



WOODBURY CITY PUBLIC SCHOOLS

*A Leader in Personalizing Education*

# How to Apply to the Online Lunch Application

- **Information to have:**

- All Woodbury Students: Names, Grade Level, School, Student ID
- Address
- Number of people who reside at the address provided
- Current phone number
- SNAP or TANF number if applicable
- All names of residents at the address provided
  - Their Income
  - Type of Income
  - SSN

## **Step 1:**

Make sure you have all the information provided above before you begin!

Go to: <https://mealapp.lunchtimesoftware.net>

Hit REGISTER button

## **Step 2:**

Fill out all fields in registration form

Hit REGISTER button

### **Step 3:**

You should now be viewing a screen labeled: FREE/REDUCED APPLICATION INFORMATION

Skip: Family ID field

Signer- Fill in information of the individual completing this application

Address: Current address where students reside

Household Size: Total number of individuals that live at the address provided (including students and those who do not attend Woodbury City Public Schools)

SNAP/TANF: If Applicable

### **Step 4:**

Add students

- Full Name
- Student ID : Supplied by Woodbury City Public Schools
- School they attend
- Other: Homeless, Foster etc.

### **Step 5:**

-Add any adult/non-student

- Full Name
- Income
- Income Frequency: Drop down menu
- Income Type: Drop down menu

### **Step 6:**

- Once all information is completed
  - o Hit SAVE
- You should receive a **complete** notification
- You will then receive an email with your determination status.
  - o This email will include an Application Number- save for your records.