# Table of Contents

Creating A Profile .......................................................................................................................... 3

Apply For Meals ............................................................................................................................. 5
  Logging In .................................................................................................................................. 5
  Submitting a New Application .................................................................................................... 5
  Editing an Application in Progress ............................................................................................ 14

Make Payments ............................................................................................................................. 16
  Adding students to a parent profile ............................................................................................ 16

Questions ......................................................................................................................................... 21
Creating A Profile

Parents go to www.mymealtime.com and click on Create new profile

Register - Complete all fields with your information. **Note! An email address is needed to create an account! Please create one before proceeding! This can be done through Google, Yahoo or Hotmail.**

**Note!** If you would like to receive low balance email notifications add your email address and click the Low Balance Notification check box.

**Note!** The default is $10.00 but this amount can be edited by the parent.
Note! Mymealtime.com does not store credit or debit card information.

For convenience, if you entered your address when creating your profile, your address will automatically populate when making a deposit leaving you to enter only your card information.

Once your Registration is complete you will see a Registration Confirmation.
Apply For Meals

Logging In

2. Enter your username and password.
3. Click **Sign In**.

![MealTime Sign In](image)

Submitting a New Application

1. **Log in** to MealTime Online.
2. Click the **Free & Reduced Applications** icon.

![Welcome to the New MealTime Online!](image)
3. Click **New Application**.

Apply for your student’s free and reduced price meals here. Click below to start or resume an application. When you’re finished, we’ll make sure to securely deliver it to your school district. To see applications you submitted earlier, click on Past Applications below.

4. Select the **State** and **District (Rocketship)** then click →.

5. Click the link for Free and Reduced Price Meals Information and read the Rocketship’s parent information letter. Click OK and then click →.

**Learn About Your Application...**

Understanding the free and reduced price meals application process helps you complete your application more quickly and accurately. Please take the time to read the information your school district has provided by clicking the links below.

- Free and Reduced Price Meals Information for CLM District

If you have not already done so, please review the MealTime Applications Terms of Use and Privacy Policy.
6. Select the application type and click ➔. Income based applications fall into the Other Households category.

Please select your application type from the list below.

- For Homeless, Migrant, or Runaway Students
- For Any Household with Any Members Receiving SNAP**, TANF, or fDPIR Assistance
- For all Other Households (including WIC and Foster children)

**SNAP is the Supplemental Nutrition Assistance Program (formerly Food Stamps)

7. The next page gives an overview of the information needed to add your Rocketship only student(s) to an application. Read the information then click ➔.

**Step One - Your Student’s Information...

In this step we will ask a few basic questions about each student in your household.

In this step you will enter:
- The name of the school each of your students attends
- The student ID number assigned to each student by your school district
- Information about any regular income each student receives (if any)

You should be able to complete this step in just a minute or two per student.

Let's get started!

8. Type the student's first name and student ID number then click ➔. **If unsure of student’s ID number, please contact school Office Manager or review parent registration letter.**
Type the student birthdate, select the school, select the grade then click.

**Add Student Information...**

The information below will help ensure your student is properly identified. Please enter the birthdate, school, grade and foster status for Lance below:

- **Birthday:** 01/01/2006
- **School:** CLM Valley View School
- **Grade:** 5
- **This is a foster child (legal responsibility of welfare agency or court):**
  - Yes
  - No

9. Type the **Student Gross Income (i.e. income before taxes)** and Frequency then click.

   **Note:** Income from other household members should **not** be included in this section.

**Add Student Income Information...**

It is important that you enter the amount of any gross income Lance receives and how often in the appropriate row below. All gross income Lance received as of last month should be listed.

- **Earnings From Work Before Deductions:**
- **Welfare, Child Support, Alimony:**
- **Pensions, Retirements, Social Security:**
- **All Other Income:**

10. Review the student and, if needed, click **Add Another Student** to add more students who attend Rocketship Education.

   When done, click.

**Review Students...**

Please review the list of students below. It must include all **non-foster** students living in your household who **do not** receive SNAP, TANF, or FDPIR assistance.

Continue adding students using the 'Add Another Student' button. When your list of students is complete, click the blue arrow button to move to the next step.
11. The next page gives an overview of what is needed when adding household information for a new application. Read the information then click ➡️.

**Step Two - Your Household Information...**

In this step we will ask questions about each person living in your household... but don't include the students you entered previously. Remember to include yourself, and any other persons living in your home related or not (grandparents, other relatives, and friends for example.)

In this step you will enter:

- Each household member's name
- Each household member's income
- How often each household member's income is received

You should be able to complete this step in just a minute or two per household member.

If you need to change some information in the previous section, don't worry. You will have a chance to edit it later.

➡️

12. Type the information for the first household member then click ➡️.

**Add a Household Member...**

Please enter the first, middle, and last names of the adult household member who will be signing this application.

First Name: Jane
Middle Name: 
Last Name: Abbott

➡️

13. Type the household member's **Gross Income (i.e. income before taxes)** and Frequency then click ➡️. Each household member should be entered individually with their individual income.

**Enter Household Member Income...**

It is very important that you enter the amount of any gross income Jane receives and how often in the appropriate row below. All gross income Jane received as of last month should be listed.

If Jane has no income at all, check the 'No Income' box below.
14. Review the household member information and, if needed, click **Add another household member** to add more household members. When done, click 🔄.

**Review Household Members...**

Please review the list of household members below. It must include all non-students living in your household.

Continue adding household members using the 'Add another household member' button. When your list of household members is complete, click the blue arrow button to move to the next step.

<table>
<thead>
<tr>
<th>Person's Name</th>
<th>Annual Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Abbott</td>
<td>$12,000.00</td>
</tr>
</tbody>
</table>

**>Add another household member**

15. The next page gives an overview of what is needed to add general information when submitting a new application. Read the information then click 🔄.

**Step Three - General Information...**

In this step we will ask you for some general information about your household.

You will be entering your:

- Mailing address
- Telephone number
- Social security number
- Optional race and ethnicity information

You should be able to complete this step in two to five minutes.

If you need to change some information in the previous sections, don't worry. You will have a chance to edit it later.

16. Select the **Signing Adult** and type the remaining information then click 🔄. The Signing Adult list is generated from the household members in the prior step.

**Add Contact Information...**

Select the name of the adult household member who will sign this application and enter as much of the other contact information as possible.

<table>
<thead>
<tr>
<th>Signing Adult: Jane Abbott</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address: 123 Main Street</td>
</tr>
<tr>
<td>City: Anytown State: Oregon Zip: 97201</td>
</tr>
<tr>
<td>Phone Number: 666 - 666 - 6666</td>
</tr>
</tbody>
</table>
17. Type either the last four digits of the signer’s social security number or select **No Social Security Number** if the signer has no SSN then click ➡. 

![Add Application Signer's SSN...](image)

18. This step is optional. Select the applicable race and ethnicity or leave the form blank then click ➡. 

![Add Optional Race and Ethnicity Information...](image)

19. The next page gives an overview of the confirmation and submission of a new application. Read the information then click ➡. 

![Step Four - Confirmation and Submission...](image)
20. Upon completion of the application, the parent or guardian will be prompted to digitally sign the application as indicated in the instructions below. Please sign your name in the exact same way twice.
21. Submit your Free and Reduced Price Lunch Application.

Once an application has successfully been submitted, the site user will have the option to return and view/print the application or submit another. The View or Print This Application link provides the completed application in a PDF format which can be saved, emailed, and printed.
Editing an Application in Progress

1. Log in to MealTime Online.

2. Click the Free & Reduced Applications icon.

3. Click Application in Progress.

4. Proceed with the unfinished application
Viewing Past Applications

1. Log in to MealTime Online.

2. Click the Free & Reduced Applications icon.

3. Click Past Applications.

4. Click View Application.
Make Payments

1. Click **Sign In** and enter your Username and Password.

2. Click the **Meal Account Deposits** button.

Adding students to a parent profile

1. To add a student to your profile click **Add New Student**
2. Select your State by clicking the drop down arrow. This will display all schools that participate.

3. Find your district (Rocketship Education) and click on the + and select your student’s school. If you have students in more than one school you will be given the opportunity to Change School and add those students.
4. Enter your student’s first name only and their student id number. *If you do not know your student’s id number, please contact your Office Manager or consult your start of school mailing.*

You will then see the message that your student has been added to your profile. Click “Back to Home”. If you have more than one student follows the same steps to add them. If you need to change schools click on the “Change School” option.

5. Click *Back to Home* to see your student(s) and their balance. You can also make a deposit, view your students’ transaction details and remove the student if necessary.
**Make Deposit**: Click to make deposit to their lunch account.
**View Details**: View all their transactions.
**Remove**: Remove your student from your profile

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**How to make a deposit**

1. Click on Make Deposit. For easy access you can click the "Make Deposit" link at the top of the page, or use the "Make Deposit" link to the right of your student's name.
To make a Mealtime Cafeteria Account deposit, enter the deposit amount in the box to the right of your student’s name. Your deposit total must be $25.00 or more. After completing your deposit entries, click Continue to Billing to preview and verify your deposit details before completing the deposit process.

2. Click Add Deposit.

3. Enter all your credit card information below. If you entered your address in your profile it will be populated on this page. Card types accepted are: Discover, Visa and MasterCard.

4. Click the box “I agree to the Terms of Use” and then click on “Deposit Funds Now”.

You will then receive a confirmation number, as well as a confirmation email once your transaction is complete.

Note! Your deposit is sent within 5-10 minutes to the school. It will be then added to your student meal account.
Questions

If you have questions around Mealtime Apply or Pay Online, please contact your school Business Operations Manager.