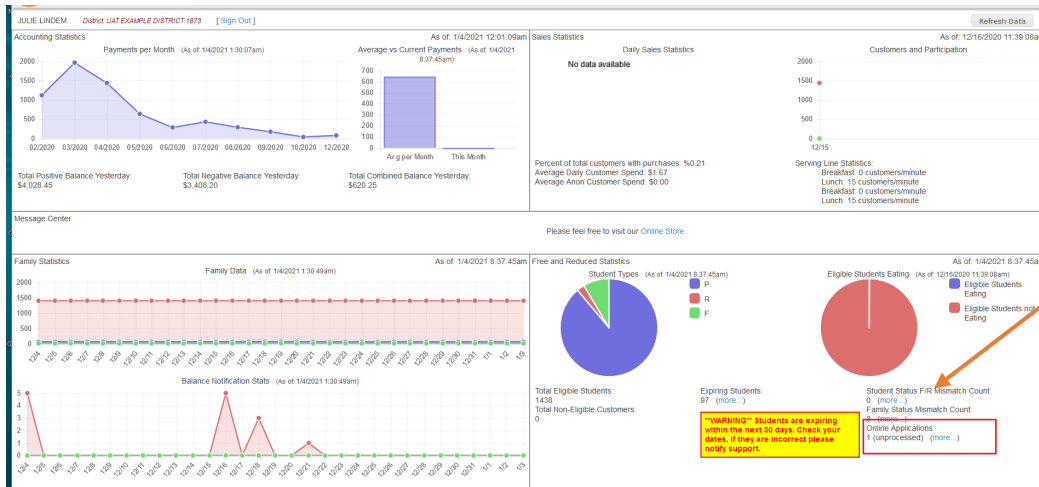


Free and Reduced Online Application Processing Guide



You will see your unprocessed applications on the home page of your district site. Click on "more"

Home Families Students Letters **Free & Reduced** Financials Contracts Items Lines Websites Notifications Support Profile/Password

Unprocessed Online Application List

This page lists all online applications (either USDA or StrataApps) that have not been processed yet.

Application ID	Application Type	Received Date
90379	USDA	2020-11-25

Click on link to the unprocessed app.

Home Families Students Letters **Free & Reduced** Financials Contracts Items Lines Websites Notifications Admin Support Profile/Pass

EduTrakSoftware

JULIE LINDEM District: EXAMPLE DISTRICT 1873 [Sign Out]

Applications

Search Family Name: Search Creator ID: Search Creation Date Start: Search Creation Date End:

Application Filters: **USDA**

Found 162 applications, showing application 1 to 20

App ID	Family Name	Family ID	Created By	Submitted	Signed	Processed	Created Date
90379	Jordan Hansen	4480	JULIE LINDEM	Yes	Yes	Yes	11/22/2019
90448		3953		Yes	Yes	Yes	11/26/2019
90637	Michael Andrews	1005		Yes	Yes	Yes	12/04/2019
91394	Michael Smith	1035	JULIE LINDEM	Yes	Yes	Yes	01/28/2020
91399	,Briggs	3484	JULIE LINDEM	Yes	Yes	Yes	01/28/2020

Or you can go to your Application List Under the "Free and Reduced" Tab and click on USDA

[Home](#) [Families](#) [Students](#) [Letters](#) [Free & Reduced](#) [Financials](#) [Contracts](#) [Items](#) [Lines](#) [Websites](#) [Notifications](#) [Support](#) [Profile/Password](#)

JULIE LINDEM District UAT EXAMPLE DISTRICT 1873 [Sign Out]

Print the associated Warnings Errors and Actions Page

Application [Cancel](#) [Save for Later](#) [Disassociate Family](#)

Application 104566

Step 1 - Verify Family Account

Students on this application are already receiving benefits - please verify that you really want to submit this application before continuing!

Please verify that this information is correct before continuing:

Family Information:
 Family Account Number: 1091269
 Family ID: 1248
 Family Name: Eggman, Dewey

Student Information:

Student ID	Lunch ID	Student Name	Grade	Birth Date	Gender	Student Status	Approval Method	Approval Code	Effective Date	Expiration Date	New Expiration Date
8994	1129	Adam Dewey	2	8/28/2010	M	F	INC		2020-11-25	2021-10-28	2021-10-29

[Next](#)

If you family has a current year benefit you will see a yellow box. If the existing benefit is better, you will want to not process the app.

If they do not have a current benefit or the benefit they do have is less then what you are approving, then continue.

[Home](#) [Families](#) [Students](#) [Letters](#) [Free & Reduced](#) [Financials](#) [Contracts](#) [Items](#) [Lines](#) [Websites](#) [Notifications](#) [Support](#) [Profile/Password](#)

JULIE LINDEM District UAT EXAMPLE DISTRICT 1873 [Sign Out]

Print the associated Warnings Errors and Actions Page

Application [Cancel](#) [Save for Later](#) [Disassociate Family](#)

Application 104566

Step 1 - Verify Family Account

Step 2 - Children

Please select all children that are part of this household

Select	First Name	Last Name	Gender	Date of Birth	Grade (optional)	School (optional)	Foster Child	Any regular income to child (e.g. SSI)	Match Student	Not in District
<input checked="" type="checkbox"/>	Adam	Dewey	M	8/28/2010	2	321	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Sasha		F	10/09/2017			<input type="checkbox"/>	\$0.00	heavy	<input checked="" type="checkbox"/>

[Add another child](#) [Previous](#) [Next](#)

Step 3 - Benefits
 Step 4 - Adult Household Members
 Step 5 - Household Income

If a student or child is manually added you will see how the student/child is not hard coded. You need to tell us if that student is in the district by matching them or selecting *not in district* if student does not attend your school.

Click next

Note: Student must be in the family located in the family dashboard prior to processing

JULIE LINDEM District UAT EXAMPLE DISTRICT 1873 [Sign Out]

Family Navigation: [New](#) [Search](#)

Family Acct.

Family Acct. No. 1091269

Student List

Family ID 1248

Family First Name Eggman,

Family Last Name Dewey

Address 8125 Whitestone Rd
 Jackson
 MS (Mississippi)

Zip Code 39206

Phone Number 155-555-5265.4

Email Address momanddad@PSSIS.com

Special Code

Balance \$-1.65 (more)

Student Detail

Student Acct. No. 2529948

Student ID 8994

Lunch ID 1129

First Name Adam

Last Name Dewey

Birth Date 8/28/2010

Gender Male

Grade 2

School Washington Elementary (321)

Home Room Cortez

Ethnic Code C

Enrolled Enrolled

Allergies:

Family Contact

Username julie187314@myglobaldata.com

First Name Julie

Last Name Lindem

Email julie187314@myglobaldata.com

Relation

Address 555 N 5th Street
 City
 State CT
 Zip Code 06279

Phone 555-555-5555

Phone Type Mobile Phone 1

Status Active

Required

[Create new student](#)

Student Acct. No.	Student ID	Lunch ID	First Name	Last Name	Grade	Birth Date	Gender	School No.	Enrolled	Active
2529948	8994	1129	Adam	Dewey	2	8/28/2010	Male	321	Yes	Yes

[Create new contact](#)

User ID	First Name	Last Name	Email	Address	Phone	Email Blast	SMS Blast	Voice Blast	Submit Payment
292492	Julie	Lindem	julie187314@myglobaldata.com	555 N 5th Street CT 06279	(555) 555-5555	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	94055102 10/20/2020 \$2.00 70 Ct W Lu Pa

This is your summary section.
Click Submit

2. Names of All Children In Household including Foster Children

First Name	Last Name	Gender	Date of Birth	Grade	School	Foster Child	Any Regular Income to Child
Adam	Dewey	M	8/28/2010	2	321		
Justin	Lindem	M	10/2/2017				

3. Benefits
Not applicable

4. and 5. All Adults in Household

First Name	Last Name	No Income	Gross Wages and Salaries from Work	Pension, SSI, Retirement, Social Security, Veterans (VA) Benefits, Disability Benefits	Public Assistance, Child Support, Alimony	Unemployment, Worker's Comp, Strike Benefits	Any Other Income, Including net Farm Income, Self-Employment Income, Rental Income, Contributions From People Not Living In Your Household
Julie	Lindem		\$750 Monthly				

6. Information Sharing
 Applicant chose to share information for Turkey Day described in step 6.
 Applicant chose to share information for Sports Waiver described in step 6.
 Applicant chose to share information for Free Food described in step 6.

7. Applicant Confirmation
 Name: Julie Lindem
 Address: 555 N 5th Street, Willington, CT 56279
 Social Security Number:
 Social Security Number available (please enter below)
 7214 Social Security Number - last 4 digits
 Primary Applicant does not have a Social Security Number
 Social Security information incomplete
 Date Application Was Received: 11/25/2020
 Signature:
 I do not have a signed copy of this application
 I certify that I have a signed paper copy on file and that the information on this page matches the paper copy or have received this application electronically

Students on this application are already receiving benefits - please verify that you really want to submit this application before continuing!

Submit Previous

Once you submit it will bring you to your determination page. This is where you as the determining official agree to the result and then **process** the application. You can also email the Notification of approval/denial her as well.

Application Cancel Revise

Application 104568
 Family Account Number: 1091269
 Family ID: 1248

2. Names of All Children In Household including Foster Children

First Name	Last Name	Gender	Date of Birth	Grade	School	Foster Child	Any Regular Income to Child
Adam	Dewey	M	8/28/2010	2	321		none
Justin	Lindem	M	10/2/2017				\$0.00 Yearly

3. Benefits
Not applicable

4. and 5. All Adults in Household

First Name	Last Name	No Income	Gross Wages and Salaries from Work	Pension, SSI, Retirement, Social Security, Veterans (VA) Benefits, Disability Benefits	Public Assistance, Child Support, Alimony	Unemployment, Worker's Comp, Strike Benefits	Any Other Income, Including net Farm Income, Self-Employment Income, Rental Income, Contributions From People Not Living In Your Household
Julie	Lindem		\$750 Monthly				

6. Information Sharing
 Applicant chose to share information for Turkey Day described in step 6.
 Applicant chose to share information for Sports Waiver described in step 6.
 Applicant chose to share information for Free Food described in step 6.

7. Applicant Information
 Name: Julie Lindem
 Address: 555 N 5th Street, Willington, CT 56279
 Social Security Number - last 4 digits: 7214

Recommendations and Summary for Revision: 1	Application Processing
View USDA Application Email NADB Letter Print NADB Household Size: 3 Total Income: \$9000.00 Yearly Status: approved Reason: Income - free Application Type: c - Household Size/Income Only Application	Final Status: approved Type: Free Approval Date: 11/25/2020 Effective Date: 11/25/2020 Expiration Date: 10/28/2021 Application Received Date: 11/25/2020 Determining Office: JULIE LINDEM Process

Finally, for your record, you will want to print the page above, which is your summary page. Along with the **View USDA application** page for your record.