## Free and Reduced Online Application Processing Guide





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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		

Yes

Yes

Yes

01/28/2020

91399 , Briggs

3484

JULIE LINDEM



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.

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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



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.