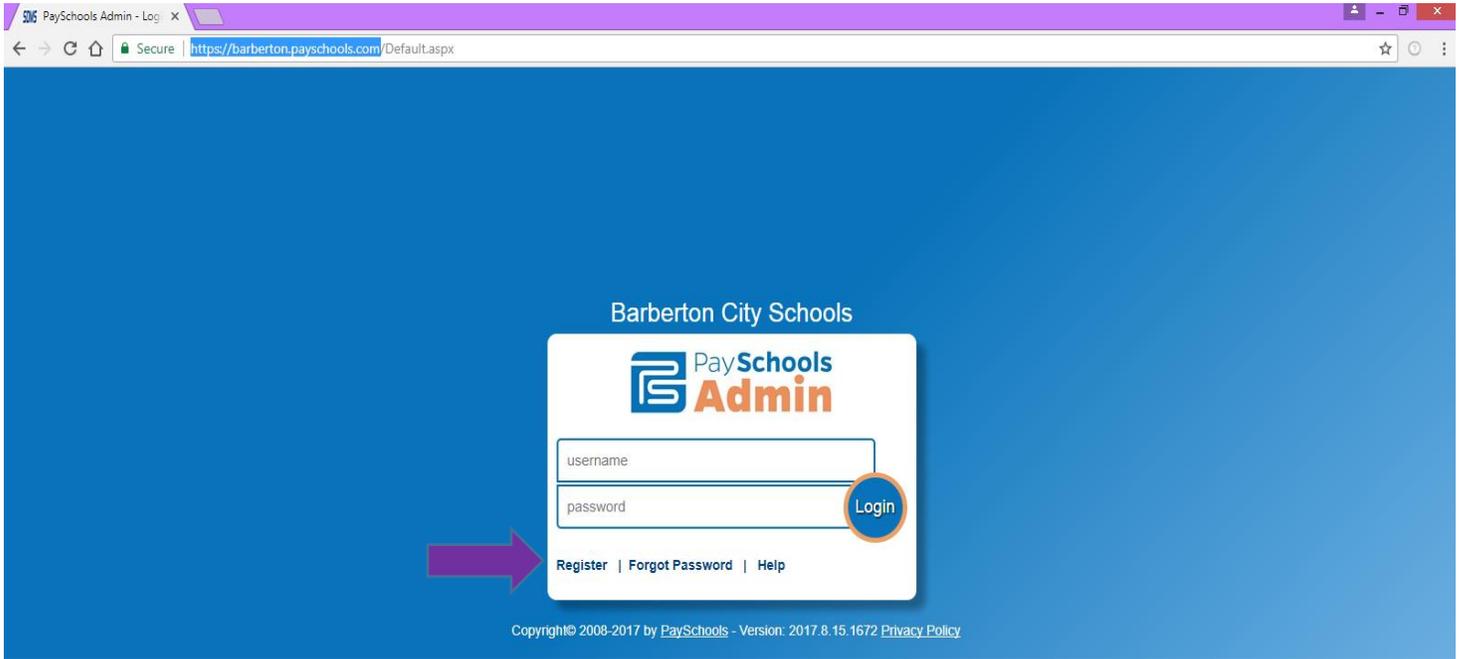


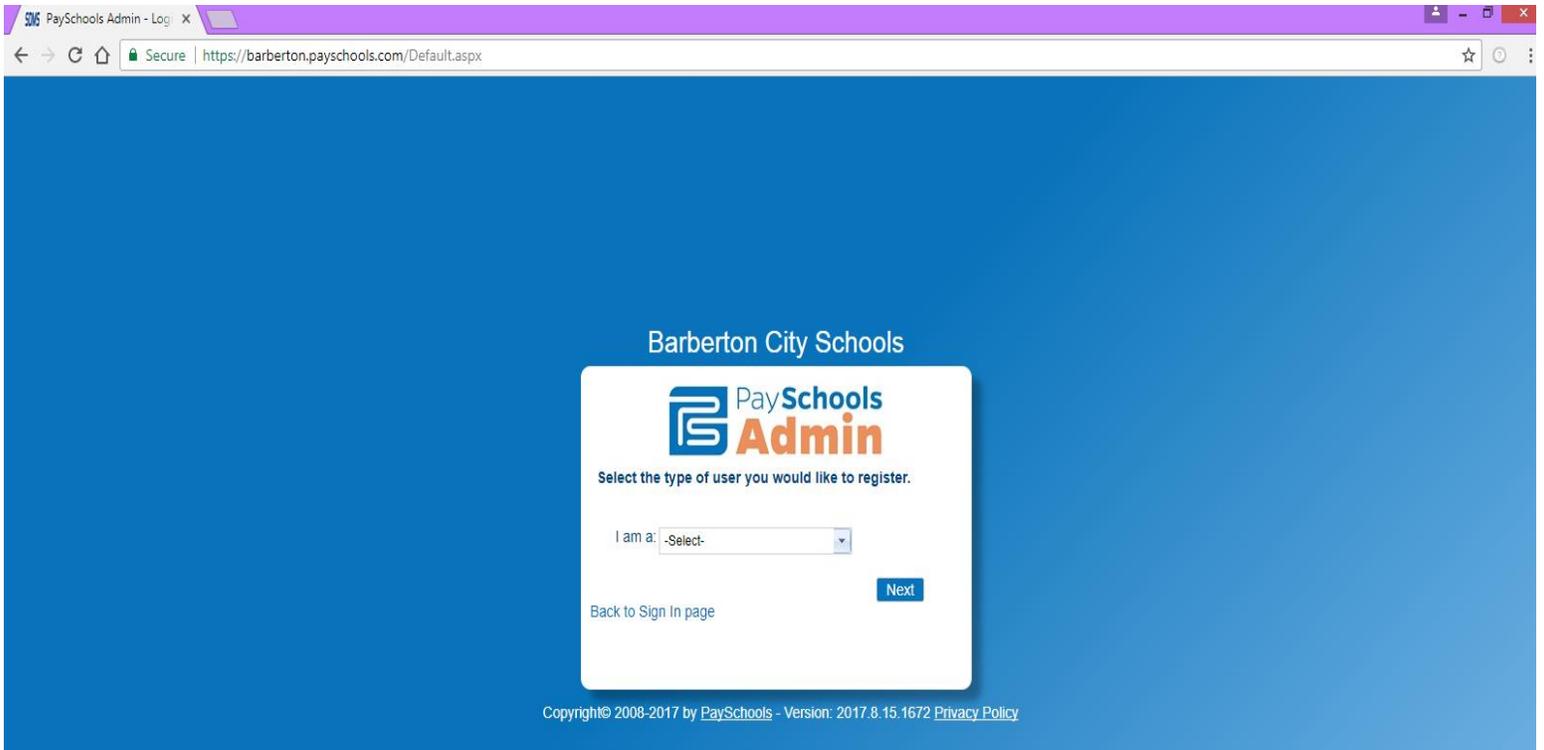
Instructions for Parent Registration

Go to: <https://barberton.payschools.com>

Register



Once they click Register, here they will need to select Parent



Instructions for Parent Registration

Now they begin filling in their information:

The screenshot shows a web browser window with the URL <https://barberton.payschools.com/Default.aspx>. The page features a blue background with the Barberton City Schools logo at the top. Below the logo is the PaySchools Admin logo. The registration form includes the following fields: Your First Name, Your Last Name, Email Id, Password, Confirm Password, Security Question, Security Answer, and Confirm Answer. A note specifies that the password must contain a number, a lowercase letter, an uppercase letter, and be between 8 and 20 characters long. There are 'Previous' and 'Finish' buttons at the bottom of the form. The footer contains the text: Copyright© 2008-2017 by PaySchools - Version: Privacy Policy.

Once they complete the information and click Finish it will take them back to the Log-In screen.

We cannot see their Passwords or Security Questions/Answers.

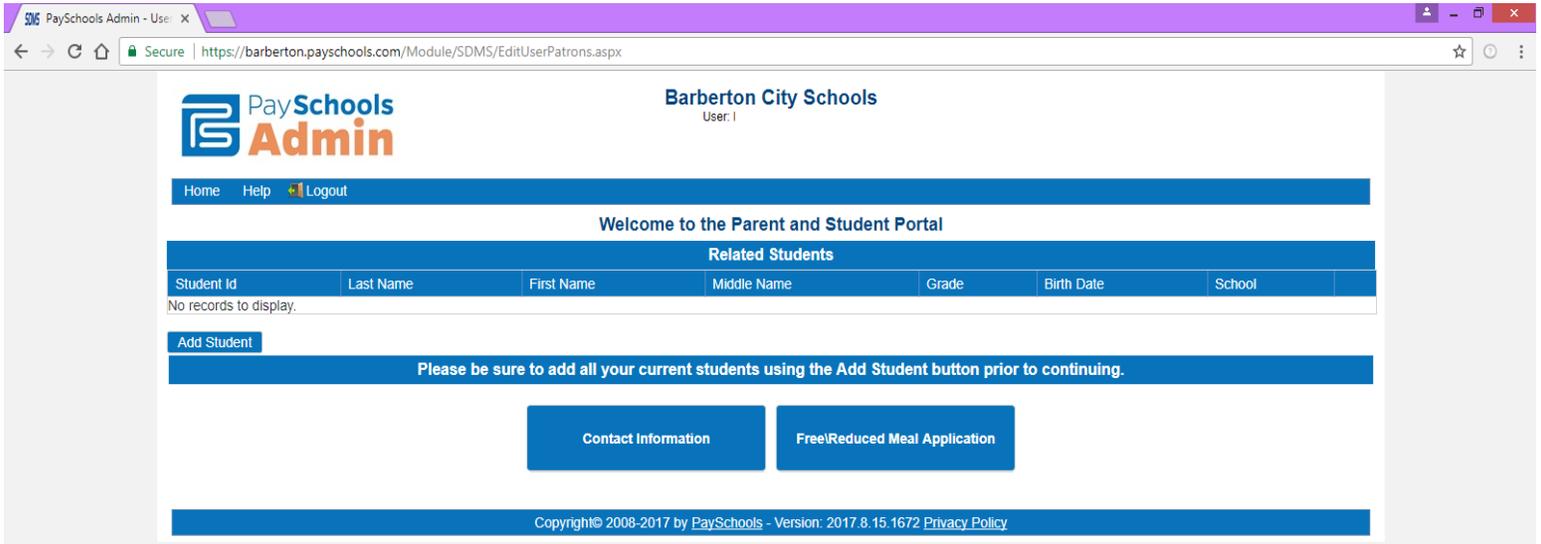
They can call Payschools directly at 855-210-8232, for any questions at all.

The screenshot shows the login screen of the PaySchools Admin interface. It features a blue background with the Barberton City Schools logo at the top. Below the logo is the PaySchools Admin logo. The login form includes a text input field for the username and a password input field with a 'password' placeholder. A 'Login' button is positioned to the right of the password field. Below the login fields are links for 'Register', 'Forgot Password', and 'Help'. The footer contains the text: Copyright© 2008-2017 by PaySchools - Version: 2017.8.15.1672 Privacy Policy.

Instructions for Parent Registration

Now they are registered and can start the application process.

Application process



If they change any information in the Contact Information Box (it will not hold, if it's different than DASL).

Begin Free/Reduced Meal Application, once they click on Free/Reduce Application this pops up

They can now select on how they want notified Mail or Email. Fill in information then click Save

The screenshot shows a "Contact Information" dialog box. The title bar says "Contact Information" and there is a close button (X). The main heading is "Enter / Confirm Contact Information". A red message reads: "Contact Information is required prior to completing your Free/Reduced Meal Application." Below this is a prompt: "Please enter your contact information and preferred delivery method." The form includes the following fields:

- Preferred Delivery Method: Mail (dropdown menu)
- Address: (text input field)
- City / State / Zip: (text input field, dropdown menu, and text input field)
- Email Address: (text input field)
- Phone Number: (text input field)

At the bottom are "Save" and "Cancel" buttons.

Instructions for Parent Registration

Now it's time to start adding students – Select Return to Add Students

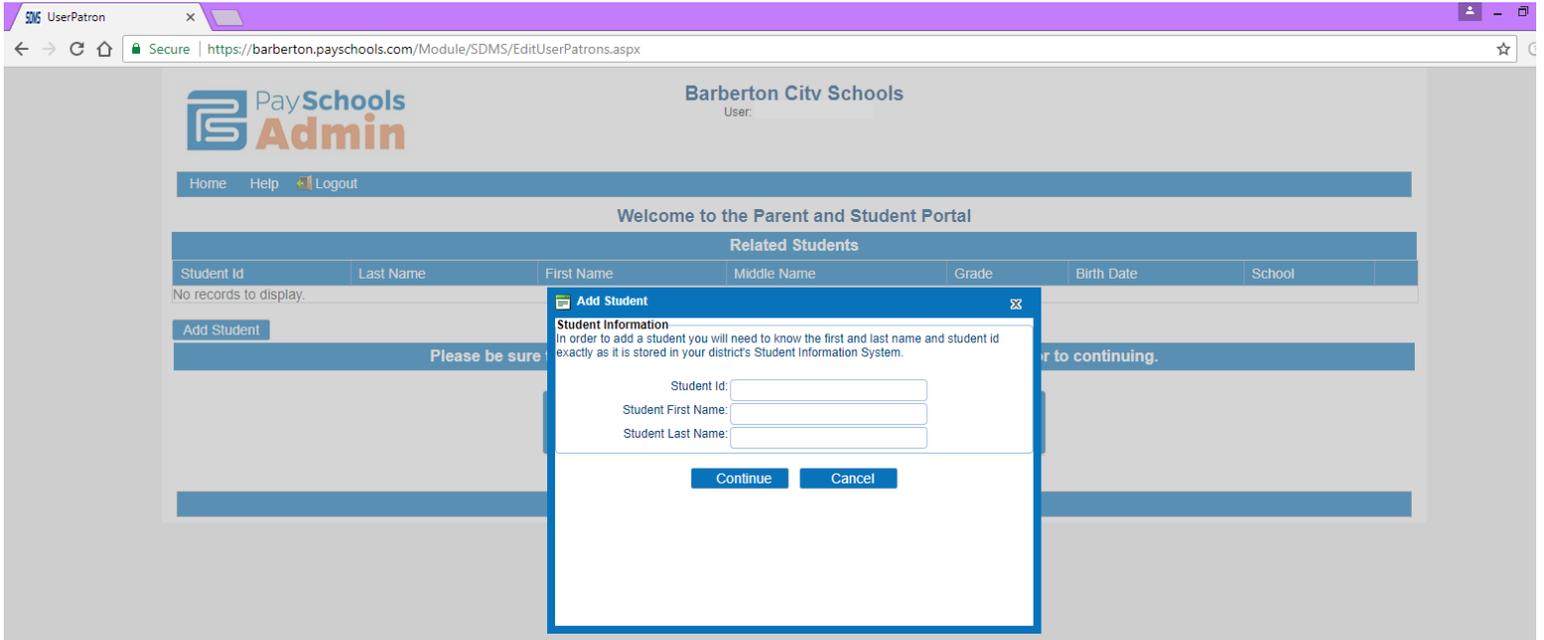
The screenshot shows the PaySchools Admin interface for Barberton City Schools. The page title is "Free and Reduced Application Processing" and the status is "Application Not Signed". A modal dialog titled "Confirm students" is open, displaying a list of students (currently empty) and a message: "Please confirm that these are the list of students that are required. Or you can go back to add more Students." The dialog has two buttons: "Continue" and "Return to Add Students". The background page shows a sidebar with navigation options like "Statements", "Instructions", "Students", "Members", "Summary", and "Sign".

Now they are back at this screen to add students.

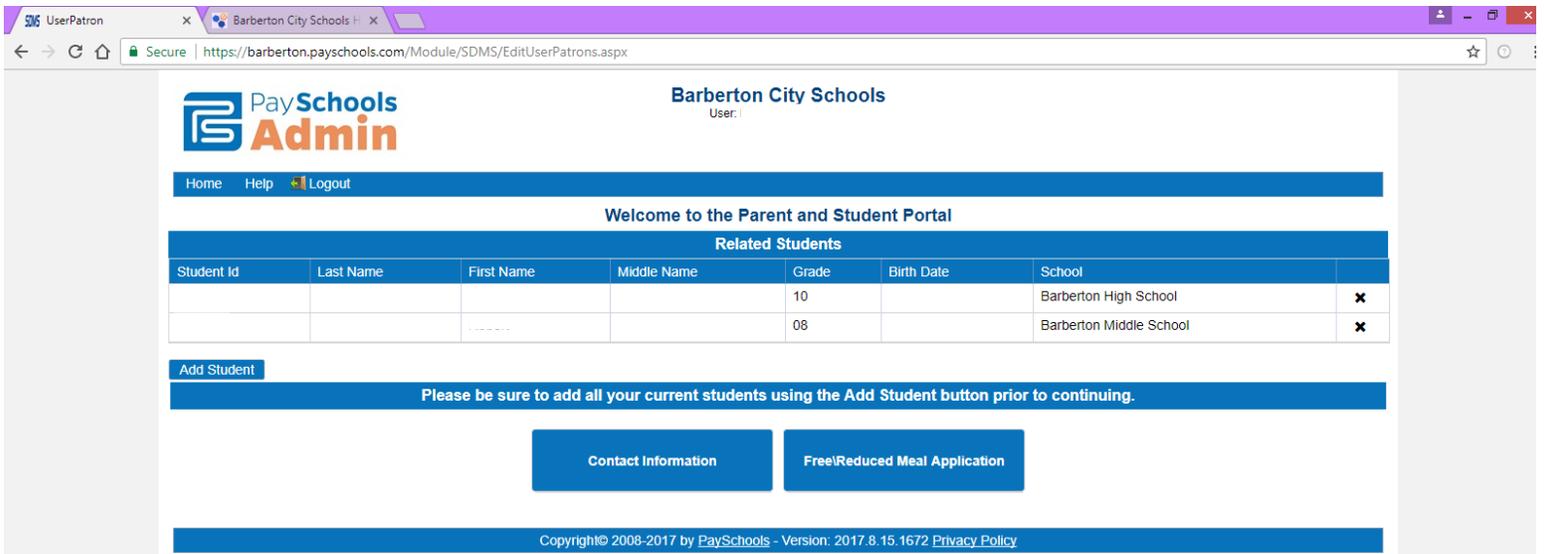
The screenshot shows the PaySchools Admin interface for Barberton City Schools. The page title is "Welcome to the Parent and Student Portal". Below the title is a table titled "Related Students" with columns: Student Id, Last Name, First Name, Middle Name, Grade, Birth Date, and School. The table is empty, with the text "No records to display." below it. A purple arrow points to the "Add Student" button. Below the table is a message: "Please be sure to add all your current students using the Add Student button prior to continuing." There are two buttons: "Contact Information" and "Free/Reduced Meal Application".

Instructions for Parent Registration

They will need to fill in all information: Student ID, Student First and Last Name. They **MUST** match exactly how they are entered into DASL. Then Click Continue

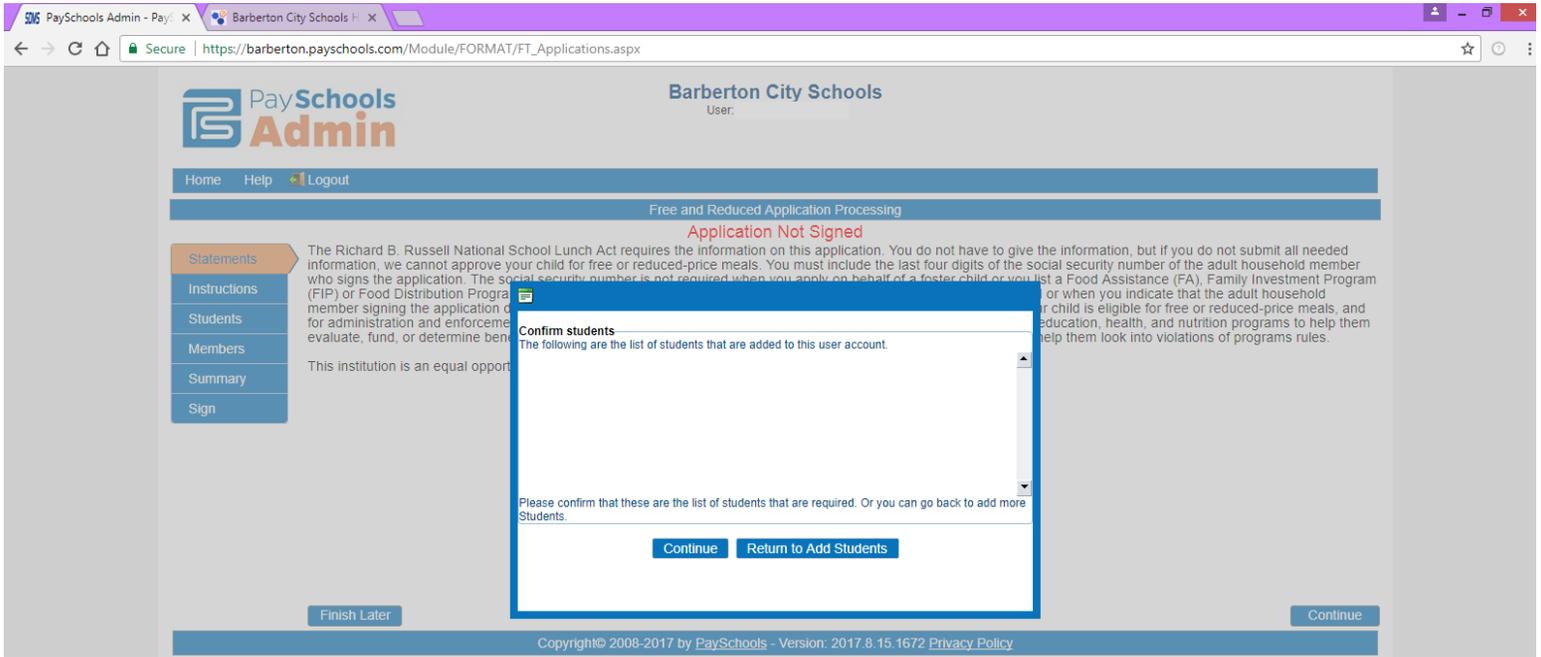


Once a student is added they will see this screen. They can add more students by repeating the step above or click on Free/Reduced Meal Application to continue (only if **all** students are added should they click that.)

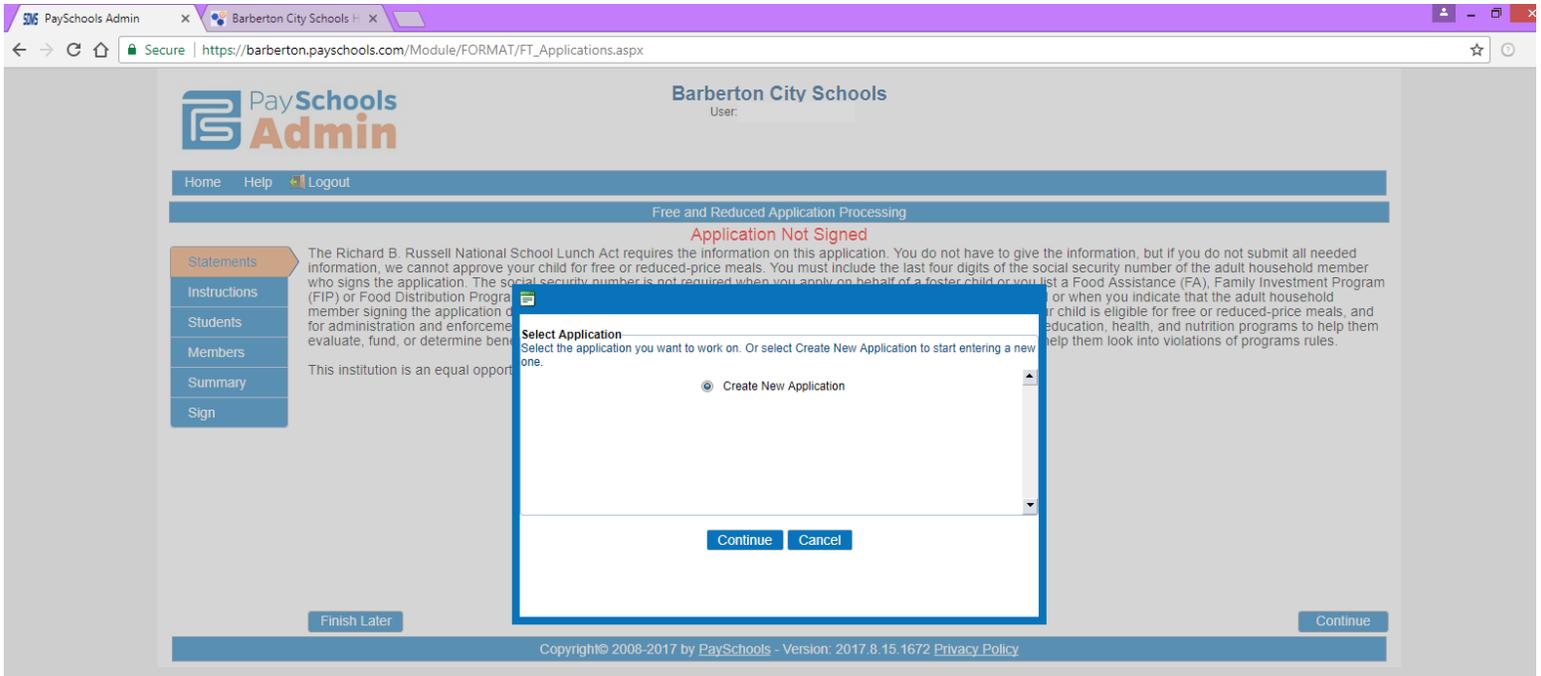


Instructions for Parent Registration

Now begins the Application Process



They click on Continue, then Create New Application



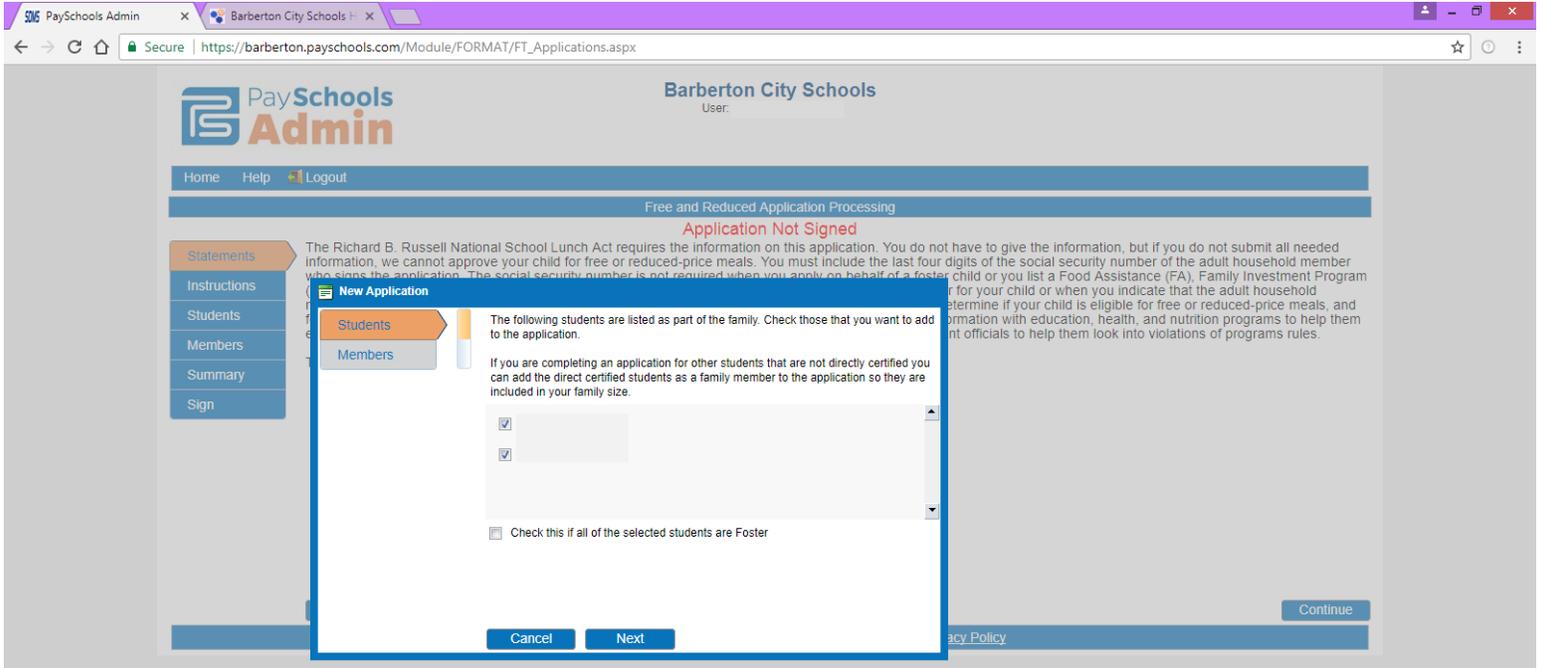
Then Continue

Instructions for Parent Registration

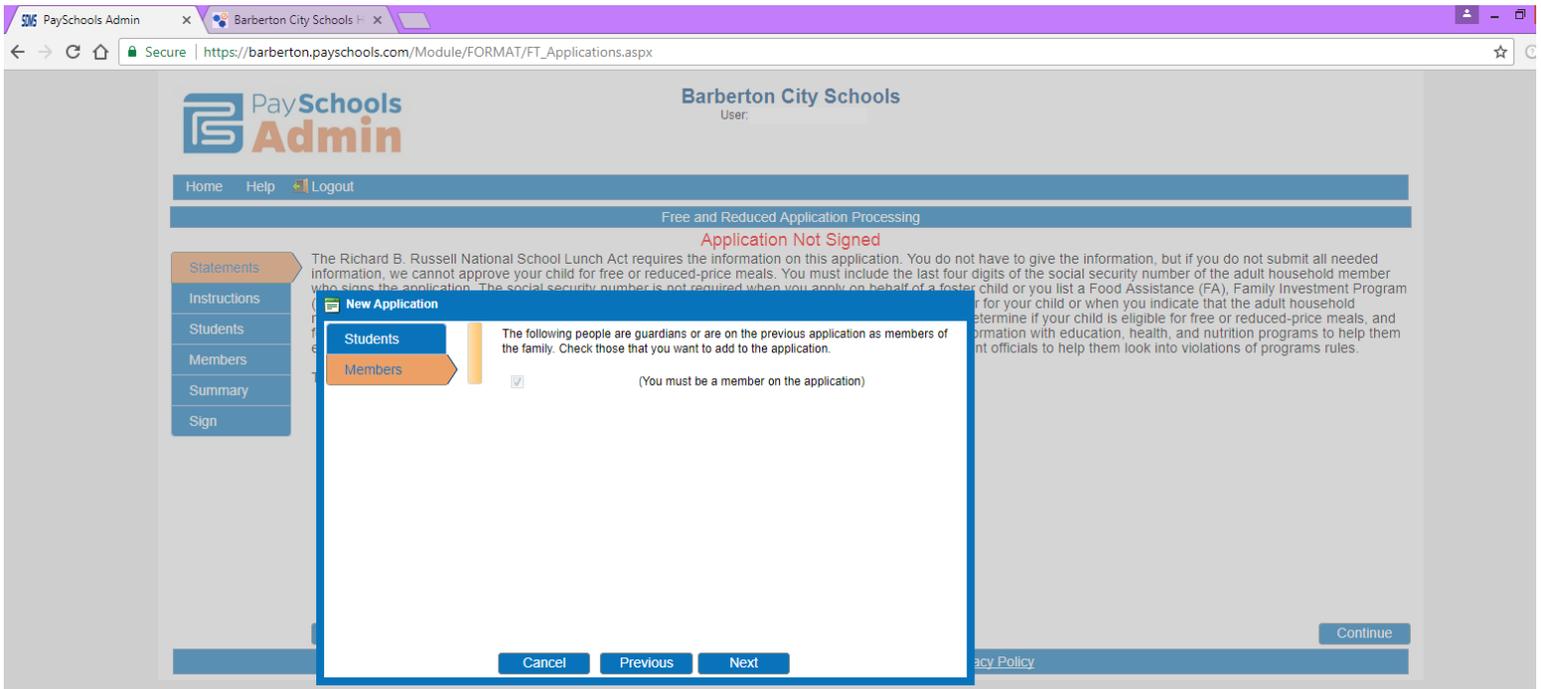
They have to select all student(s) they are applying for.

If they are Foster Placed they are to check the box. This will be verified with EMIS.

Then click Next



Click next (they will be able to add members in a couple of steps)



Instructions for Parent Registration

Now they start adding Student Information in:

Assistance Type, Special Situation, Foster Child or Earns Income.

They must put in the 10 digit SNAP/TANF Number, only if acceptable

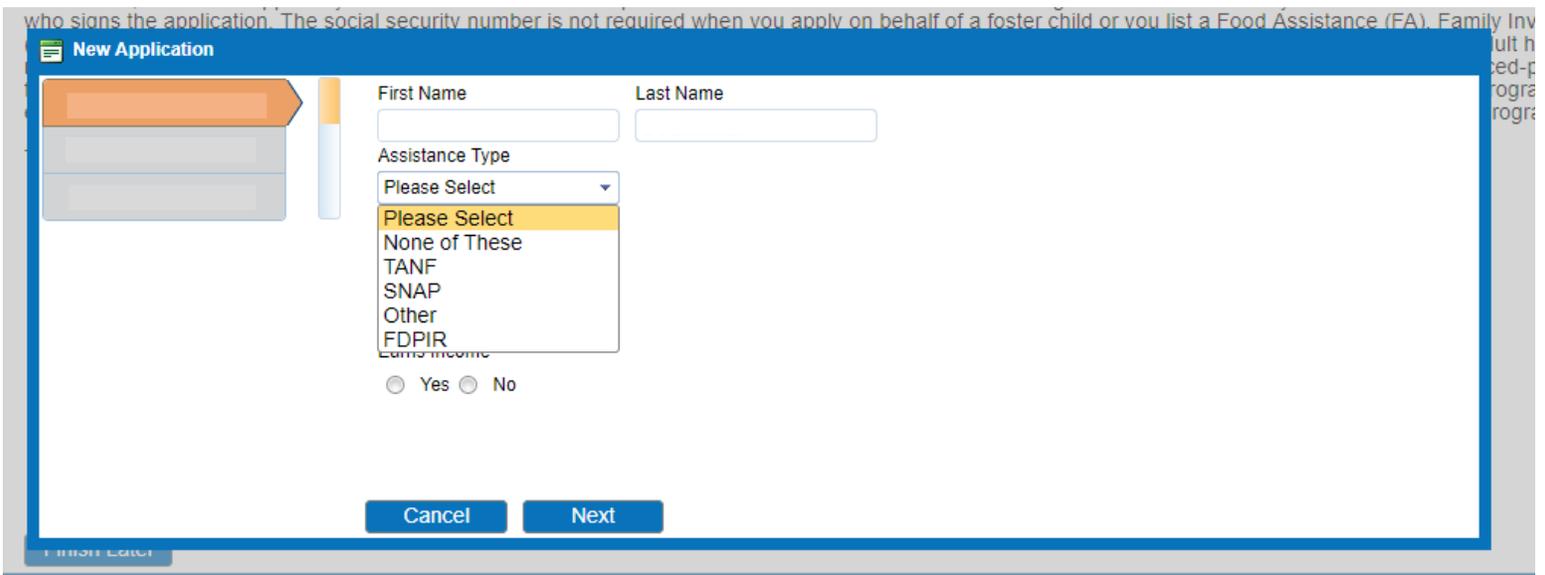
They have to answer each question (it will not allow you to move forward until you do so)

If they don't have Assistance or Special Situation they **MUST** mark **None of These** for both questions , must mark NO if not Foster Placed or No Income.

Then Next

They will repeat that step for each student they have. Once ALL students are completed. Next

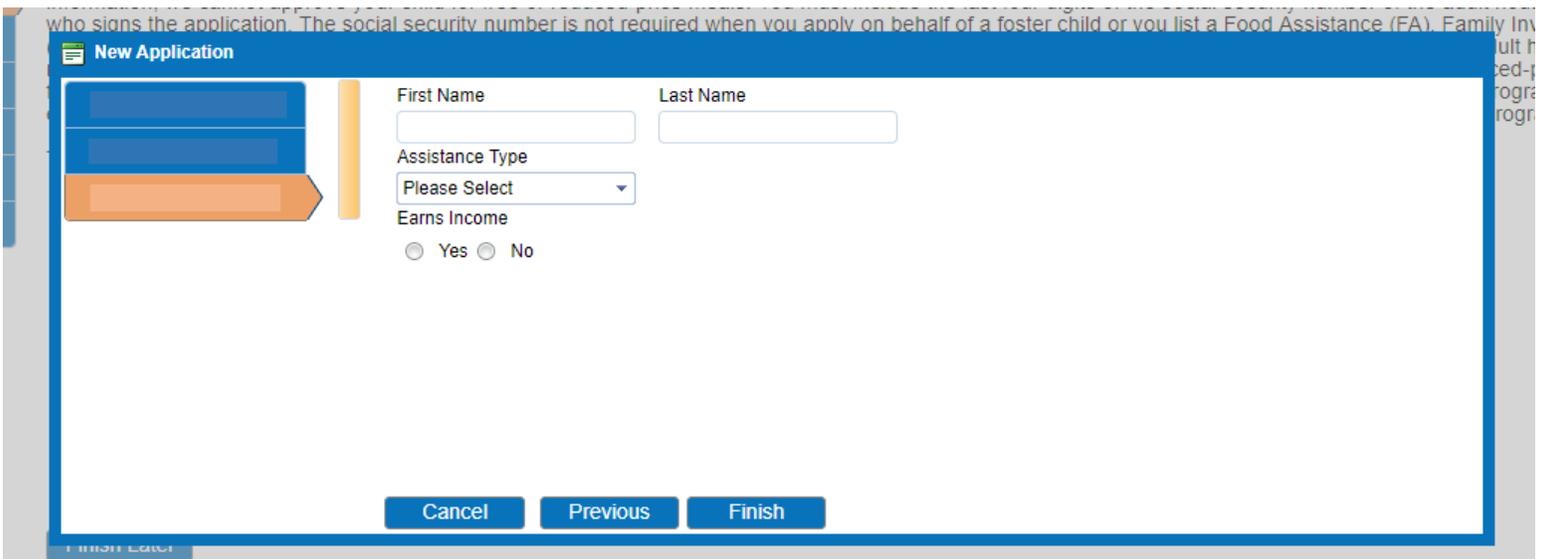
who signs the application. The social security number is not required when you apply on behalf of a foster child or you list a Food Assistance (FA), Family Inv...



The screenshot shows a web form titled "New Application". On the left, there is a vertical navigation bar with an orange arrow pointing right. The main form area contains the following fields: "First Name" and "Last Name" (text input boxes), "Assistance Type" (a dropdown menu with "Please Select" selected and a list of options: "None of These", "TANF", "SNAP", "Other", "FDPIR", "Earns Income"), and "Earns Income" (radio buttons for "Yes" and "No"). At the bottom, there are "Cancel" and "Next" buttons.

Now its Members turn, there will be a different place to add Members

who signs the application. The social security number is not required when you apply on behalf of a foster child or you list a Food Assistance (FA), Family Inv...



The screenshot shows the same "New Application" form. The "Assistance Type" dropdown menu is now closed. The "Earns Income" section is visible with radio buttons for "Yes" and "No". At the bottom, there are "Cancel", "Previous", and "Finish" buttons.

Instructions for Parent Registration

They must fill in Assistance Type (if no assistance than mark None of these) and Income

who signs the application. The social security number is not required when you apply on behalf of a foster child or you list a Food Assistance (FA), Family Investment Program (FIP) 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.

New Application

First Name: Last Name:

Income From Work:

Assistance Type:

Welfare/Child Support/Alimony:

Earns Income: Yes No

Pension, Retirement, SSI, VA, SS:

Other Income (PFD):

Click Finish

The statement comes up that we are required to have, click on Continue

PaySchools Admin | Barberton City Schools

Secure | https://barberton.payschools.com/Module/FORMAT/FT_Applications.aspx

PaySchools Admin | Barberton City Schools User.

Home Help Logout

Free and Reduced Application Processing

Application Not Signed

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 submit all needed information, 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 social security number is not required when you apply on behalf of a foster child or you list a Food Assistance (FA), Family Investment Program (FIP) 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.

This institution is an equal opportunity provider

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Instructions for Parent Registration

Then again – Click Continue

PaySchools Admin Barberton City Schools

Home Help Logout

Free and Reduced Application Processing

Application Not Signed

Instructions

INSTRUCTIONS FOR APPLYING
Please read this in it's 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:
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.
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.
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.

IF ANY HOUSEHOLD MEMBER RECEIVES BENEFITS FROM SNAP, TANF, OR FDIPIR, AND THAT FAMILY MEMBER IS NOT A STUDENT FOLLOW THESE INSTRUCTIONS:
Go to Students: Make sure all students in the family are listed. You do not need to enter income information for students.
Go to Household Members: If not listed, add the family member who is receiving the benefits and add them including their case number.
If not already listed, add the household member who will be electronically signing the application. You do not need to enter income information.
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.

IF NO ONE IN YOUR HOUSEHOLD GETS SNAP, TANF, OR FDIPIR BENEFITS AND IF ALL CHILDREN IN THE HOUSEHOLD ARE HOMELESS, A MIGRANT OR RUNAWAY FOLLOW THESE INSTRUCTIONS:
Go to Students: Make sure all students in the family are listed. Indicate which of the above situation applies to each student. You do not need to enter income information.
Go to Household Members: Add the household member who will be electronically signing the application. You do not need to enter income information.
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.
Contact the school liaison for further assistance.

IF NO ONE IN YOUR HOUSEHOLD GETS SNAP, TANF, OR FDIPIR BENEFITS AND IF ANY, BUT NOT ALL, OF THE CHILDREN IN YOUR HOUSEHOLD ARE HOMELESS, A MIGRANT OR RUNAWAY FOLLOW THESE INSTRUCTIONS:
Go to Students: Make sure all students in the family are listed. Indicate which of the above situation applies to the student. If the child earns a steady income enter that information.
Go to Household Members: Enter all household members that are not students. Enter any steady income received for each household member.
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.

Finish Later Previous Continue

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Here they can add more students, if they forgot someone 😊

PaySchools Admin Barberton City Schools

Home Help Logout

Free and Reduced Application Processing

Application Not Signed

Students

Verify all students that are part of the family and attend the school district you are applying to are listed below and all the information about them is correct.

Add Available Student Add New Student

Id	Name	Grade	School	Categorical?	Income?	Foster?	Other Source?		
		08	Barberton Middle School	No	No	No	No		
		10	Barberton High School	No	No	No	No		

Finish Later Previous Continue

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If everything looks good they can click Continue

Instructions for Parent Registration

This is where the Members are

Parents/Guardians/Anyone in the household that's not in school, but lives in the house they **must be added here**. Assistance Type must be filled in, then click on Insert. Once completed click Continue

The screenshot shows the 'Admin' interface for 'Free and Reduced Application Processing'. A red banner at the top reads 'Application Not Signed'. Below this, a message states: 'Verify all household members that are not students in the school district you are applying to are listed below and all the information about them is correct. Be sure to include the person who will be signing the application.' A '+ Add Member' button is visible. The main form contains several sections: 'Name' with 'First Name' and 'Last Name' input fields; 'Earnings' with 'Income From Work' (1000.00, Every Two Weeks), 'Welfare/Child Support/Alimony', 'Pension, Retirement, SSI, VA, SS', and 'Other Income (PFD)' (all with 'Select Income Frequenc...' dropdowns); 'Assistance Type' with a dropdown menu set to 'None of These'; and 'Earns Income' with radio buttons for 'Yes' (selected) and 'No'. 'Insert' and 'Cancel' buttons are at the bottom of the form. Below the form is a table with one row of data: '1000.00 Every Two Weeks', 'None', 'None', 'None', 'None', and an edit icon. A 'Finish Later' button is on the left, and 'Previous' and 'Continue' buttons are on the right. The footer contains copyright information: 'Copyright© 2008-2017 by PaySchools - Version: 2017.8.15.1672 Privacy Policy'.

Now they can review their application

The screenshot shows the 'Admin' interface for 'Barberton City Schools'. A red banner at the top reads 'Application Not Signed'. Below this, a message states: 'Please confirm the details below. Click Previous to make any changes or Continue to sign.' A checkbox is present with the text: 'By checking this BOX, you certify that 4 people are in your household and all family income is listed.' The main form is divided into two columns: 'Family Members' and 'Students'. The 'Family Members' column contains two 'Income Information' entries, each showing 'Income: \$1,000.00 / Every Two Weeks'. The 'Students' column is currently empty. A horizontal scrollbar is visible below the form. A 'Finish Later' button is on the left, and 'Previous' and 'Continue' buttons are on the right. The footer contains copyright information: 'Copyright© 2008-2017 by PaySchools - Version: 2017.8.15.1672 Privacy Policy'.

Instructions for Parent Registration

This box **MUST** be filled in before they can click on Continue

By checking this BOX, you certify that 4 people are in your household and all family income is listed.

If everything is correct click Continue

Now they are to Sign the application – They need last 4 digits of their Social Security Number and their Password they logged in with

PaySchools Admin

Barberton City Schools
User:

Home Help Logout

Free and Reduced Application Processing

Application Not Signed
You **MUST** click Sign to complete your application.

Signer:
Last 4 of SSN: ***-**-1234 No SSN/Not Applicable

Preferred Language: English

Electronic Signature
By entering my password below I certify (promise) that all the 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.

Password:

Finish Later Previous Sign

Now they can click Sign

Instructions for Parent Registration

Fee Waiver, I would just recommend them clicking this box regardless of what school their student attends. (It would just be easier.) If they select this box all student will be included and they only have to click once, otherwise they will have to mark this for each student

Check this box if you would like to use these choices for the remaining students

Disclosure Choices

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 form will not change whether your student(s) get free or reduced meals. Completing this waiver is NOT A REQUIREMENT for participation in any school nutrition program. Please choose the program(s) by selecting the check box by each program for the ones you wish to OPT IN and share your information with.

Student Name:

Check this box if you would like to use these choices for the remaining students

Name	Description	
Fee Waiver	Fee Waiver	<input checked="" type="checkbox"/>

Cancel Next

Then click Next, once all boxes are marked.

Instructions for Parent Registration

They have to sign one more time, then click Finish

Disclosure Choices

Signer:
Last 4 of SSN: ***-**- No SSN/Not Applicable

Date Signed:

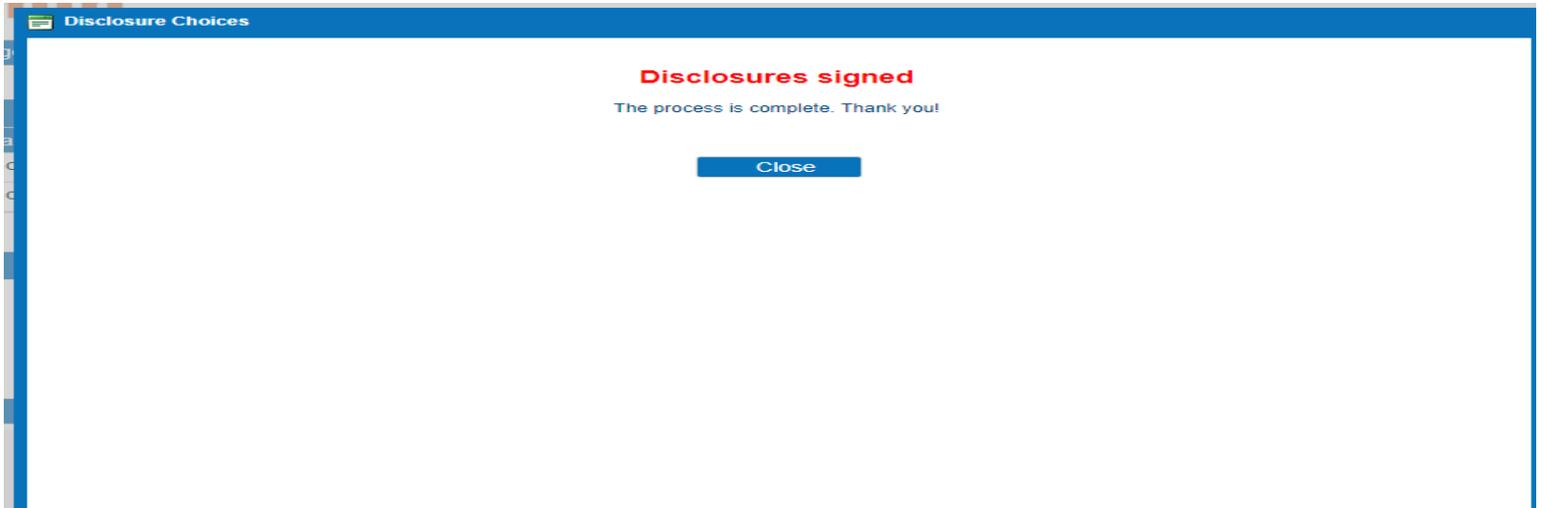
Preferred Language:

Electronic Signature
By entering my password below I certify (promise) that all the information on these disclosures 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.

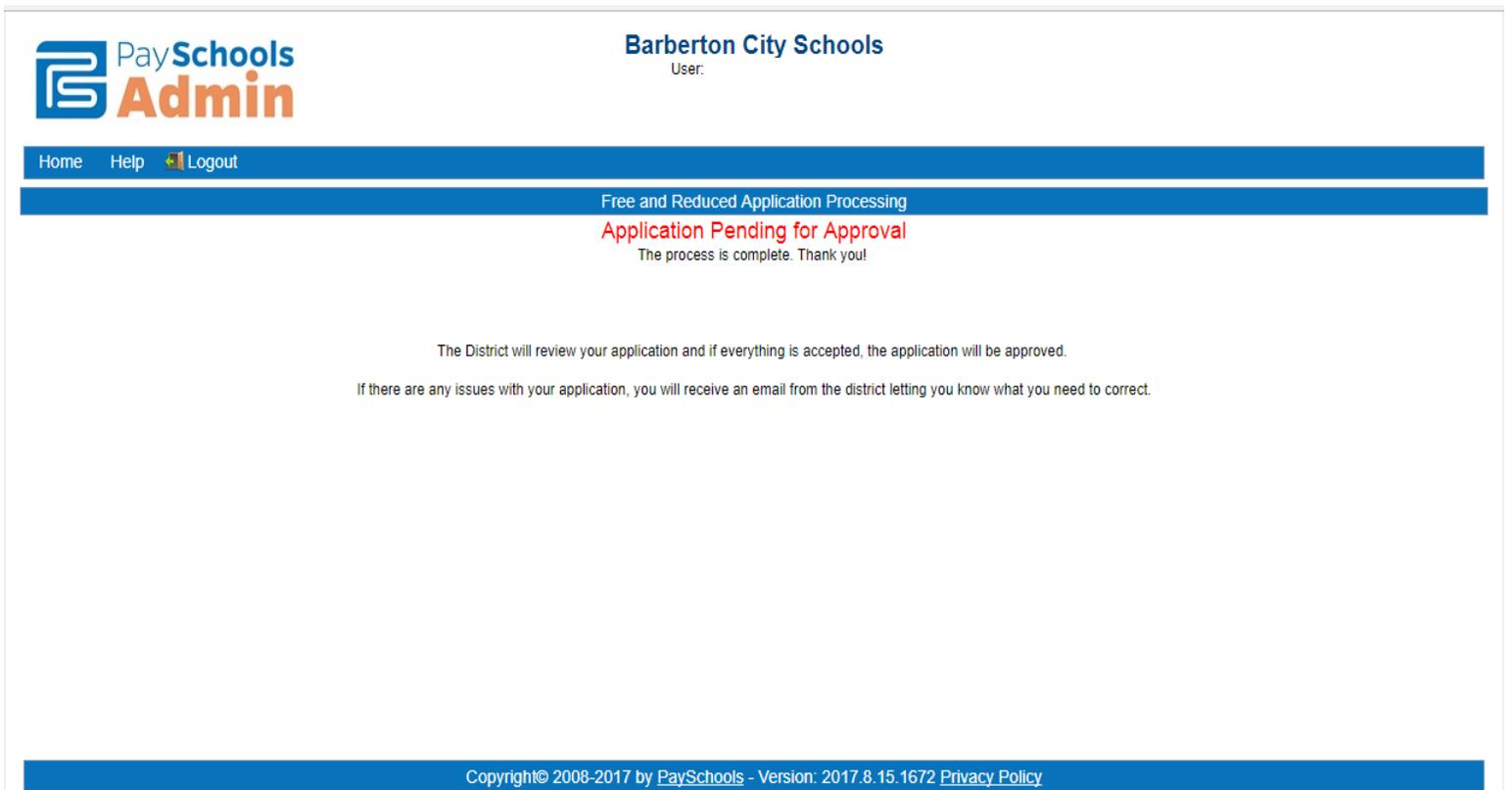
Password:

Once the Disclosures Signed, they click on Close

Instructions for Parent Registration



Now the application is completed this is what they will see. Parents will receive a letter letting them know what their new meal status will be.



They can Logout now.

Please remember from the time they see this screen it will take up to 10 business day to receive their Determination Letter.