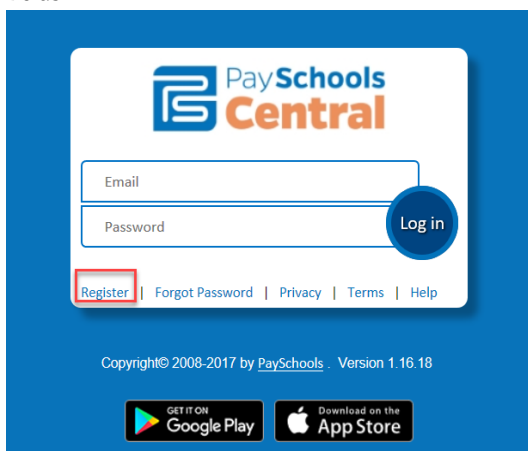


> QuikApps

Parent User Guide

Registering at PaySchools Central

- 1) To register, go to payschoolscentral.com and select the Register option below the Email and Password fields.



- 2) Once on the 'New User Registration' page, fill out all required fields marked by a red asterisk. Be sure to check the User Agreement and click the box before selecting Register.
- 3) Once the registration has been submitted, selected an email will be delivered to your email account with a link to activate your account and set your password. **This link is ONLY VALID FOR 30 MINUTES.** If you do not activate the link within the allotted time, please return to payschoolscentral.com and use the Forgot Password link to request a new email.

Welcome to PaySchools Central.

Hi John Everyman,

To confirm your account and set your password, please follow [this link](#).

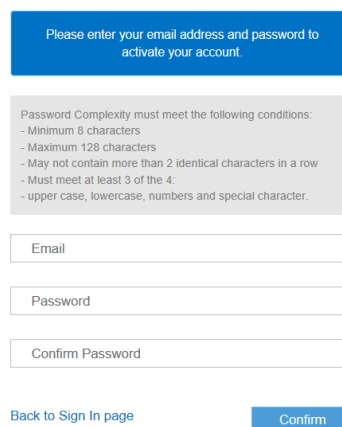
This link is active for 30 minutes. If you do not complete your registration during this time period, please return to www.payschoolscentral.com and use the Forgot password link to request a new link for your account.

PaySchools.com allows you to fund your student's account safely and easily online. For more information about PaySchools.com, please visit [PaySchools.com](https://payschools.com). And for further ease of access to your account, be sure to pick up the mobile app for your smartphone or table - you'll find links below.

If you did not mean to create a new account or feel you've received this email in error, [please contact us](#).

Thanks,
PaySchools.com Administrators

- 4) You will then enter your email, password, and confirm to complete registration.



- a) The password must contain a minimum of 8 characters and a maximum of 128.

- b) The password may NOT contain more than 2 identical characters.
- c) The password must meet at least 3 of the 4; upper case, lower case, numbers and special character.

Account Validation

For your security, once you verify your account via the email link, you will be directed to set up security question.

- 1) Submit later: You may choose to enter your security questions at a later time, but this information is helpful in validating you if you need to call for support in the future. If you choose this option, press the Submit Later button.
- 2) Submit now: Once security questions are set up, the Submit Now button will be available.

Security Questions

If you need to contact our support desk for help at any time, we will use the answers to these security questions to determine who we are talking to.
Please select 3 questions that may ask you, and provide the answers you will give us when we ask. All answers must be atleast 4 characters in length.

Security Question 1:

1

Select Question

Your Answer:

2

Security Question 2:

3

Select Question

Your Answer:

4

Security Question 3:

5

Select Question

Your Answer:

6

7
Submit Later
Submit Now
8

Password Recovery

- 1) If you forget your password, use the Forgot Password link on the login page.

Log in

[Register](#) |
[Forgot Password](#) |
[Privacy](#) |
[Terms](#) |
[Help](#)

- 2) Choose whether you would like to receive an email link or a text code to reset your password.

Please enter the email address associated with your account.

How would you like to reset your password?

Email me a password reset link

Send me a text/phone call

[Back to Sign In page](#)
[I already have a text code](#)

Adding Students

You can set up as many students as needed through a single account if they are within the same district. For application purposes, children at different districts will be added as a household member in later steps.

- 1) Upon logging into the system for the first time, you will be prompted to add a patron to your account. Follow the [Click Here](#) link, then the [Add Student/Patron](#) button to add your student's information.

The screenshot shows the top navigation bar with a shopping cart icon (\$0.00), a Messages icon, a User dropdown, and a Help icon. Below the bar is a large empty rectangular area. At the bottom, there is a blue bar with the text 'First Name' and 'Last Name' on the left, and a button labeled '+ Add Student / Patron' on the right, which is highlighted with a red rectangular box. Below this bar is a 'Back' button.

- 2) Enter student information: Your student's information must match the details provided to you at registration by your school. PaySchools **CANNOT** provide student information and any questions pertaining to student information and you must ask your school for this information.

The screenshot shows a form titled 'Add Student / Patron' with a close button (X) in the top right corner. The form contains the following fields: 'State' with a dropdown menu showing '-- Select your State --'; 'District' with a dropdown menu showing '-- Select your District --'; 'ID' with a text input field; 'First Name' with a text input field; and 'Last Name' with a text input field. At the bottom right of the form are two buttons: 'Register' and 'Clear'.

- 3) Once all information has been entered, press the [Register](#) button.

Complete Your Application

Once you have your PaySchools Central account set up, you can begin your application.

- 1) You will have two ways to access the application:
 - a) Once signed on, you will see a popup with an option to complete your application.

The screenshot shows an 'Information' popup with a close button (X) in the top right corner. The text inside reads: 'You can now fill your Free/Reduced meal application from PaySchools Central. Click on the below button (or) navigate to User menu -> Free/Reduced Meal Application, to start filling your application.' Below the text is a checkbox labeled 'Do Not Show This Message Again' and a blue button labeled 'Free/Reduced Meal Application'.

Note: This screen will have updated wording

- b) Additionally, you can always access the application from the menu options.

The screenshot shows the user menu of the PaySchools Central interface. The menu is open, showing a list of options: 'Manage Profile', 'Manage Students/Patrons', 'Manage Payment Methods', 'Payment History', 'Manage Notifications', 'Manage Auto Replenishment', 'Free/Reduced Meal Application' (highlighted with a red box), 'Share Benefits with other Departments', 'View Completed Application', 'Reports', 'Privacy Statement', 'Terms and Conditions', 'School Events', and 'Log Out'.

- 2) Instructions regarding how to complete an application can be accessed from the [Menu](#) at any time.

The screenshot shows a close-up of the 'Instructions' button in the user menu. The button is labeled 'Instructions' and has an information icon (i) to its left. A hand cursor is pointing at the button.

INSTRUCTIONS FOR APPLYING

Please read this in its entirety before proceeding

A HOUSEHOLD MEMBER IS ANY CHILD OR ADULT LIVING WITH YOU.

IF ANY HOUSEHOLD MEMBER RECEIVES BENEFITS FROM SNAP, TANF, OR FDIPIR, AND THAT FAMILY MEMBER IS A STUDENT FOLLOW THESE INSTRUCTIONS:

1. Go to Students: Make sure the student(s) receiving benefits from an Assistance Program have their case numbers entered and all students in the family are listed.
2. Go to Household Members: If not already listed, add the household member who will be electronically signing the application. You do not need to enter income information.
3. Go to Sign Application: Sign the form. The last four digits of a Social Security number are not necessary, you can select No SSN. Contact information is optional but recommended if we need to contact you.

CLOSE

- 3) Contact information is shown prefilled with the profile information on your PaySchools Central account.
 - a) You can verify, or alter, the information for your application specifically if any changes are needed.
 - b) Select your preferred contact method; email or mail. This will be used if your district requires your application to be reviewed. In that case, the district will use this contact method to send your determination letter.
 - c) Press continue to go to the next step
- 4) If changes were made to the contact details, you may choose to update PaySchools Central contact details as well.

Note: You can NOT update your email address, as this is also your login ID. If you wish to change your email address, please return to PaySchools Central using the option [Cancel and Go to my PaySchools Central Dashboard](#) → [User Menu](#) → [Manage Profile](#) feature.

Update Your PaySchools Central Information?

Please check the box if you would like to update your information provided to to PaySchools Central?

☐

SAVE

- 5) Choose your application type:
 - a) Choose Return To Application, to continue an application that you started but had not completed. This option will ONLY show if you have already started an application.
 - b) Choose New Application, to begin an application for this school year.

Application

Contact Students Members Sign Disclosure

Please Choose one of the following options

RETURN TO APPLICATION
Complete a prior Unsigned/Incomplete application

NEW APPLICATION
Begin a New Application for a Student/User

BACK
Cancel and go to my PaySchools Central Dashboard

- 6) Before you Begin: Read messages from your school and instructions on how income should be entered.
 - a) If your school district has added a message, you will see this in the From Your School District
 - b) If your school district does NOT have a message, you will ONLY see the “Here’s how eligibility is handled” only.

- c) Here's How Eligibility Is Handled:
Instructions for how to complete an application and the details that will be need such as income types that you will want to enter.
- d) Continue to the next step:
 - i) Select the Continue button to go to the next step
 - ii) Or press the Back button to return to the last step
 - iii) Or use the Cancel and Go to my PaySchools Central Dashboard link to leave the application and return to PaySchools Central.

Add\Verify Students

- 7) Verify Students: Students from last year's application and PaySchools Central will be listed.

- a) Data regarding your student will be shown including: Student ID, District name, Grade, and School Name. In addition, if your student is already Directly Certified from an outside government program such as SNAP, TANF, FDPIR, this will be identified in this section. This is done directly from the State program to your school district and there is nothing needed on your side.
- b) You can remove students with the Remove icon (x) in the top right for each student box.
- c) Press the Add Students Button If you need to add additional students

- d) Select “is this a Foster Child?” for any students in your household who are fostered in your household, you will not enter any income or additional details for the student, but they will be part of your family count and therefore effect your determination.

- e) Continue to the next step:
- Select the Continue button to go to the next step.
 - Or press the Back button to return to the last step.
 - Use the Save and Go to my PaySchools Central Dashboard link to save the application and return to PaySchools Central.
- f) Directly Certified Students:
- If all your students are Directly Certified by the state, you will be informed and directed to the disclosure options to allow or prohibit sharing of your meal status for other departments. Disclosing this information can reduce the amount of money owed on school fees.

- If some, but not all, of your students are Directly Certified:
 - You can extend that benefit to the other children on your application either individually or using the Extend To ALL, to select all students currently on your application.
 - If you extend benefits to ALL students on your application, you will ALSO be redirected to the Disclosure options to allow or disallow sharing of your meal status for other departments which can reduce the amount owed on school fees if your schools allow.

Note: Foster students will NOT be on this list, as they are verified by the state in a different manner than Direct Certification.

- 8) Student Assistance: If your student is NOT Directly Certified, you will need to enter assistance details or income.
 - a) If they are NOT part of a state assistance program:
 - i) Choose None of these if your student is are not part of a program and to move on to the income section
 - b) If they ARE part of a state assistance program:
 - i) Choose the option from the dropdown; TANF, SNAP, FDPIR
 - ii) Enter their case number provided by the state

- (1) Select the Continue button to go to the next step.
- (2) Press the Back button to return to the last step.
- (3) Or use the Save and Go to my PaySchools Central Dashboard link to save the application and return to PaySchools Central.

- c) If they are NOT part of a state assistance program.
 - i) Choose whether they are a Special Situation. If they have a Special situation, choose the option from the dropdown; homeless, Migrant, Runaway.

- ii) If the student has Income, select the income box to display the income fields;

Breanna Johnson James Johnson Steven Johnson

Breanna Johnson

Select Assistance Type *
None of These

Select Special Situation *
None of These

Does Breanna have income? Please select the checkbox to enter income details. ☒

Income from Work (gross income)

\$ Income * Select Frequency *

Welfare/Child Support/Alimony(gross income)

\$ Income * Select Frequency *

Pension, Retirement, SSI, VA, SS(gross income)

\$ Income * Select Frequency *

Other Income (PFD) (gross income)

\$ Income * Select Frequency *

NEXT

BACK

[Save and Go to my Payschools Central Dashboard](#)

- (1) Enter income from Work, Welfare/Child Support/Alimony (Gross) and the frequency of the income from the dropdown.
 - (2) Enter income from Pension Retirement, SSI, VA, SS (after taxes).
 - (3) Enter other income that was NOT entered from the above such as PFD in Alaska (after taxes).
 - (4) You MUST complete the amount field for each income type you select, for the continue button to be enabled.
- d) Continue to the next step:
- i) Select the Next button to go to the next step.
 - ii) Press the Back button to return to the last step.
 - iii) Use the Save and Go to my PaySchools Central Dashboard link to save the application and return to PaySchools Central home screen.

Add\Verify Members

- 9) Verify and Add members: Please read the information on what is considered a member.

Verify Members

Contact Students **Members** Sign Disclosure

You have been added automatically as a member to this application, but there may be additional member in your household. Please remove or add members to this application based on the following definition:

A member is defined as:

- Students that are in grade 12 or below and attend school in another school district
- Children that attend all day care or pre-school, or are not of school age, including infants
- Anyone 18 years of age or younger living in your household that does not currently attend school
- Grandparents or other extended family members that are living with you
- Also include people that are not currently living with you, but are only away on a temporary basis, like:
 - Kids that are away at college
 - Members of your family that are in the military, and are deployed

Include people regardless of age or whether they earn or receive income.

Current User
test dad

ADD MEMBER

CONTINUE

BACK

[Save and Go to my Payschools Central Dashboard](#)

- a) You, the user completing the application, will automatically be added to the application as a member.
- b) Members from last year's application, matched from your email, will automatically be added.
 - i) Remove members if they are no longer in your household.
 - ii) Add all members to your member list using the Add Member button.

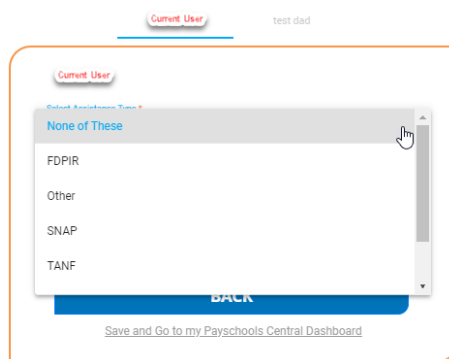
ADD MEMBER

First Name

Last Name

ADD CANCEL

- c) Continue to the next step:
 - i) Select the Continue button to go to the next step.
 - ii) Or press the Back button to return to the last step.
 - iii) Or use the Save and Go to my PaySchools Central Dashboard link to save the application and return to PaySchools Central.
- 10) Member Assistance: You will also need to enter assistance details or income for members of your household.
 - a) If they NOT part of a state assistance program:
 - i) Choose None of these from the dropdown options and to move on to the income section
 - b) If they ARE part of a state assistance program:
 - i) Choose the option from the dropdown; TANF, SNAP, or FDPIR.



- ii) You will then be prompted to enter your student's case number provided by the state.
- c) If they are NOT part of a state assistance program and has income. Enter income amounts and the frequency; weekly, every two weeks, monthly, or annually if that option is available for your District.
 - i) Check the income box and enter the **member's** Income.
 - (1) Enter income from Work, Welfare/Child Support/Alimony (gross) and the frequency of the income from the dropdown.
 - (2) Enter income from Pension Retirement, SSI, VA, SS (gross)
 - (3) Enter other income that was NOT entered from the above such as PFD in Alaska (gross).
 - (4) You MUST complete the amount field for each income type you select, or the continue button will not be enabled.

- d) Continue to the next step:
 - i) Select the Continue button to go to the next step.
 - ii) Press the Back button to return to the last step.
 - iii) Or use the Save and Go to my PaySchools Central Dashboard link to save the application and return to PaySchools Central.
- 11) Statements:
 - a) Read the Use of Information and USDA Non-Discrimination statements
 - b) Continue to the next step:
 - i) Select the Continue button to go to the next step.
 - ii) Press the Back button to return to the last step.
 - iii) Use the Save and Go to my PaySchools Central Dashboard link to save the application and return to PaySchools Central.

Review and Sign Application

12) Summary and Review:

- a) Review all member and student details:
 - i) Ensure all income and assistance types have been entered
 - ii) If any details were missed or need to be changed, click on the Edit link, to be directed to the student or member assistance screen to make changes. Once done, you will be redirected to this page to review again or can use the buttons at the bottom to navigate through the application again.
- b) Read the “I certify” message and agree that all information provided is correct
- c) Continue to the next step:
 - i) Select the Continue button to go to the next step.
 - ii) Or press the Back button to return to the last step.
 - iii) Or use the Save and Go to my PaySchools Central Dashboard link to save the application and return to PaySchools Central.

13) Sign your application and give demographic data

- a) Demographics data is optional and may show or may not show based on your school districts state requirements.

- i) Choose between ‘Hispanic or Latino’ or ‘Not Hispanic or Latino’
 - ii) Choose from other demographics for additional details.
 - b) Enter the last 4 digits of your Social Security Number (SSN) or select the No SSN\Not applicable if you do not have a SSN.
 - c) Enter your PaySchools Central Password.
 - d) Continue to the next step:
 - i) Select the Sign button to complete the application and to go to the next step.
 - ii) Back button to return to the last step.
- 14) If applicable and set up by your school: The next step is to complete disclosure choices. This option is to share your student’s meal benefit with other departments your school has designated, which can reduce fee costs.

Disclosure Categories

Contact Students Members Sign **Disclosure**

SHARE MEAL BENEFIT WITH OTHER DEPARTMENTS

The information you give on the Confidential Application for Free or Reduced Price Meal is only used to determine your student(s) eligibility for Free or Reduced Price meals. The information may also be used to determine your student(s) eligibility to receive benefits for other programs. We must have your permission to share your information. Please read the description for each category carefully. Completing this waiver is NOT A REQUIREMENT for participation in any school nutrition program. Please choose the program(s) by selecting the check box for each program for the ones you wish to OPT IN and share your information with.

Are you willing to share your student's meal benefits with other departments in the district for a possible reduction in your fee costs? If so, the school has listed the different departments or areas you can choose below. Please check the box for which to share your meal benefit.

Breanna Johnson

☐ Check this box if you would like to share with ALL departments below

☐ Fees

APPLY TO ALL STUDENTS

James Johnson

☐ Check this box if you would like to share with ALL departments below

☐ Fees

Steven Johnson

☐ Check this box if you would like to share with ALL departments below

☐ Fees

SIGNER: amber menge

ELECTRONIC SIGNATURE

I Certify (promise) that all information on this application is true and that all income is reported

CONFIRM PASSWORD *

CONTINUE

CANCEL

- a) Select the School Departments:
 - i) To share the benefit with for each of your students individually.
 - ii) Or select the Check this box if you would like to share with ALL department's checkbox for each of your students
- b) Enter your PaySchools Central Password
- c) Continue to the next step:
 - i) Select the Sign button sign the application and to go to the next step.

- ii) Or press the Back button to return to the last step.

Get Determination Letter

- 15) Get your determination letter
 - a) If your school automatically approves applications:

Success

Contact Students Members Sign **Disclosure**

APPLICATION APPROVED

Thank you for completing your Free and Reduced Meal Application for your district. You can request your Determination letter to be downloaded, sent to you via email, or to request the district mail the letter to you. If your child, or children, were determined eligible for free or reduced priced meals the benefit is effective immediately. If a meal was sold today, prior to the completion of your application, the meal price will be adjusted, and a credit applied automatically.

Please keep this letter for the entire school year, as your district may allow you to present it to other departments for reduction of fees and activity costs, or for verification purposes. In addition, some state or companies in your area may request this for a reduction in cost for electric and/or internet, and you may want to contact them directly to see if you qualify.

If you have any questions, please reach out directly to your school for assistance now that the application process is complete.

DOWNLOAD & PRINT

EMAIL

STANDARD MAIL

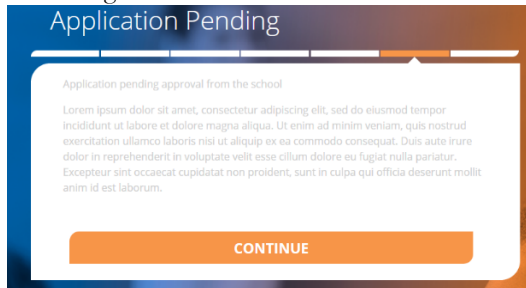
CONTINUE

- i) Get your application via three options, note that you can do all three options if you choose.
 - (1) Download and print: Download your determination letter immediately.

Do you want to open or save **Determination.pdf** (978 KB) from **obsmiddle school.com**?

- (2) Email: Send the determination letter to your email in PDF
 - (3) Standard Mail: You can choose to have the determination letter sent to you from the school district via mail. Please note this will take time for the district to print and mail to you and is NOT the preferred method of delivery.
- b) If your school does NOT automatically approve applications:
 - i) You will be notified that the application is pending approval and your preferred contact method will be used to send your letter once approved.

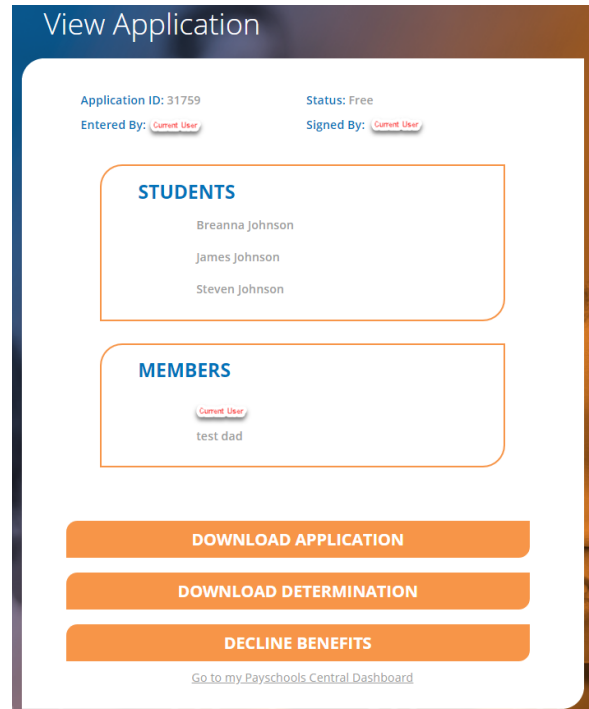
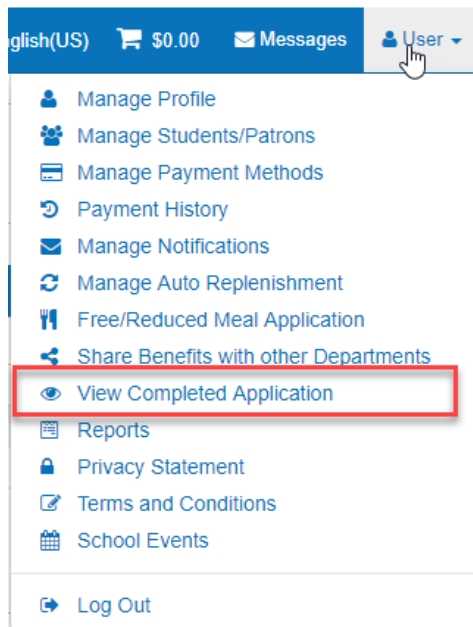
- ii) If changes are needed for your application to be approved, an email will be sent and a screen popup in PaySchools Central will be shown.
- iii) In both cases, you will be instructed to return to your application to make changes and resubmit.



- c) Continue to the next step:
 - i) Select the Continue button to go to the next step.

Review Completed Applications

- 1) You can view the current application from the View Completed Application option in the User Menu:



- 2) Download Application: Application details can be downloaded in PDF
- 3) Download Determination: Determination letter can be downloaded in PDF
 - a) Decline benefits: If your income situation changes and you no longer wish to use Free or Reduced-price meals or apply the status for a reduction in fees.
 - i) Declining benefits will cause the application to be removed and your student's meal status reset to full pay.
 - ii) You can always submit a new application to re-apply for benefits at any time through the school year.
 - iii) Confirmation regarding Declining Benefits is shown:

