



Northwest Regional Data Center

Food Service Online Application Entry in Family Access

Documentation Key

PATH: Sequence of clicks to access a specific area of Web Access

Note: Information provided to clarify a process or provide additional details



Important message regarding functionality

Back: Boxed word indicates a button in Web Access

Hyperlink: Underlined Link to a new screen or process

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Adding Online Meal Applications

You can add an application for free or reduced meals through the Applications Tab in Family Access. When you submit an application for free or reduced meals, the information you provide is confidential and is only seen by the Food Service department. Access to the Applications tab may vary by the school that your child attends, however you only need to fill out one application that includes all members of your family.

This document walks you through the steps that are necessary to complete the Online Meal Application in Family Access. Once you have started the process, you will find additional information in the Letter to Households that will identify who you can contact in your district if you have any questions.

Begin Adding an Application

When you begin adding an application for free and reduced meals, additional instructions are listed at the top of each page. You can quickly jump to a specific page by using the links in the column on the left side of the screen. However, we strongly recommend using the procedures below and the Next button at the top of each page to be sure you are completing all required steps.

To begin adding an Online Meal Application:

1. Select **Food Service** from the Family Access General Information tree on the left side of the screen.
2. Select **Submit a Food Service Application**

The screenshot shows the Family Access website interface. At the top, there is a navigation bar with the user's name 'KATHY BISIG' and links for 'My Account', 'Contact Us', 'Report History', and 'Exit'. Below this is a 'Select Language' dropdown and 'District Links'. The main content area is titled 'Food Service' and features a 'Submit a Food Service Application' button highlighted with a red box. On the left, a sidebar menu includes 'Home', 'New Student Online Enrollment', 'Calendar', 'Gradebook', 'Attendance', 'Student Info', 'Food Service' (highlighted with a red box), 'Schedule', 'Discipline', and 'Test Scores'. The 'Food Service' section displays 'Current Account Balance' for several students: BAXTER (\$-3.50, Reduced), BORIS (\$0.00, Prepaid), JAX (\$-8.65, Reduced), JOSIE (\$25.20, Reduced), and NERMAL (\$7.40, Reduced). It also shows 'Today's Lunch Menu' with a message that no details are available for the current date. A 'Food Service Messages/Links' section contains a message about St. Patrick's Day and a link to find the month's menu. On the right, the 'Purchases for:' section shows the date 'Wed Apr 23, 2014' and navigation buttons for 'Previous Day' and 'Next Day'. Below this, there are sections for 'BAXTER (NWRDC HIGH SCHOOL)' and 'BORIS (NWRDC ELEMENTARY SCHOOL)', each with a 'Key Pad Number' and a table for 'Item' and 'Price'. Both sections indicate 'No transactions for this date.' At the bottom, there is a section for 'JAX (NWRDC ELEMENTARY SCHOOL)'.

Accepting the Letter to Households

The Letter to Households provides you with the basic information about how your child or children can qualify for free or reduced meals. Included in the letter is information on the cost of regular and reduced-priced meals, a Federal Income Chart that gives you qualification guidelines of income levels based on household size, some helpful information on application requirements, and district contact information if you have questions.

NOTE: You must acknowledge that you have read the Letter to Households before you can continue in the application process.

To accept the Letter to Households:

1. Review the Letter to Households, and check the box **I have read the Letter to Households and would like to continue the application.**

Household Application for Free and Reduced-Price Meals

Steps: **Household Application for Free and Reduced-Price Meals** Next Print

Letter to Households. Please select the option below after reviewing all information.

I have read the Letter to Households and would like to continue the application

Dear Parent/Guardian:
This letter tells how your children can get free or reduced-price meals, as well as information on other benefits. The cost of school meals is shown below.
Breakfast will be served at no cost to those children who qualify for free and reduced-price meals. Lunches will be served at no cost to children who qualify for free meals and to those who qualify for reduced-price meals in kindergarten through 3rd grade. All other students (preschool and 4th - 12th grades) will be charged the rate shown below.

Grade Level	REGULAR			REDUCED-PRICE		
	Breakfast	Lunch	Snack	Lunch		Snack
				K-3	All Other Students	
K-5	\$1.75	\$3.00	\$0.00	\$0.00	\$0.40	\$0.00
6-12	\$1.75	\$3.25	\$0.00	\$0.00	\$0.40	\$0.00

WHO SHOULD FILL OUT AN APPLICATION?
Fill out the application if:

- Total household income is the SAME or LESS than the amount on the chart
- You receive Basic Food, take part in the Food Distribution Program on Indian Reservations (FDPRI), or receive Temporary Assistance for Needy Families (TANF) for your children
- You are applying for a foster child

If completing a non-electronic version, turn in the application to your Child's School or to the District Office. Be sure to submit ONLY ONE application per household. We will notify you if the application is approved or denied. If any child you are applying for is homeless, migrant, or a runaway, check the appropriate box and call your school.

WHAT COUNTS AS INCOME? WHO IS CONSIDERED A MEMBER OF MY HOUSEHOLD?
Look at the income chart below. Find your household size. Find your total household income. If members in the household are paid at different times during the month and you are unsure if your household is eligible, fill out an application and we will determine your income eligibility for you. The information you give will be used to determine your child's eligibility for free or reduced-price meals.

NEW THIS YEAR: Foster children are eligible for free meals regardless of personal use income. If you have questions about applying for meal benefits for foster children, please contact us at 555.555.5555.

FEDERAL INCOME CHART
For School Year 2012-13

Household Size	Twice Per Every Two			
	Yearly	Monthly	Month	Weeks Weekly
1	20,665	1,723	862	795 398
2	27,991	2,333	1,167	1,077 539
3	35,317	2,944	1,472	1,359 680
4	42,643	3,554	1,777	1,641 821
5	49,969	4,165	2,083	1,922 961
6	57,295	4,775	2,388	2,204 1,102
7	64,621	5,386	2,693	2,486 1,243
8	71,947	5,996	2,998	2,768 1,384
Each Additional Person:	7,326	611	306	282 141

2. Click Next.

Reviewing the Federal Income Chart

The Federal Income Chart, which is updated yearly, helps you determine whether your child qualifies for free or reduced price meals based on your household income and size. This chart is for review only. Click **Next**.

Household Application for Free and Reduced-Price Meals

Steps: Household Application for Free and Reduced-Price Meals [Previous](#) [Next](#) [Print](#) [Back](#)

Letter to Households
 Federal Income Chart
 Privacy Act Statement
 Non-discrimination Statement

Your children may qualify for free or reduced price meals if your household income falls within the limits on this chart.

FEDERAL INCOME CHART
 For School Year 2013-14

Household Size	Yearly	Monthly	Twice Per Every Two		
			Month	Weeks	Weekly
1	21,257	1,772	886	818	409
2	28,694	2,392	1,196	1,104	552
3	36,131	3,011	1,506	1,390	695
4	43,568	3,631	1,816	1,676	838
5	51,005	4,251	2,126	1,962	981
6	58,442	4,871	2,436	2,248	1,124
7	65,879	5,490	2,745	2,534	1,267
8	73,316	6,110	3,055	2,820	1,410
Each Additional Person:	7,437	620	310	287	144

Application

- Part 1: Student Names
- Part 2: Gross Income
- Part 3: Household Members
- Part 4: Signature
- Part 5: Ethnicity and Race
- Part 6: Other Benefits

Review and Submit

Reviewing the Privacy Act

The Privacy Act Statement explains how the district will use the information provide in your household application. This statement is for your review. Click **Next**.

Household Application for Free and Reduced-Price Meals

Steps: Household Application for Free and Reduced-Price Meals [Previous](#) [Next](#) [Print](#)

Letter to Households
 Federal Income Chart
 Privacy Act Statement
 Non-discrimination Statement

Privacy Act Statement: This explains how we will use the information you give us.

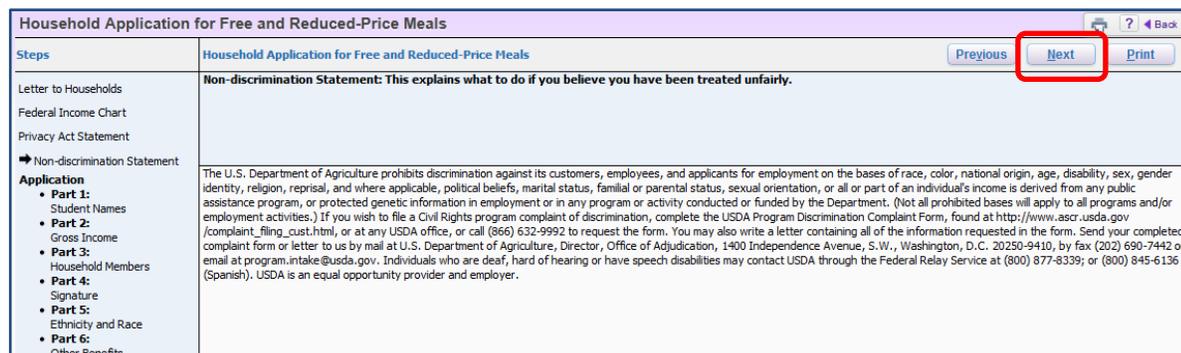
The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the Social Security Number of the adult household member who signs the application. The last four digits of the Social Security Number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (Basic Food), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a Social Security Number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

Application

- Part 1: Student Names
- Part 2: Gross Income
- Part 3: Household Members
- Part 4: Signature
- Part 5: Ethnicity and Race
- Part 6: Other Benefits

Non-Discrimination Statement

The Non-Discrimination Statement explains what to do if you believe you have been treated unfairly. This statement is for your review. Click **Next**.



The screenshot shows a web browser window titled "Household Application for Free and Reduced-Price Meals". The page has a navigation bar with "Previous", "Next", and "Print" buttons. The "Next" button is highlighted with a red box. The main content area is titled "Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly." Below this title is a detailed paragraph explaining the U.S. Department of Agriculture's prohibition on discrimination. On the left side, there is a "Steps" sidebar with a list of application parts: Part 1 (Student Names), Part 2 (Gross Income), Part 3 (Household Members), Part 4 (Signature), Part 5 (Ethnicity and Race), and Part 6 (Other Benefits). The "Non-discrimination Statement" is currently selected in the sidebar.

Filling out the Household Application for Free and Reduced-Price Meals

Each of the following sections of the application requires you to enter your personal information regarding household members and income. The district only needs one application per household so information entered should reflect all members of your household. For more help, see the instructions that appear at the top of each page.

Part 1: Legal Name of Student

In **Part 1: Legal Name of Student**, you enter the names of all students living with you that attend school.

To fill out Part 1:

1. If your child received free or reduced meals during the last school year, select the check box **'Check here if you received meal benefits last year'**.
2. If any children you are applying for are homeless, migrant, or runaway select the **'Child Status'** box and contact your school. Children in these categories automatically qualify for free meals, but you must continue filling out the application.

NOTE Information entered on the Household Application for Free and Reduced-Price Meals is not shared with other departments in the district, and the school also needs this information for program assistance.

- Enter information in the **Legal Name, Date of Birth, School and Grade** for boxes for each student in your household.

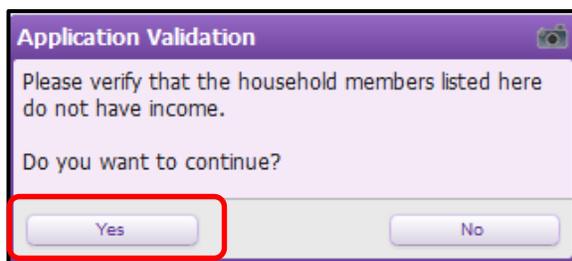
NOTE Use the student’s legal name. This helps the Food Service Administrator when matching names to Food Service Customers in the district.

NOTE Select the check box Add More Names to Application (at the top of the screen) if you need to enter more than five student names. This adds additional record lines to the application.

- Click the box ‘**Check if NO Income**’ for any student in your household that does not have an income.
- Click the box ‘**Check if a Foster Child**’ for any students living in your household that are foster children.
- In the **Basic Food, TANF or FDPIR Case Number** field, enter the case number for any student that has a TANF (Temporary Assistance for Needy Families) or FDIPR (Food Distribution Program on Indian Reservations) Case Number.
- If a number was entered, select the type: Basic Food, TANF, FDPIR
- Click **Next**.

Legal Name of Student First Name, Middle Initial, Last Name	Date of Birth	School	Grade	Check if NO Income	Check if a Foster Child	Case Number	Does the Student Receive Basic Food, TANF, or FDPIR? [?]
(Example) Student A. Smith	12/31/2999	School Name	04	<input type="checkbox"/>	<input type="checkbox"/>		No Case #
Baxter Big	08/01/2001	Acme HS	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>		No Case #
Jose Big	12/13/2001	Acme MS	06	<input checked="" type="checkbox"/>	<input type="checkbox"/>		No Case #
Jax Big	09/10/2008	Acme ELE	K	<input checked="" type="checkbox"/>	<input type="checkbox"/>		No Case #
Hermal Big	09/10/2008	Acme ELE	K	<input checked="" type="checkbox"/>	<input type="checkbox"/>		No Case #

- An Application Validation window will display, verify that the information is correct and select **Yes** to continue.



Part 2: Gross Income

In **Part 2: Gross Income**, you list the names of all other household members and any income they contribute.

NOTE If you provided a case number for any household member in Part 1, you are not required to fill out this section. Click **Next** and go to Part 3.

1. In the **Name** box, enter the name of any household member that has a **TANF** or **FDIPR** Case Number.
2. If you entered a Name and Case Number in step 1, click one of the appropriate boxes for the associated Case Number: **Basic Food, Temporary Assistance for Needy Families (TANF) or Food Distribution Program on Indian Reservations (FDIPR)**.
3. Enter information in the **Full Legal Name, Earnings from Work before Deductions, Child Support, Alimony, Pensions, Retirement, Social Security (SSI), and Any Other Income Not Already Listed** boxes for all adults and children *not in school* that live in your household.

NOTE Click the drop-down arrow next to any income box to select the frequency of the income. For a description of the frequency codes, double-click in the box.

NOTE Check the box **Add More Names to Application** (at the top of the screen) if you need to enter more than six household members. This adds additional record lines to the application.

4. Click the box **Check if NO Income** for any member of your household who does not have an income.

Household Application for Free and Reduced-Price Meals Previous **Next** Print

2. Gross Income. If you provide a case number for another household member, skip to **Part 3** (do not list gross income). Otherwise, list the names of all other household members. Please enter your income and select how often it is received. List any regular incomes to children such as SSI payments or regular earnings. Do not list occasional earnings like babysitting.

Add More Names to Application

Name: Case Number:

Basic Food
 Temporary Assistance for Needy Families (TANF)
 Food Distribution Program on Indian Reservations (FDIPR)

1. Full Legal Name First Name, Middle Initial, Last Name	2. Gross Income and How Often it was Received [?]							Check if No Income	
	Earnings from Work Before Deductions	Child Support, Alimony	Pensions, Retirement, Social Security (SSI)	Any Other Income Not Already Listed					
(Example) Jane A. Smith	\$199.99	W	\$149.99	B	\$99.99	M	\$50.00	M	<input type="checkbox"/>
Barry Binglescr	\$48,000.00	A	\$0.00		\$0.00		\$0.00		<input type="checkbox"/>
Rosie Binglescr	\$0.00		\$0.00		\$0.00		\$0.00		<input checked="" type="checkbox"/>
Baby Binglescr	\$0.00		\$0.00		\$0.00		\$0.00		<input checked="" type="checkbox"/>
	\$0.00		\$0.00		\$0.00		\$0.00		<input type="checkbox"/>
	\$0.00		\$0.00		\$0.00		\$0.00		<input type="checkbox"/>
	\$0.00		\$0.00		\$0.00		\$0.00		<input type="checkbox"/>

5. Click **Next**

Part 3: Total Household Members

In Part 3: Total Household Members you must enter the number of members living in your household.

1. In the **Total Household Members** box, enter the number of people living in your household. This number should include students, non-students and all adults.

The screenshot shows the 'Household Application for Free and Reduced-Price Meals' interface. At the top right, there are three buttons: 'Previous', 'Next', and 'Print'. The 'Next' button is highlighted with a red box. Below the buttons, the section is titled '3. Total Household Members. (Include all people living in your household)'. At the bottom of the section, there is a text input field labeled 'Total Household Members:' with the number '7' entered.

2. Click **Next**.

Part 4: Signature

In Part 4: Signature, you certify the information you have using an electronic signature and entering the requested information. An electronic signature is used in this section so the application can be submitted online.

1. Select the text **Click to Sign**.
2. In the Print Name box, enter your name.
3. Enter your address and telephone information (optional).
3. Do one of the following:
 - a. In the SSN box, enter the last four digits of the Social Security Number for the person signing the application.
 - b. Click the box 'I do not have a Social Security Number'.

NOTE Required fields on this page are **Sign here**, **Print Name** and **SSN**.

The screenshot shows the 'Household Application for Free and Reduced-Price Meals' interface for the '4. Signature and Social Security Number' section. At the top right, there are three buttons: 'Previous', 'Next', and 'Print'. The 'Next' button is highlighted with a red box. Below the buttons, there is a warning message: 'An adult household member must sign the application. If Part 1 is completed, the adult signing the form also must list the last four digits of his or her Social Security Number or mark the 'No Social Security Number' box. See Privacy Act Statement'. Below this, there is a certification statement: 'I certify (promise) that all information on this application is true and that all income is reported. I understand that the school will get Federal funds based on the information I give. I understand that school officials may verify (check) the information. I understand that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted'. Below the certification, there are several input fields: '* Sign here: <Signed Electronically>' with a 'Remove' button; '* Print Name: Barry Binglejor'; 'Date: 08/01/2013'; 'Home Telephone: [] Ext: []'; 'Address: []'; 'Work Telephone: [] Ext: []'; 'City: []'; 'State: []'; 'Zip Code: []'; '* Last Four Digits of SSN: ***-**-1234 OR I do not have a SSN'; and 'Email Address: []'. The 'Sign here', 'Print Name', and 'Last Four Digits of SSN' fields are highlighted with red boxes.

4. Click **Next**

Part 5: Ethnicity & Race

Part 5: Children's Racial and Ethnic Identities is an *optional* page on the application. If you choose to include this information on the application, there is only an option to include the Ethnicity & Race of one of the children in your household.

1. Check the box '**I would like to report this optional information**'
2. Click the appropriate **Ethnic identity** and one or more **racial identities** for the selected child.

Household Application for Free and Reduced-Price Meals

Steps: Letter to Households, Federal Income Chart, Privacy Act Statement, Non-discrimination Statement, Application (Part 1: Legal Name of Student, Part 2: Gross Income, Part 3: Total Household Members, Part 4: Signature, Part 5: Ethnicity and Race, Part 6: Other Benefits), Review and Submit

Household Application for Free and Reduced-Price Meals

5. Children's Racial And Ethnic Identities. (Optional)

I would like to report this optional information

Mark one ethnic identity: Not Hispanic/Latino

Mark one or more racial identities: Asian, American Indian or Alaska Native, Black or African American, White, Native Hawaiian or other Pacific Islander, Other

3. Click **Next**

Part 6: Other Benefits

Part 6: Other Benefits allows you to share your free or reduced meal status with other programs within the school or district. Sharing this information may qualify the student for a reduction in fees. Other Benefits is optional. If you choose to share your meal status you will need to fulfill separate signature requirements.

1. Check the box next to the program(s) you wish to share the information with for a possible reduction in fees.
2. Select the **Click to Sign** link. This enters the text <Signed Electronically> in the Signature of Parent/Guardian box and the current date in the Date box. The **Click to Sign** link changes to **Remove**.
3. In the **Printed Name** box, enter your name.

Household Application for Free and Reduced-Price Meals

6. Other Benefits. Please check the box in front of the programs that you wish to share your child's free or reduced price meal status with in order to qualify for a reduction in fees.

Allow?	Name of program specific to your school	
<input checked="" type="checkbox"/>	Athletic Scholarships	<input type="button" value="Select All"/>
<input checked="" type="checkbox"/>	Advanced Placement Testing	<input type="button" value="Unselect All"/>

By signing below, I allow the information contained on this application to be shared with the other program(s) I have indicated.

Signature of Parent/Guardian: <Signed Electronically> Remove Date: 04/08/2013

Printed Name: Barry Braggins

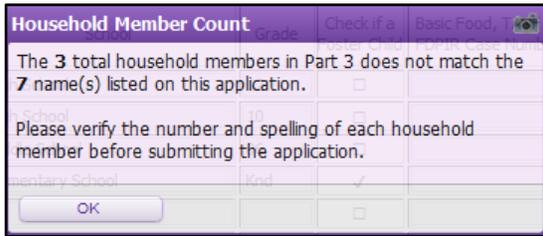
For more information, you may Don Draper, 555.333.6666 ddraper@madmen.net.

4. Click **Next**.

Reviewing and Submitting your Online Application

In the final step of completing your Household Application for Free and Reduced-Price Meals, you review the information you entered on the application and submit it for the district Food Services Department to review.

On the Review and Submit page, you will see an option to **Submit Application**. If errors are detected, you will see instructions to review the completed application and fix any indicated errors, along with a message indicating where the error is and what needs fixed before the application can be submitted for approval.

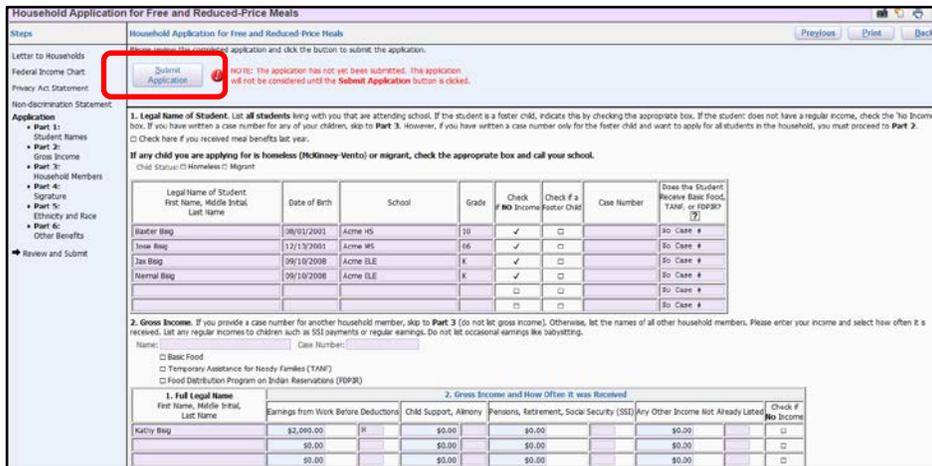


To review and submit the Online Application:

1. Review the Household Application for Free and Reduced-Price Meals for complete and accurate information.

NOTE: If you need to make additions or corrections to the application you can jump directly to the page you need by selecting the option from the Steps tree on the left-hand side of the screen.

2. Click **Print** to save a hard copy of the application you are about to submit.
3. Click **Submit Application**.



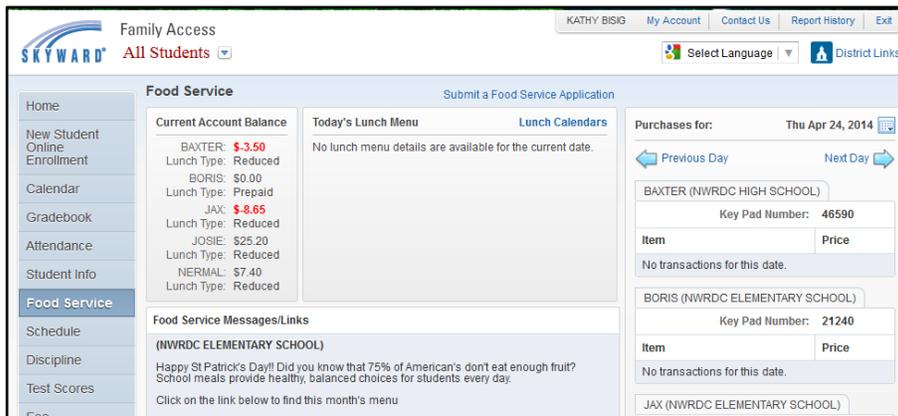
4. Once you have selected Submit Application, the application is sent electronically to the Food Services department and you are returned to the Food Service Applications window. Use the X to close the Food Service Applications window and return to Family Access.

Viewing and Printing Pending Applications

After submitting a Household Application for Free and Reduced Price-Meals, you can view a summarization of your Pending Application Information on the Food Services Submit a Food Service Application link. The access you have to view the entire pending application and print applications is dependent on your child's school settings.

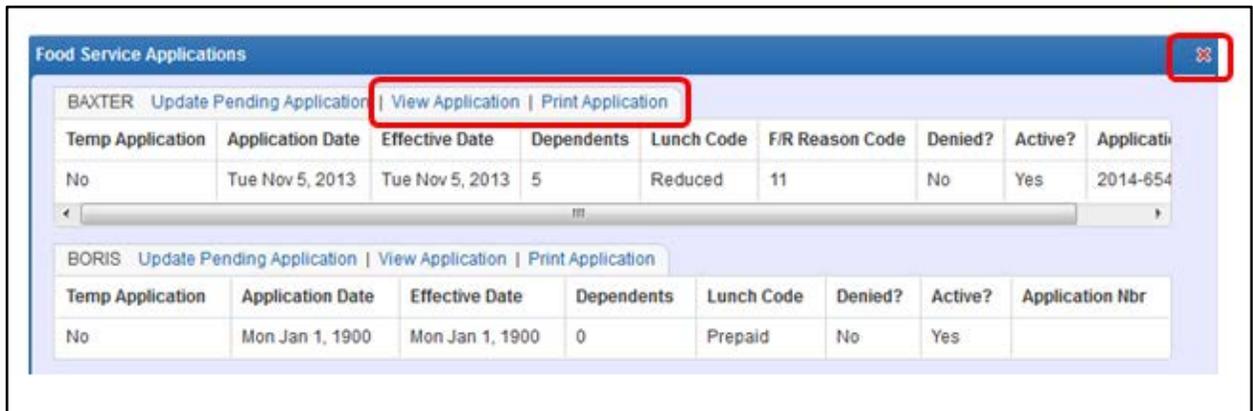
To view and print pending applications:

1. From the Family Access General Information tree on the left side of the screen, select **Food Service**.
2. Click the **Submit a Food Service Application** link.



The screenshot shows the 'Family Access' web application interface. The top navigation bar includes 'KATHY BISIG', 'My Account', 'Contact Us', 'Report History', and 'Exit'. The main content area is titled 'Food Service' and includes a 'Submit a Food Service Application' link. On the left, there is a sidebar with navigation options like 'Home', 'New Student Online Enrollment', 'Calendar', 'Gradebook', 'Attendance', 'Student Info', 'Food Service', 'Schedule', 'Discipline', and 'Test Scores'. The main content area displays 'Current Account Balance' for several students: BAXTER (\$-3.50, Reduced), BORIS (\$0.00, Prepaid), JAX (\$-8.65, Reduced), JOSIE (\$25.20, Reduced), and NERMAL (\$7.40, Reduced). Below this, there is a 'Food Service Messages/Links' section with a message about St. Patrick's Day. On the right, there is a 'Purchases for:' section for 'Thu Apr 24, 2014', showing 'No transactions for this date.' for three schools: BAXTER (NWRDC HIGH SCHOOL), BORIS (NWRDC ELEMENTARY SCHOOL), and JAX (NWRDC ELEMENTARY SCHOOL).

3. To view the pending application, click **View Application**. You can click **Next** to move through the pages, or select a page from the Steps tree on the left side of the screen. When you have finished reviewing the application, click **Back**.
4. To print the pending application click **Print Application**. Once the application opens, click **Print** again, select your printer, and click **Print** one more time. Once the application has printed, click **Back**. Use the X to close the Food Service Applications window and return to Family Access.



The screenshot shows a table titled 'Food Service Applications'. The table has columns for 'Temp Application', 'Application Date', 'Effective Date', 'Dependents', 'Lunch Code', 'F/R Reason Code', 'Denied?', 'Active?', and 'Application Nbr'. There are two rows of data, one for BAXTER and one for BORIS. The 'View Application' and 'Print Application' links for BAXTER are highlighted with a red box. A red box with an 'X' icon is also visible in the top right corner of the table area.

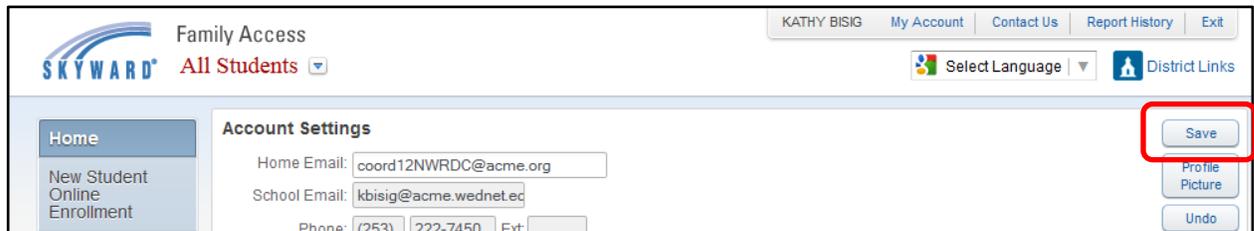
Temp Application	Application Date	Effective Date	Dependents	Lunch Code	F/R Reason Code	Denied?	Active?	Application Nbr
No	Tue Nov 5, 2013	Tue Nov 5, 2013	5	Reduced	11	No	Yes	2014-654
No	Mon Jan 1, 1900	Mon Jan 1, 1900	0	Prepaid	No	Yes		

Sign up to receive Low Balance notifications in Family Access

Another feature of Family Access is that you can sign up to receive Food Service Low Balance Email notifications when your student's balance falls below an amount set by the District.

To receive Emails when Food Service balance is low:

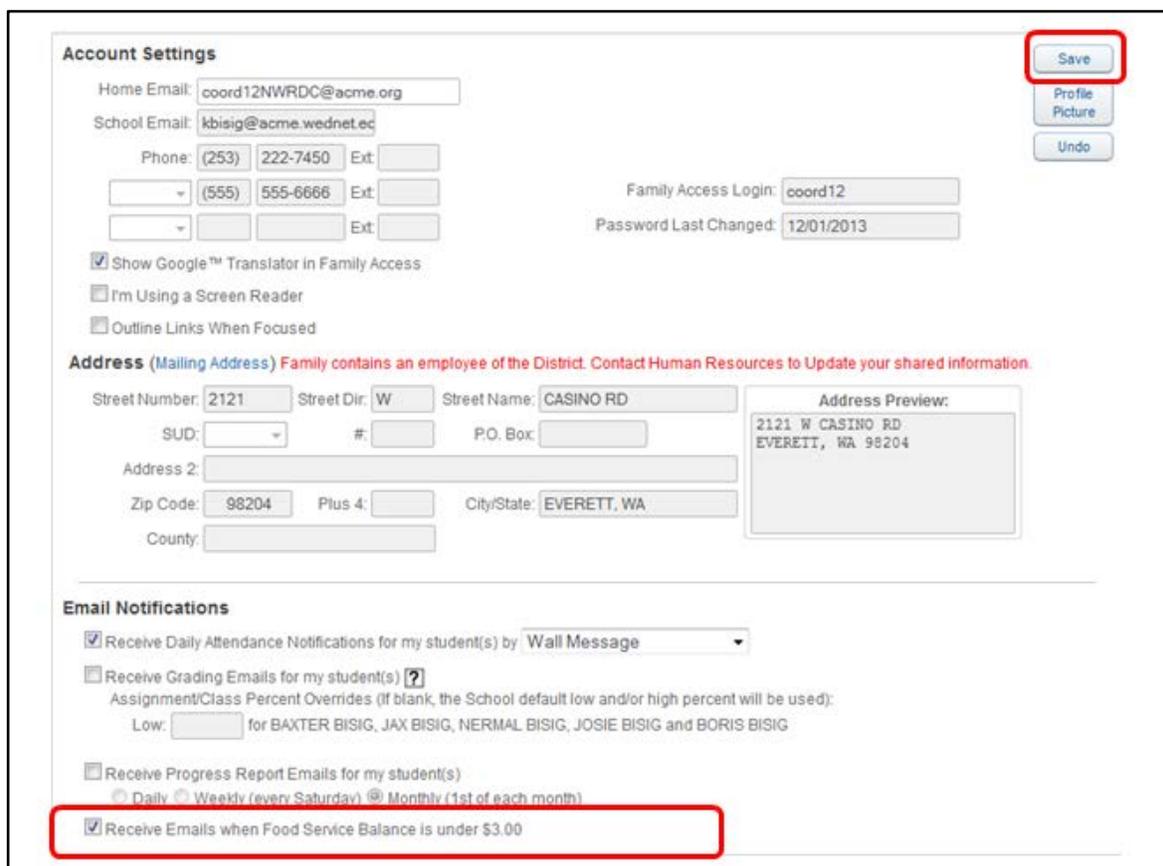
1. From the Family Access main screen, select **My Account**



The screenshot shows the Family Access main screen. The user is logged in as KATHY BISIG. The 'My Account' tab is selected. The 'Account Settings' section is visible, with the 'Save' button highlighted in a red box. The 'Home' button is also visible in the top right corner.

2. In Account settings, check the box to **Receive Emails when Food Service Balance is under...**

3. Click **Save**



The screenshot shows the Family Access Account Settings page. The 'Email Notifications' section is visible, with the 'Receive Emails when Food Service Balance is under \$3.00' checkbox checked and highlighted in a red box. The 'Save' button is also highlighted in a red box. The 'Address' section is also visible, showing the mailing address: 2121 W CASINO RD, EVERETT, WA 98204.