



## Online Application for Meals Checklist

If a school has an online application for meals, the online application must contain all the required information. Below is a list of items which are required. Please get approval from the Indiana Department of Education before implementing a new online application for meals. Contact Sarah Kenworthy (ext. 20857) at [skenworthy@doe.in.gov](mailto:skenworthy@doe.in.gov), toll-free at 800-537-1142, or locally at 232-0850 for approval.

If the school uses a computer or web-based system to process applications, the parent/household letter must inform the household how to access the system in order to apply for benefits. In addition, the letter must explain to the household how to obtain and submit a paper application. This may be done by including a telephone number or a form to return requesting that an application be sent. The information letter may be distributed by the postal service, emailed to the parent/guardian, or provided through the information packet provided to students. Notification by phone messaging system is not acceptable.

- Input areas for Name of Child, Living with Parent or Caretaker Relative, Birth Date, School, Grade, TANF or Food Stamp Case #
- Foster Child section with instructions
- Homeless, Migrant Education, and Runaway section with instructions
- Input area for household members names with income and frequency
- Social Security input area for last 4 digits and check box to indicate they do not have a Social Security number
- Attestation Statement – A statement to certify that the information submitted is true; that school officials may verify the information on the application; and that misrepresentation may lead to prosecution – see bottom of page 1 on Indiana Prototype
- Textbook Assistance accept or decline box with Textbook attestation statement – see bottom of page 1 on Indiana Prototype
- Hoosier Healthwise accept box with Statement that application will be shared with Family and Social Services Administration – see page 2 on Indiana Prototype
- Race and Ethnicity – see page 2 of the Indiana Prototype
- Use of Information Statement– see page 2 of the Indiana Prototype
- Non-discrimination Statement– see page 2 of the Indiana Prototype
- Electronic Signature – “Electronic Signature” means an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record. This record or signature may not be denied legal effect or enforceability solely because it is in electronic form. Examples of potential signatures include but are not limited to:
  - Click OK on a screen
  - Password
  - PIN Number
  - Digitized Signature
  - Digital Signature
  - Fingerprint Scan
  - Retina Scan