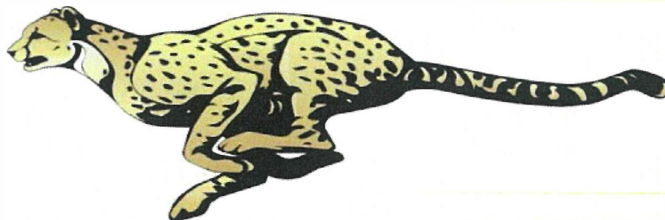


# 2023-2024 Free and Reduced Price Meal

## Applications Go Online for Faster Results

Starting July 15, 2023 online applications will be available at [ezmealapp.com](http://ezmealapp.com)  
***Please do not submit a paper application if an online application is submitted.***



### Helpful tips for applying online:

1. Type **hawaii** in Search for District, then “DOE – Honolulu, Central,...” will pop up. Just click on it.
2. Step 1: Application Information – Entering phone number and email is highly recommended in case we need to contact you. For Benefit Type, if you are applying with SNAP or TANF, please refer #7 below. If you are not, just leave it as None and go to Next.
  - ❖ If email address is entered for Application Information, a notification letter of the result will be sent **by email**. (We recommend you to check your junk / spam mail tray also once you apply.)
3. Step 2: Child Household Members (up to grade12):
  - Student must be enrolled in a DOE school (excludes charter schools) for an application to be processed.
  - Enter the student legal names. Entering birthdates is recommended to help the system to match.
  - For non-DOE (charter or private) students and baby/infant, click “No” for Student. College students should be added to Adult Household Members (Step 4)
4. Step 3: Child Income  
If applicable, enter the total income of all Child Household. If child has no income, do not enter anything and click on Next.
5. Step 4: Adult Household Members:  
For each adult with income, enter: a. **Gross earnings** (before taxes or deductions), and  
b. how often the amount entered is received.  
Enter net income **only** if the adult is self-employed.  
For adult without income, just click on Save after entering First Name, (middle initial) and Last Name.
6. Step 5: Electronic Signature Select your name from the drop-down and type your name in Signature box.
7. If applying with SNAP or TANF case number:
  - a. Select SNAP or TANF in STEP 1: Application Information, under Benefit Type, and enter valid case number.
  - b. After listing the student(s) in STEP 2: Child Household Members, the application will skip to Step 5: Electronic Signature. Adult must sign.
8. A confirmation number appears when the application is submitted. Write down this number for future reference.
9. Once the application is processed (up to 10 working days), the notification letter will be sent home either by email (if email was provided when you applied) or school.

**ezSchoolPay is also available!** Go to [ezschoolpay.com](http://ezschoolpay.com) or install an app.

With ezSchoolPay, you can:

- Make online payments - There is a minimal fee when making online payments
- Monitor account balances (set low balance alerts), and
- Monitor student’s buying history

**There is no cost to set up and monitor student’s account.**

This institution is an equal opportunity provider.



Visit <http://ezschoolpay.com> and Log-in using your Email and Password. Is this your first time visiting our site? Register for a free account to get started! Once logged in, you will be directed to your HOME page. From the HOME screen, to the left in the blue box is the menu:



### MY ACCOUNT:

- UPDATE PERSONAL INFORMATION
- CHANGE SECURITY QUESTION
- CHANGE PASSWORD
- CLOSE MY ACCOUNT (terminates account)



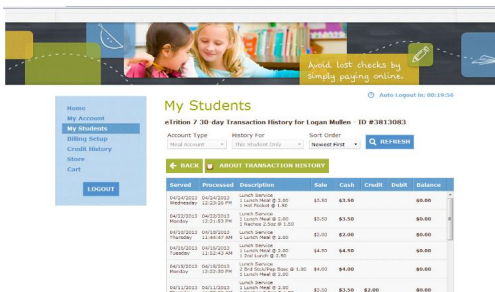
### MY STUDENTS:

- the PENCIL GRAPHIC (access student screen)
- CONTACT SCHOOL (send Manager an e-mail)
- ADD A STUDENT (link another student to your account)
- The CLIPBOARD GRAPHIC (view previous 30 days transaction history)
- MAKE A PAYMENT (add funds to your student's account)



Within the STUDENT SCREEN Parents can:

- Set a **LOW BALANCE EMAIL REMINDER**  
CLICK on box to SEND REMINDERS



Within the MY STUDENTS SCREEN Parents can:

- Click on **VIEW TRANSACTIONS**  
Previous 30 day Transaction History will be displayed



From the MY STUDENTS screen, to LINK STUDENT

- Click on **ADD A STUDENT**
- Enter Last Name and Student ID #, OR enter Last Name, First Name and Birth Date (check appropriate bubble)
- Designated student to link to account will appear, click **SAVE**.
- To add multiple students, repeat this process.



## BILLING SETUP (from blue box on left)

- ADD CREDIT CARD(S)  
\*This feature is for convenience, not a requirement. You may SAVE credit card information for one or more cards on our secure site so you will not have to enter payment/billing information every time you add money your student's account.



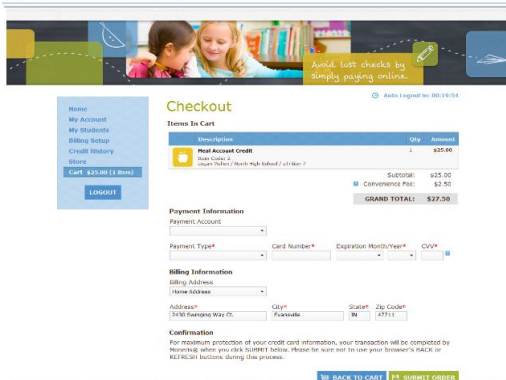
## CREDIT HISTORY

- Search and view receipts for payments made to your EZSchoolPay account for the last 6 months



## STORE/PAY ONLINE

- In the AMOUNT box, enter the dollar amount you would like to add to your student's account.
- Click ADD TO CART
- You may continue to add additional items to your cart. Once you are finished, you will may PROCEED TO CHECKOUT



## CHECKOUT/PAYMENT

- You may enter your credit card/billing information for a one-time payment or use your stored card(s).
- Click SUBMIT ORDER

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language) should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program complaint of discrimination, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

<https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf> from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (833) 256-1665 or (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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