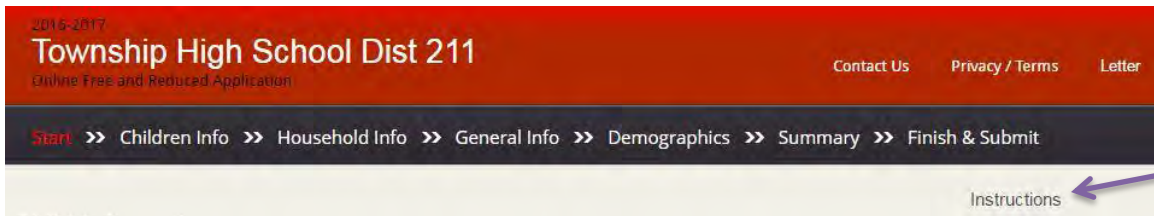


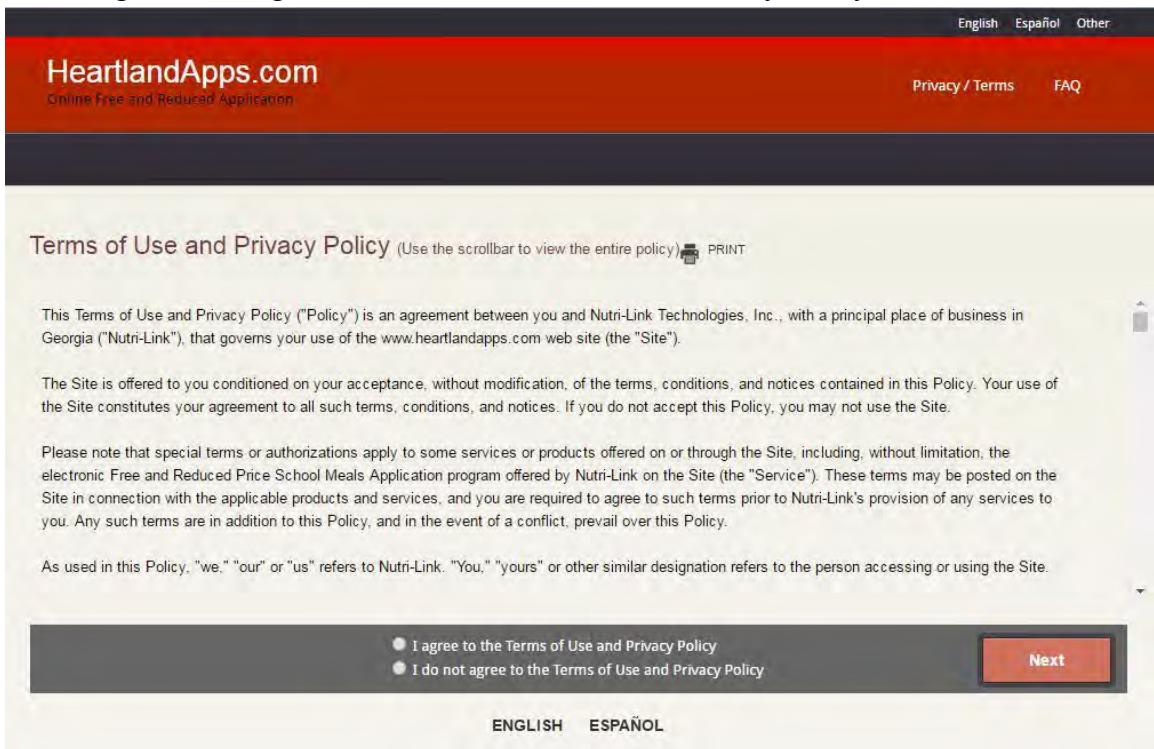
Please complete the following steps to submit an online meal application for District 211. If you have any questions please contact the Food Service office at 847-755-6681.

STEP 1: Log onto: www.d211.heartlandapps.com. The option of an English or Spanish application is accessible in the Right Hand corner of the page. If all required information is not completed, the application will prohibit continuing to the next page.

****If you have questions on a specific step please select the “Instructions” link located on the right hand corner of the page.**



STEP 2 Select Agree or Disagree with the Terms of Use and Privacy Policy. Select NEXT



STEP 3: Read the letter to the household. This letter explains the meal application and answers questions for the current school year. You may print this letter. Select NEXT

The screenshot shows the website header with the year 2016-2017, the title "Township High School Dist 211", and the subtitle "Online Free and Reduced Application". Navigation links for "Contact Us", "Privacy Terms", and "FAQ" are visible. The main content area is titled "Letter to Household" with a "PRINT" button. The letter text includes: "The Township High School District 211", "Dear Parent/Guardian: Children need healthy meals to learn. The Township High School District 211 offers healthy meals every school day. Breakfast costs \$1.45 at all Schools. Lunch costs \$2.35-\$2.90. Your children may qualify for free meals or for reduced price meals. Reduced price is \$0.30 for breakfast and \$0.40 for lunch.", and four numbered questions regarding application requirements, eligibility for free meals (SNAP, TANF, foster children, homeless/runaway/migrant children), and application completion. A "NEXT" button is located at the bottom right of the letter content, and language options "ENGLISH" and "ESPAÑOL" are at the bottom center.

STEP 4: Enter the total number of children living in the household, including non-District 211 students and District 211 students.

The screenshot shows the website header with the year 2016-2017, the title "Township High School Dist 211", and the subtitle "Online Free and Reduced Application". Navigation links for "Contact Us", "Privacy / Terms", and "Letter" are visible. A breadcrumb trail shows the current step: "Start >> Children Info >> Household Info >> General Info >> Demographics >> Summary >> Finish & Submit". The main content area is titled "Child Information" with an "Instructions" link. The instruction text reads: "Please enter the number of all household members who are INFANTS, CHILDREN, AND STUDENTS UP TO AND INCLUDING GRADE 12. They do NOT have to be related to you to be a part of your household." There is an empty input field for the number. A "Next" button is located at the bottom right.

STEP 5: Complete the information for each child living in your household. Please only select ‘student’ if your child is currently attending a District 211 school this school year. If you select yes, your child is a student, please select which District 211 school they attend. If you have a SNAP or TANF case number, please enter it. Select NEXT

2016-2017
Township High School Dist 211
 Online Free and Reduced Application

Contact Us Privacy / Terms Letter

Start >> **Children Info** >> Household Info >> General Info >> Demographics >> Summary >> Finish & Submit

Instructions

Child Information
 List all Children:
 *Required Fields

1

Student ID First Name* MI Last Name* Is this a Student?*

Birthdate (MM/DD/YYYY)* Grade* School Name*

SNAP case #(Foodstamp #)
 TANF or FDPPIR case # (if any)

2

First Name* MI Last Name* Is this a Student?*

Remove Child

Add Additional Child

Previous Next

STEP 6: Please enter any information that may apply. If you select the option of homeless, migrant, or runaway, please contact your school’s Student Service’s Director.

2016-2017
Township High School Dist 211
 Online Free and Reduced Application

Contact Us Privacy / Terms Letter

Start >> **Children Info** >> Household Info >> General Info >> Demographics >> Summary >> Finish & Submit

Instructions

Assistance Programs

Are any children homeless, migrant, or runaway?
 If the child you are applying for is homeless, migrant or runaway, please check the appropriate box below and contact your school's Student Service's Director.

None
 Homeless
 Migrant
 Runaway

SNAP, TANF or FDPPIR Case Number
 Please List the case number for any household member (including students or adults) receiving SNAP (Foodstamp) TANF or FDPPIR benefits. **If your household receives Medicaid benefits please fill out the income section of the application**

Case Number

Previous Next

STEP 7: If the children in your household receive any income, please enter it in space provided.

2016-2017
Township High School Dist 211
Online Free and Reduced Application

Contact Us Privacy / Terms Letter

Start >> **Children Info** >> Household Info >> General Info >> Demographics >> Summary >> Finish & Submit

Instructions

Child Income

Sometimes children in the household earn or receive income. Please include the TOTAL income received by all Household Members listed in the previous step.

Use the 'Child Income Worksheet' link below to help calculate if you have multiple children with income and different income frequencies.

\$ Weekly

[Student Income Worksheet](#) [Clear Student Data](#)

Student Number	Child Name	Income	Frequency	X
	First Child	\$ <input type="text" value="00"/>	<input type="text" value="--How Often--"/>	
	Second Child	\$ <input type="text" value="00"/>	<input type="text" value="--How Often--"/>	

Previous Next

STEP 8: Enter the number of additional members living in your household. DO NOT include the children already listed. Select NEXT.

2016-2017
Township High School Dist 211
Online Free and Reduced Application

Contact Us Privacy / Terms Letter

Start >> Children Info >> **Household Info** >> General Info >> Demographics >> Summary >> Finish & Submit

Instructions

Household Members and Income

Please enter the number of members living in your household NOT INCLUDING THE CHILDREN LISTED IN THE PREVIOUS STEP.
If this application is for a child living alone or as a separate economic unit (emancipated) please enter the letters "NA" in the box and click the Next button.

Previous Next

STEP 9: Please enter the name and income for all household members. DO NOT include children previously listed.

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Contact Us Privacy / Terms Letter

Start >> Children Info >> **Household Info** >> General Info >> Demographics >> Summary >> Finish & Submit

Instructions

Household Members and Income

List all Household Members not listed on the 'Child Information' page (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total gross income (before taxes) for each source in whole dollars only (no cents). If they do not receive income from any source, enter '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.
 *Required Fields

1 First Name* Last Name*

Earnings from work
 0 .00 --How Often--

Public Assistance/Child Support/Alimony
 0 .00 --How Often--

Pensions/Retirement/All Other Income
 0 .00 --How Often--

STEP 10: Select the name of the household member who is completing the application (the Parent or Guardian.) Enter the last four digits of SSN or check "I do not have a SSN". Enter household address & phone number. Select NEXT.

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Township High School Dist 211
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Contact Us Privacy / Terms Letter

Start >> Children Info >> Household Info >> **General Info** >> Demographics >> Summary >> Finish & Submit

Instructions

Adult Signer Information

Enter the following information for the person filing out this application.
 *Required Fields

Name*
 Select

Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member Check if no SSN [privacy / terms](#)

*XXX - XX -

Household Address (if available)

Mailing Address* Apt # City* State* Zip Code*

Work Phone* Home or Cell Phone* Email Address (optional)

Previous Next

STEP 11: Enter demographic information. This section is optional. Select Next.

The screenshot shows the 'Demographic Information (Optional)' page. At the top, there is a red header with '2016-2017 Township High School Dist 211' and 'Online Free and Reduced Application'. Navigation links include 'Contact Us', 'Privacy / Terms', and 'Letter'. A dark grey breadcrumb trail shows: Start >> Children Info >> Household Info >> General Info >> **Demographics** >> Summary >> Finish & Submit. The main content area has a light beige background and includes an 'Instructions' link. The title is 'Demographic Information (Optional)'. Below the title is a paragraph: 'We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is **OPTIONAL** and does not affect your children's eligibility for free or reduced price meals.' There are two sections for selecting ethnicity: 'Choose one ethnicity' with radio buttons for 'Hispanic/Latino' and 'Not Hispanic/Latino'; and 'Choose one or more (regardless of ethnicity)' with checkboxes for 'American Indian or Alaska Native', 'Asian', 'Black or African American', 'Native Hawaiian or other Pacific Islander', and 'White'. At the bottom right, there are 'Previous' and 'Next' buttons.

STEP 12: Review the Summary Page to ensure information submitted is correct. Changes can be made by selecting the “Change” option in the Right-hand corner of each section. Once information is verified, select NEXT.

The screenshot shows the 'Summary & Review' page. It has the same red header as the previous page, with '2016-2017 Township High School Dist 211' and 'Online Free and Reduced Application'. Navigation links include 'Contact Us', 'Privacy / Terms', and 'Letter'. The dark grey breadcrumb trail is: Start >> Children Info >> Household Info >> General Info >> Demographics >> **Summary** >> Finish & Submit. The main content area has a light beige background and includes an 'Instructions' link. The title is 'Summary & Review'. Below the title is a paragraph: 'Please review the information and verify that it is correct. Make any modifications necessary by using the link next to each section. Township High School Dist 211'.

STEP 13: Read the information and electronically sign the application. The application may be printed using the link at the bottom of the page. Select Next.

2016-2017
Township High School Dist 211
 Online Free and Reduced Application

Contact Us Privacy / Terms Letter

Start >> Children Info >> Household Info >> General Info >> Demographics >> Summary >> **Finish & Submit**

Instructions

Electronic Signature (You must complete to submit your application)

I understand by checking the electronic signature box below:

- My application will be sent electronically to the School District
- My IP Address will be recorded as **12.16.223.196**
- Date today is **07/05/2016**
- My electronic signature has the same legal effect and enforceability as my written signature

I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws.

[Click here to print your application](#)

Previous Next

STEP 14: Select the option of either YES or NO for school officials to share information from this application with District Officials for Waiver or Deferral of School Fees for District 211 students listed on this application. This section does not need to be completed to receive meal benefits.

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Township High School Dist 211
 Online Free and Reduced Application

Contact Us Privacy / Terms Letter

Start >> Children Info >> Household Info >> General Info >> Demographics >> Summary >> **Finish & Submit**

Instructions

ADDITIONAL BENEFITS: This section does not need to be completed to receive free or reduced price meal benefits

YES! I DO want school officials to share information from my Household Eligibility Application with District Officials for **Waiver or Deferral of School Fees** per Board Policy JN, for the children listed on this form.

NO! I DO NOT want information from my Household Eligibility Application shared with any of these programs. **If you check NO, your information will not be shared.**

Previous Finish

STEP 15: The application has been submitted. Parents/Guardians will receive a letter in the mail with an explanation of benefits once the application is processed.

This page may be printed to verify submission. A student's eligibility is NOT determined and final until the application is processed at the district office.

The screenshot shows a web page for Township High School Dist 211. At the top, there is a red header with the school name and navigation links for 'Contact Us', 'Privacy / Terms', and 'Letter'. Below the header is a dark grey navigation bar with a breadcrumb trail: 'Start >> Children Info >> Household Info >> General Info >> Demographics >> Summary >> Finish & Submit'. The main content area has a light beige background. It starts with a 'Thank You for Submitting your Application!' message, followed by the confirmation number '396411675' and a request to print the page. There are two input fields for 'E-mail Address' and 'Confirm Email Address', with a 'Send Confirmation Email' button below them. A message states that eligibility status is pending and that the determination will not be immediate. It advises parents to prepare to fund their child's meals until the application is processed and provides a link to print the application.

2016-2017
Township High School Dist 211
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Contact Us Privacy / Terms Letter

Start >> Children Info >> Household Info >> General Info >> Demographics >> Summary >> Finish & Submit

Thank You for Submitting your Application! Instructions

Your Confirmation Number is **396411675**
Please print this for your records.

E-mail Address

Confirm Email Address

Send Confirmation Email

Based on the information you have provided your eligibility status is

ELIGIBILITY COULD NOT BE DETERMINED AT THIS TIME

Final status is pending after reviewing your application. Thank You for using the Online Application Process
Your eligibility determination will not be immediate.

Until your application is processed please prepare to fund your child's meals
If you have further questions please contact the District Child Nutrition Office.

[Click here to print your application](#)