

How to Complete and Submit your Meal Benefits Form (Family Income Form) in Infinite Campus

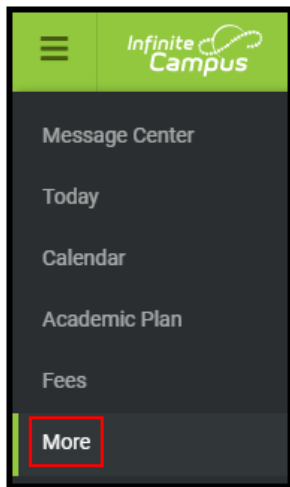
The **Meal Benefits form in Infinite Campus** (sometimes referred to as the FIF - Family Income Form) allows NFDL to qualify for federal funding that benefits all students attending our school.

****This form can only be completed in the Parent Infinite Campus account.****

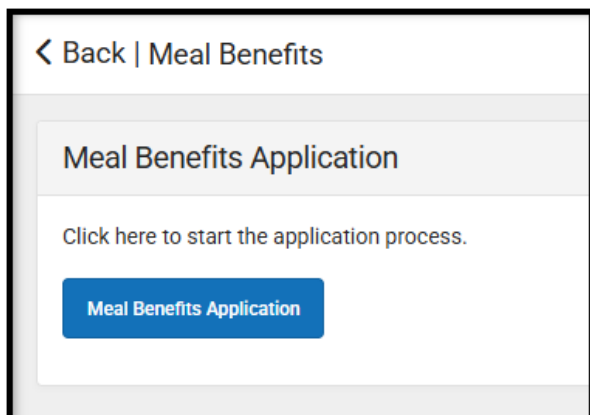
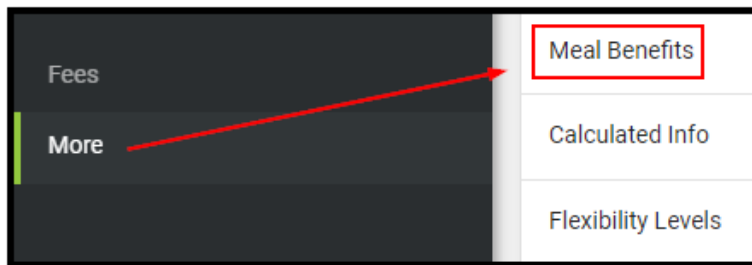
To complete the **Meal Benefits form**, follow the steps below:

Log into your **Infinite Campus Parent**

Once you are logged in, on the left side, click on the **More** tab.



Click on the **Meal Benefits** link.

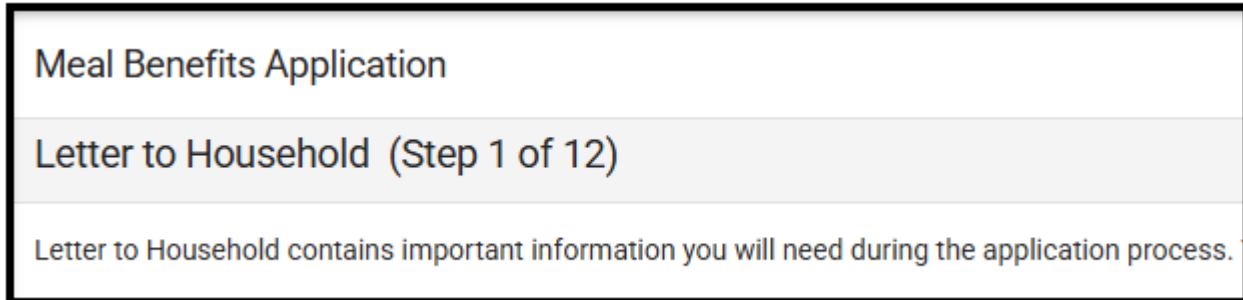


Once you have begun the application, you will find the navigation buttons at the bottom of each page.

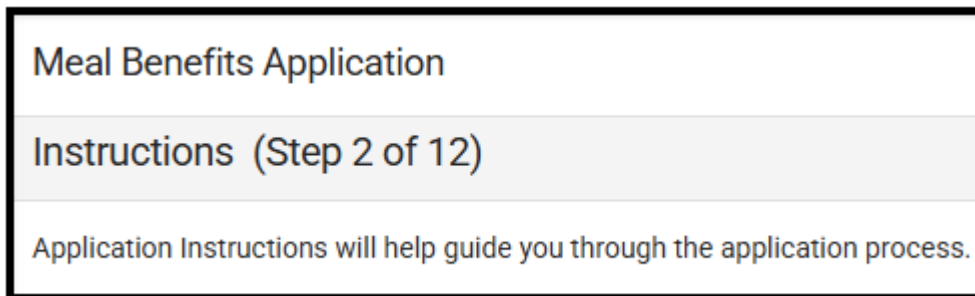


A horizontal bar containing three buttons: 'Print' (white with black border), 'Cancel' (white with black border), and 'Next' (blue with white text).

Read carefully through all the information in Step 1 and Step 2.



A screenshot of the 'Meal Benefits Application' interface. The title 'Meal Benefits Application' is at the top. Below it is a grey header bar with the text 'Letter to Household (Step 1 of 12)'. The main content area contains the text: 'Letter to Household contains important information you will need during the application process.'



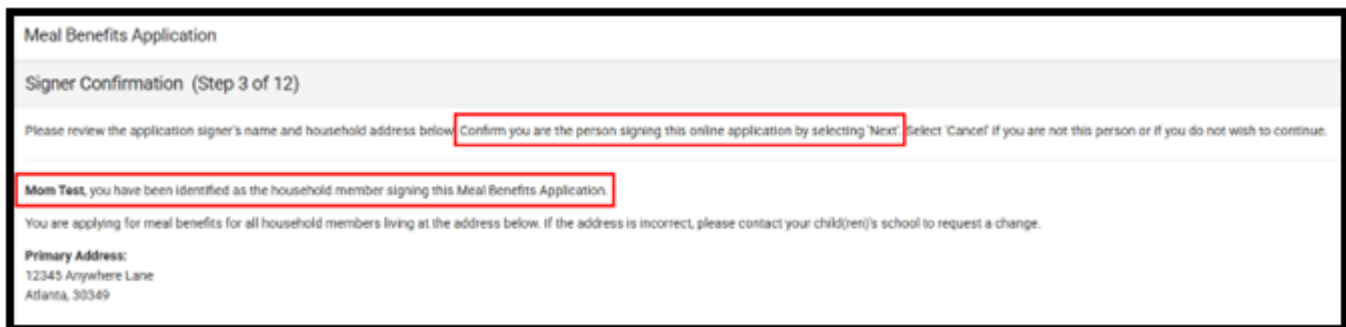
A screenshot of the 'Meal Benefits Application' interface. The title 'Meal Benefits Application' is at the top. Below it is a grey header bar with the text 'Instructions (Step 2 of 12)'. The main content area contains the text: 'Application Instructions will help guide you through the application process.'

Until you submit your application, you can always return to the previous page.



A horizontal bar containing four buttons: 'Print' (white with black border), 'Previous' (white with black border), 'Cancel' (white with black border), and 'Next' (blue with white text).

View the name on this page and confirm that you are the person signing the form by clicking "Next". Choose "Cancel" if this person is not you.



A screenshot of the 'Meal Benefits Application' interface. The title 'Meal Benefits Application' is at the top. Below it is a grey header bar with the text 'Signer Confirmation (Step 3 of 12)'. The main content area contains the text: 'Please review the application signer's name and household address below. Confirm you are the person signing this online application by selecting "Next". Select "Cancel" if you are not this person or if you do not wish to continue.' Below this is a red-bordered box containing the text: 'Mom Test, you have been identified as the household member signing this Meal Benefits Application.' Below the box is the text: 'You are applying for meal benefits for all household members living at the address below. If the address is incorrect, please contact your child(ren)'s school to request a change.' At the bottom is the 'Primary Address:' section with the address: '12345 Anywhere Lane, Atlanta, 30349'.

The next step will require you to choose all the members of your listed household, adults and students

Meal Benefits Application

Household Members (Step 4 of 12)

Click on the box to add each member of your household. If you do not see one member listed here, you may add them

Test, Mom Invalid date Gender: F	☒ Household Member
Test, Dad Invalid date Gender: F	☐ Household Member
Test, Grandma Invalid date Gender: F	☐ Household Member
Test, Grandpa Invalid date Gender: M	☐ Household Member

Meal Benefits Application

Meal Benefits (Step 5 of 12)

Do any household members receive benefits? (SNAP, TANF, or FDPIR)

Select One (Required)

☐ No

☐ Yes

On the next screen it is important for you to choose "Child" next to each child in your household.

Meal Benefits Application

Children (Step 6 of 12)

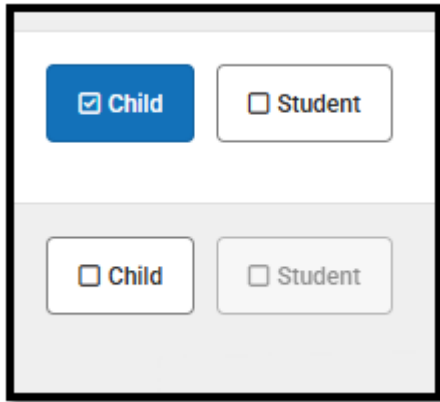
Select the 'Child' button next to children in your household that meet the following criteria: all infants and children age 18 and under who are supported with the household's income; foster children in your care, runaway, or students attending a school in this district, regardless of their age.

Select the 'Student' button to confirm a child attends school in the district.

After you identify each Child and Student, select 'Next'.

Test, Mom Invalid date Gender: F	☐ Child ☐ Student
Test, Grandma Invalid date Gender: F	☐ Child ☐ Student

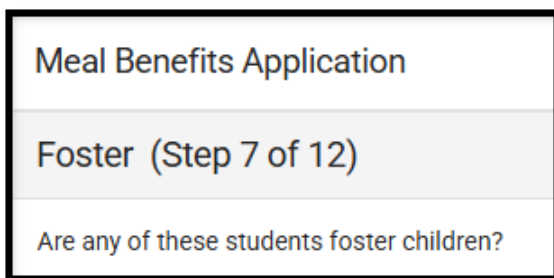
Only after you have chosen each child will you be able to select "Student" for each of your enrollees.



Child Student

Child Student

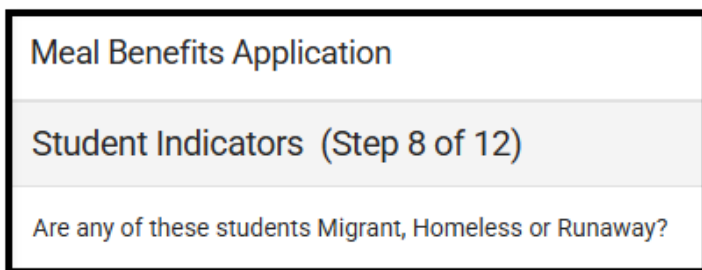
Continue to answer the questions.



Meal Benefits Application

Foster (Step 7 of 12)

Are any of these students foster children?

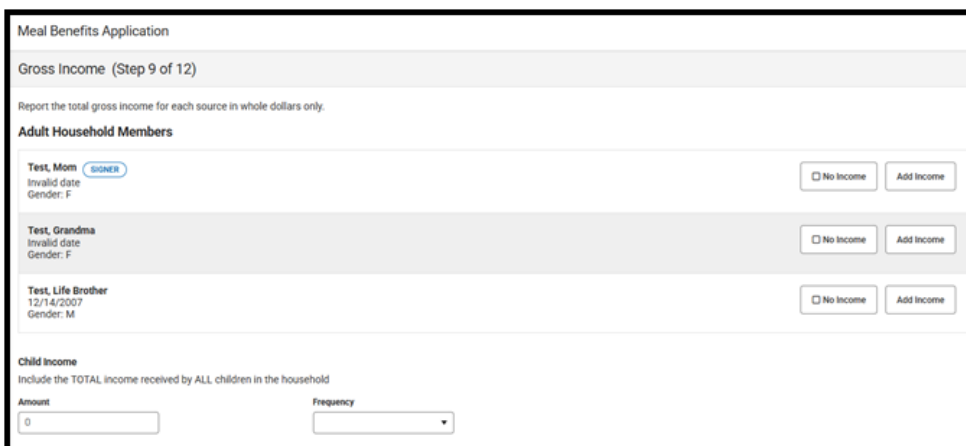


Meal Benefits Application

Student Indicators (Step 8 of 12)

Are any of these students Migrant, Homeless or Runaway?

At the next screen, enter the income for each listed household member by choosing either "No Income" or "Add Income". If your children also have income, you may enter the combined income of all children in the household at the bottom.



Meal Benefits Application

Gross Income (Step 9 of 12)

Report the total gross income for each source in whole dollars only.

Adult Household Members

Test, Mom Invalid date Gender: F	No Income Add Income
Test, Grandma Invalid date Gender: F	No Income Add Income
Test, Life Brother 12/14/2007 Gender: M	No Income Add Income

Child Income

Include the TOTAL income received by ALL children in the household

Amount: 0 Frequency: ▾

Review your information for accuracy. Provide all the requested information at the authorization page.

Meal Benefits Application

Review (Step 10 of 12)

Review the household information below for accuracy.

Meal Benefits Application

Authorization (Step 11 of 12)

You must respond to the following questions and read the authorization statement below.

When you are ready, choose to "Submit" your application.

Previous

Cancel

Submit