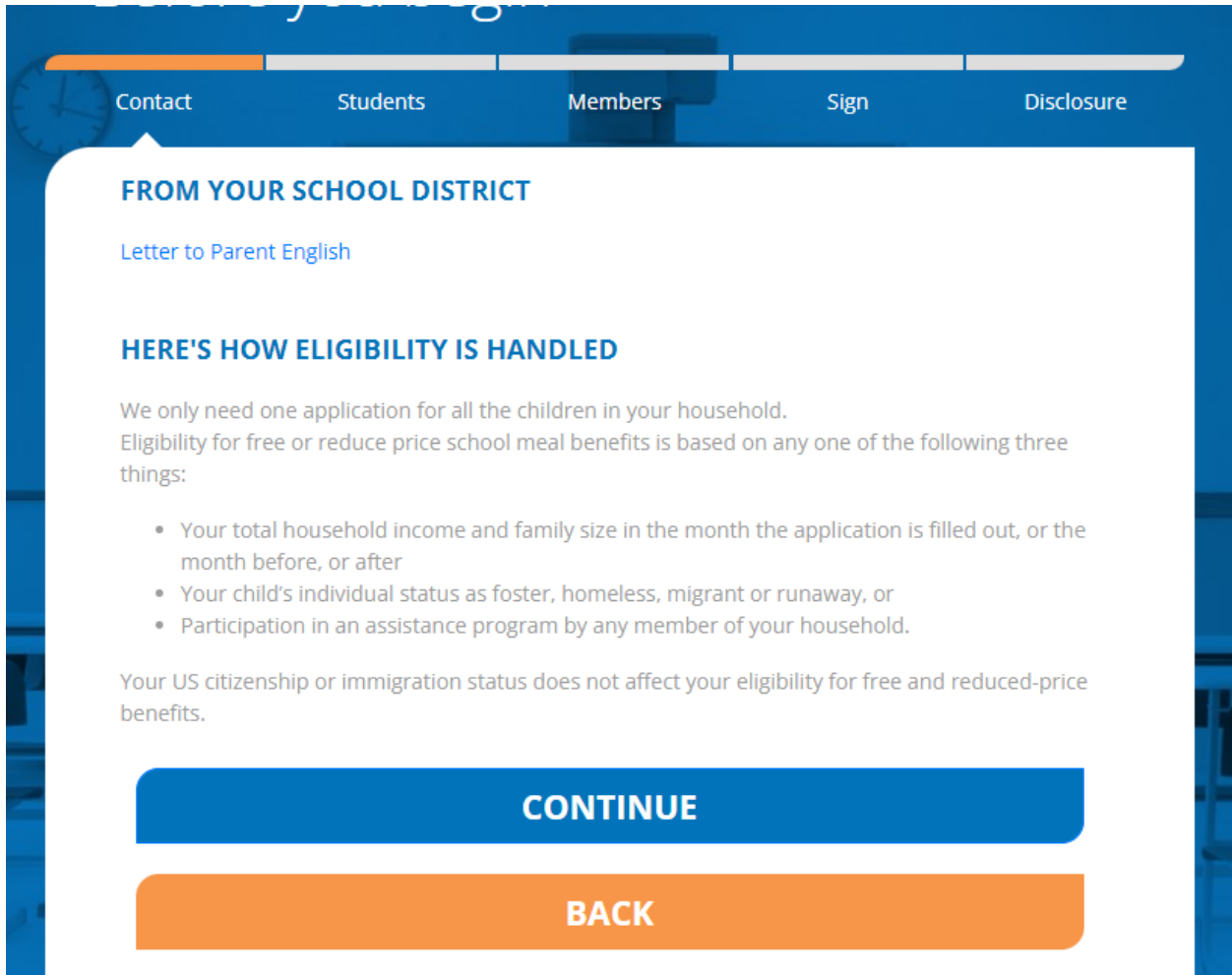
Contact Students Members Sign Disclosure

Please Choose one of the following options

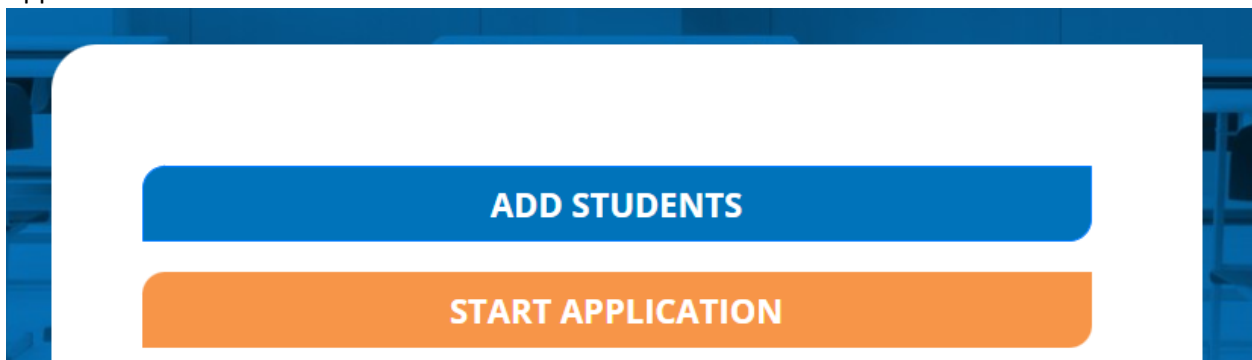
RETURN TO APPLICATION
Complete a prior Unsigned/Incomplete application

NEW APPLICATION
Begin a New Application for a Student/User

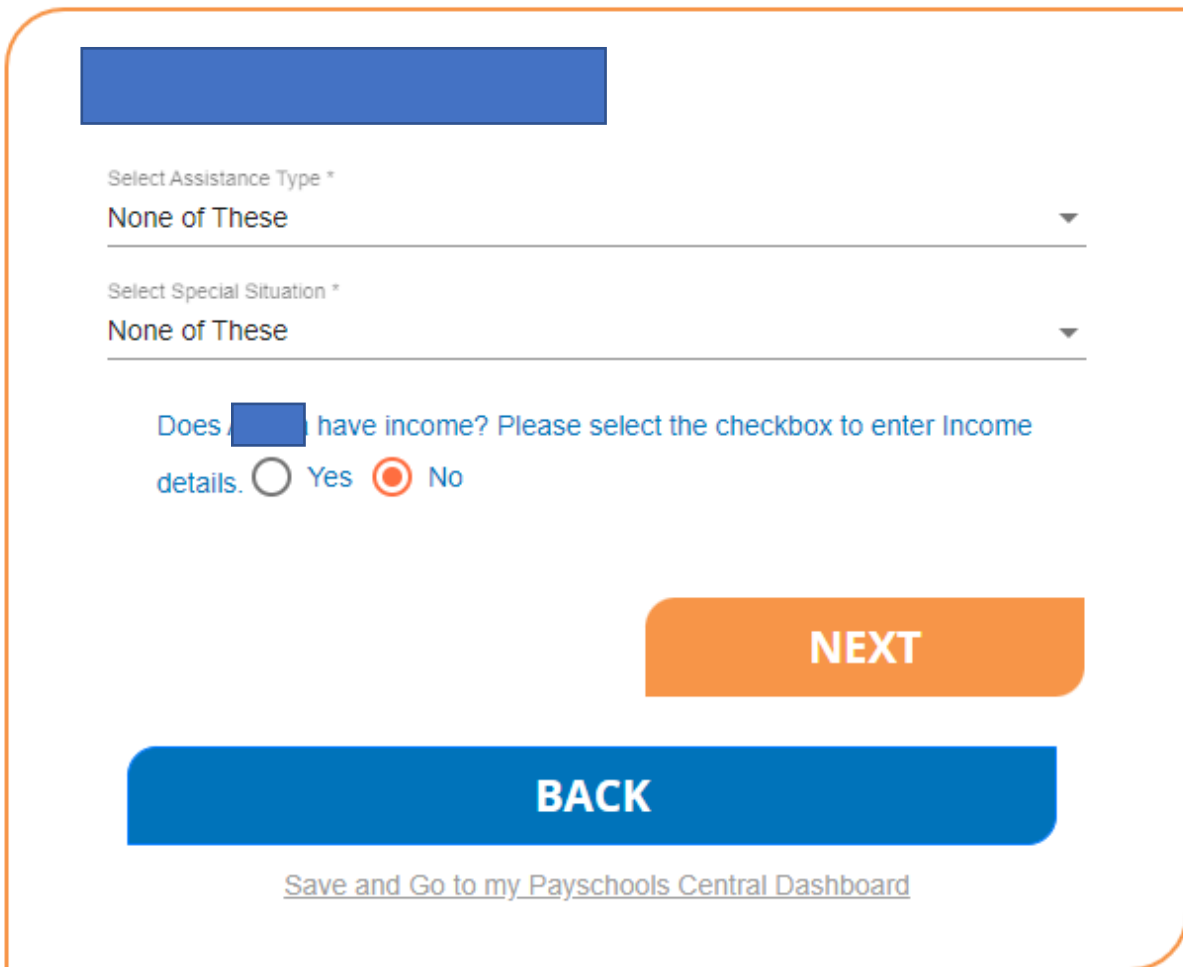
6) Read the eligibility information and press the blue “continue” button



7) Review the students listed on your application, if there are additional students in your household that are not listed click the blue “Add students” button, otherwise if the information is correct click the orange “Start Application” button.



- 8) Review the income questions listed for each student, and select the options that may apply for each student. When complete, click the orange "Next" or "Continue" button.



The screenshot shows a form with the following elements:

- A blue rectangular box at the top.
- A dropdown menu labeled "Select Assistance Type *" with "None of These" selected.
- A dropdown menu labeled "Select Special Situation *" with "None of These" selected.
- A question: "Does [redacted] have income? Please select the checkbox to enter Income details." followed by two radio buttons: "Yes" (unselected) and "No" (selected).
- An orange button labeled "NEXT" on the right side.
- A blue button labeled "BACK" at the bottom center.
- A link at the bottom: [Save and Go to my Payschools Central Dashboard](#)

9) Review the instructions Enter the “Members” of your household. When complete, click Continue

Students already added to the application from your school district MUST NOT be added in the members section.

You have been added automatically as a member to this application, but there may be additional members in your household.

Please remove or add members to this application based on this following definition.

A member is defined as:

- Students that are in grade 12 or below and attend school in another school district
- Children that attend all day care or pre-school, or are not of school age, including infants
- Anyone 18 years of age or younger living in your household that does not currently attend school
- Grandparents or other extended family members that are living with you
- Also include people that are not currently living with you, but are only away on a temporary basis, like:
 - Kids that are away at college
 - Members of your family that are in the military, and are deployed

Include people regardless of age or whether they earn or receive income.

Parent Name

ADD MEMBER

CONTINUE

10) Review the instructions, select the appropriate options, and enter income for each household member receives if applicable. Click the orange “next” or “continue” buttons

The screenshot shows a web interface with a blue header containing navigation links: Contact, Students, Members (highlighted), Sign, and Disclosure. Below the header is a white content area with a blue border. The main heading is "Lets determine if your member has state assistance or sources of income".

Do the members have income from the following sources?
Remember to report current, gross income.
There are 4 types of Income that can be reported here.

1. **Employment Income** - gross earning before deductions, include all jobs.
2. **Welfare/Child support** - Include welfare, child support and alimony payments.
3. **Government Income** - pension, social security, child SSI and permanent disability.
4. **Other** - Include withdrawals from savings account or any other income.

Parent Name

Parent Name

Select Assistance Type *
None of These

Does Marc have income? Please select the checkbox to enter Income details.
 Yes No

Income from Work (gross income)

\$ Income * Select Frequency *

11) Review the Use of Information & non discrimination statements, then click the orange “Continue” button

USDA NON 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.

CONTINUE

BACK

12) Confirm the information that was entered in your application and the certification. Click the check box next to “I Agree” and click the orange “Continue” button.

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 purposefully give false information, that my children may lose meal benefits. Deliberate misrepresentation of information may subject applicants to prosecution under applicable State and Federal law.

I Agree

CONTINUE

BACK

13) Review the additional questions, enter information requested including your Pay Schools Central Password. Then click the orange “sign” button to “Sign your application”

SIGNER: Parent Name

Please provide the last four digits of your/the signer Social Security number. If you do not have a Social Security number, please check the box below labeled 'No SSN/Not Applicable.'

Last 4 of SSN: ***-***- _____ Enter last 4 digit of SSN *

No SSN/Not Applicable

Preferred Language *

English(US) ▼

ELECTRONIC SIGNATURE

I Certify (promise) that all information on this application is true and that all income is reported

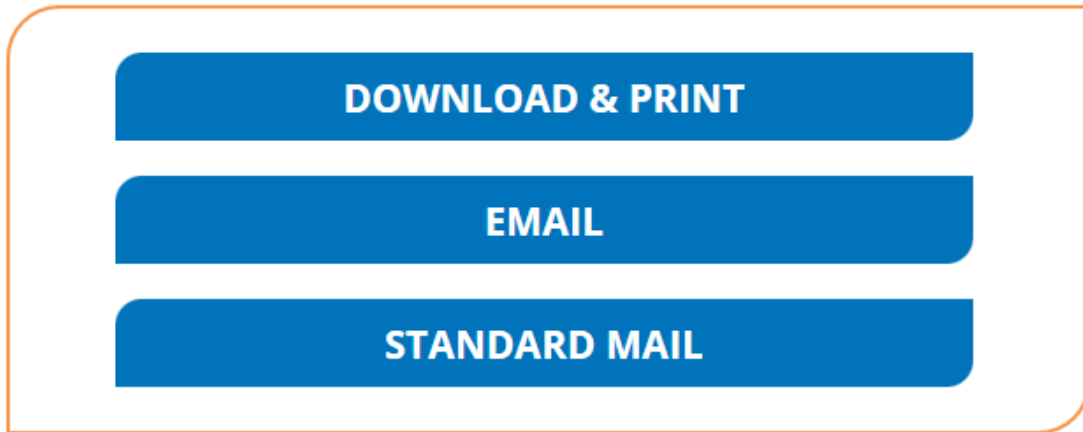
CONFIRM PASSWORD *

SIGN

BACK

- 14) **Final Step** – Select an method to receive your determination letter, and click the orange “Continue” button. Your application is complete and you will be returned to the Pay Schools Central Home page.

If you have any questions, please reach out directly to your school for assistance now that the application process is complete.



Three blue buttons with white text, stacked vertically within a rounded orange border:

- DOWNLOAD & PRINT
- EMAIL
- STANDARD MAIL



A single orange button with white text:

- CONTINUE