How to apply for F/R Meals through

LINQ Connect (*formerly, Titan Family*)

- If you choose to set up your FREE LINQ Connect account, will be able to:

  o View your students Meal Account Activity

  o Apply for Free and Reduced meals

  o Set spending restrictions or limits to your students account

  o Transfer account balances between students (**for parents with multiple children only**)

  o View school menus and check student account balances

* Student account balances are updated 3 times per day. Twice before the start of lunch and once in the evening. Any payments made to your child's account will be reflected in Titan (not PaySchools Central) after these uploads take place each day.

- Go to the following web address: https://linqconnect.com
- At far right, top of the home page, click on the drop down arrow, School Services and choose Free and Reduced Meal Application.

Free & Reduced Meal Application

1 General Info

General Information

Search For A District *

NEXT

- Type in West Clermont and a drop down box will appear. Select school.

- Complete the page below once you have selected the district.

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1 General Info —— **2** Additional Questions —— **3** Letter to Household —— **4** Students —— **5** Household Members —— **6** Review —— **7** Submit

General Information

West Clermont Local School District (Ohio)

CHANGE DISTRICT

This application should be completed if you are seeking free or reduced price school meals for your child. To get started, enter the information of the household member completing the application then click Next to continue.

Household street address (optional)

Address

Country
United States

City | State/Province Ohio | Postal Code

Daytime Phone Number And Email Address (optional)

Phone | Email

Do any Household Members (including you) currently participate in an assistance program?

Assistance Program

Once complete select next. The next question you answer will give us permission to share your Eligibility Information with the building principal for the purpose of school fee waiver, etc. If you receive SNAP, OWF or TANF, please add your Seven Digit Case Number on the Assistance Program. This is not the number on the back of your card. This can be obtained from your case worker.

Section 3 is a letter to parents with instructions etc. See Example below.

NOW AVAILABLE – ONLINE FREE AND REDUCED LUNCH APPLICATIONS
You can now apply online for your children to receive free or reduced price school meals. Your application will be sent from a secure website for processing, so you don't need to worry about filling out a paper form. To apply, simply go to www.family.titank12.com and click "Apply For Meals Today"; then choose "West Clermont Local School" when prompted to select a district. This site is an easy, secure and convenient way to apply for free or reduced price meals.

Reduced price is .30 cents for breakfast and .40 cents for lunch.

1. **Do I need to fill out an application for each child?** No. Complete the application to apply for free or reduced price meals. <u>Use one application for all students in your household.</u> We cannot approve an application that is not complete, so be sure to fill out all required information. If there isn't enough space on the application, list any additional household members on a separate piece of paper, and attach it to the application. **Complete the online application** or **Return the completed paper application to your school principal.**

2. **Who can get free meals?** All children in households receiving benefits through the Supplemental Nutrition Assistance Program (SNAP) or Ohio Works First (OWF) benefits can get free meals regardless of your income. Also, your children can get free meals if your household's gross income is within the free limits on the Federal Income Guidelines.

   STOP! If you have received a NOTICE OF DIRECT CERTIFICATION for free meals, **do not** complete the application. **Do** let your **school** know if any children in your household are not listed on the Notice of Direct Certification letter your received.

4. **Can foster children get free meals?** Yes, foster children that are under the legal responsibility of a foster care agency or court, are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income.

5. **Can homeless, runaway and migrant children get free meals?** Yes, children who meet the definition of homeless, runaway, or migrant qualify for free meals. If you have not been told your children will get free meals, please call Eric Dool at 943-5000 or email dool_e@westcler.org to see if they qualify.

6. **Who can get reduced price meals?** Your children can get low cost meals if your household income is within the reduced price limits on the Federal Eligibility Income Chart shown on this application.

K | NEXT

In the next section, you will add student to your application and student income if applicable. Once you add all students, click next.

h

ADD STUDENT

Items per page: 10   0 of 0   < >   Page: 1

Sometimes children in the household earn income. Please include the TOTAL income earned by all infants, children, and students up to and including grade 12. ?

| Student Income | | How often? |

BACK | NEXT

- Section five is where Household Members will be entered.
- Box Total Household Members please use the arrow button and select the number of household members including students.

Add a person for each member of your household (including yourself, infants, etc.) even if they do not receive income. Students do not need to be added again.

ADD HOUSEHOLD MEMBER

Items per page: 10   0 of 0   < >   Page: 1

BACK   NEXT

- Next is the review section. Make sure all students and household members have been added, and click next.

Free & Reduced Meal Application

General Info —— Additional Questions —— Letter to Household —— Students —— Household Members —— **6 Review** —— Submit

Review

Please review the entered information before continuing to submit the application

General Information ✏

District
West Clermont Local School District

Language
English

Household Address
No Information Provided

Daytime Phone and Email Address (optional)

Assistance Program
None

Additional Questions ✏

Do you wish to share your Free and Reduced Meal Application Eligibility with the Building Principal for the purpose of a School Fee Waiver?
Yes I wish to share information.

Students ✏

The final section will be submitting the application. Choose the Ethnicity, Race, and sign the application and date it.
Once complete, hit Submit in the bottom right page.

You should receive a confirmation that your submission went through from Linq or Titan.

The application is reviewed and processed by Child Nutrition. You will receive a separate letter from Titan or Linq that will state your Eligibility for the school year.

Parents are welcome to complete as many applications through the year as needed, if any income changes occur, or loss of job etc.

Sign & Submit

Please review the entered information before continuing to submit the application

Demographics

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced price meals. **Hispanic or Latino (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish Culture or origin, regardless of race)**

| Ethnicity: Choose One. ▼ | Race: Choose One or More. ▼ |

Enter the name of the household member completing the application.

"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."

Signed By *   ☐ I agree to the Terms of Service   Last 4 digits of SSN

☐ No SSN

The **Richard B. Russell National School Lunch Act** requires the information on this application. You do not have to give the information, but if you do not submit all needed information, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the primary wage earner or other adult household member who signs the application. The social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs.We may share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

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.

*Note: You must apply for Free or Reduced Meals every school year. The School year runs from July 1st through June 30th.

**Note: We are unable to process payments for Breakfast and Lunch accounts through LINQ Connect. To make payments to a student's meal account, pay school fees, etc. please visit https://www.payschoolscentral.com.