



## **You can now fill out and submit your Application online!**

Filling out and submitting a Free/Reduced Meal Application is a quick and easy 2-step process when you use Mealtime Apply Online!

### **Step 1: Create a profile (you will need your student ID#)**

- Go to: [www.mymealtime.com/apps](http://www.mymealtime.com/apps)
- If you already have a Mealtime account, you can access the application from there, just login.

### **Step 2: Start your Application**

- Click the New Application button
- From the Mealtime account click the orange banner or box.

For those parents who do not have access to a computer, or those who prefer not to use the online system, paper applications (available in English and Spanish) are available to download from the district website or your student's school website. You can also ask for one at any of the school offices or at the District office. Only one application per household, per school district is needed.

Completed applications can be dropped off at your student's school, The District Office or emailed to Carla Ellis at [Cellis@op97.org](mailto:Cellis@op97.org). You can also fax the application to 708-524-3019.

**Step-by-step instructions are attached on how to complete the application and for those who would like to setup a Mealtime account.**



# Easy, Secure Online Applications

With MealTime Apply Online, filling out and submitting a free/reduced school lunch application is a quick and easy 2-step process. First, you'll need to create a profile for yourself. Then just log in and start your application:


## Step 1: Create a Profile

- **Go to:** [www.mymealtime.com/apps](http://www.mymealtime.com/apps)
- **Create a Profile.** If you already have a My MealTime account, use your existing username and password to log in. If not, click the 'Create a Profile' button and use the onscreen form to create your Apply Online account with your own unique username and password.

## Step 2: Start Your Application

- **Click the blue 'New Application' button,** as shown in the screen shot on the right, to start your application. Each step in the process is explained onscreen.
- **Add your student(s) to the application.** When adding your student(s) to the application, you will need their first name and their student ID number. **If you need your student(s) ID #, please email Carla Ellis at [cellis@op97.org](mailto:cellis@op97.org).**



Apply Online uses these arrow symbols  to enable you to navigate through your application. After each step, click the right-facing arrow to move forward to the next step. Click the left-facing arrow if you need to return to a previous page.

After your application has been signed and submitted, someone from your student's school will be in contact with you to inform you of your determination.

*If you are unable to complete an online application, please visit our website at [www.op97.org/business-office/food-service](http://www.op97.org/business-office/food-service) to print out an application. You can also request an application be mailed to your home by emailing [cellis@op97.org](mailto:cellis@op97.org).*



## Solicitudes en línea fáciles y seguras

Con MealTime Apply Online, completar y enviar una solicitud de almuerzo escolar gratuito o con el precio reducido es un proceso de 2 pasos fácil y rápido. Primero, necesitará crearse un perfil. Luego, solo inicie sesión y comience su solicitud:


### Paso 1: Crear un perfil

- **Ir a:** [www.mymealtime.com/apps](http://www.mymealtime.com/apps).
- **Crear un perfil.** Si ya tiene una cuenta My MealTime, use su nombre de usuario y contraseña vigentes para iniciar sesión. Si no, presione el botón 'Create a Profile' (Crear un perfil) y use el formulario en pantalla para crear su cuenta Apply Online con su nombre de usuario y contraseña únicos.

### Paso 2: Comience su solicitud

- **Presione el botón azul 'New Application' (Nueva solicitud),** como se muestra en la captura de pantalla a la derecha, para comenzar su solicitud. Cada paso del proceso se explica en pantalla.
- **Agregue los estudiantes a la solicitud.** Cuando los agregue a la solicitud, necesitará el primer nombre y el número de identificación de los estudiantes. **Si necesita el número de identificación de su estudiante, envíe un correo electrónico a Carla Ellis a [cellis@op97.org](mailto:cellis@op97.org).**



Apply Online tiene flechas  que permiten navegar a través de la solicitud. Luego de cada paso, presione la flecha hacia la derecha para dirigirse al próximo paso. Presione la flecha hacia la izquierda si necesita volver a la página anterior. Luego de firmar y enviar su solicitud, alguien de la escuela del estudiante se contactará con usted para informarle la determinación.

Si no puede completar una solicitud en línea, visite nuestro sitio web en [www.op97.org/business-office/food-service](http://www.op97.org/business-office/food-service), en Departamento de Servicios de Alimentos y Nutrición para imprimir una solicitud. También puede solicitar que le envíen una solicitud por correo a su hogar llamando al [cellis@op97.org](mailto:cellis@op97.org).