

**ROCKETSHIP EDUCATION  
MEALTIME ONLINE PARENT AND SCHOOL  
STAFF USER GUIDE**



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## Creating A Profile

Parents go to [www.mymealtime.com](http://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](http://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

1. Go to <http://www.mymealtime.com>.
2. Enter your username and password.
3. Click **Sign In**.



The image shows a web form titled "MealTime Sign In". It contains two input fields: "Username" with the text "testparent" and "Password" with ten dots. A "Sign In" button is located at the bottom right of the form.

### Submitting a New Application

1. [Log in to MealTime Online](#).
2. Click the **Free & Reduced Applications** icon.



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.

New Application	Application In Progress	Past Applications
		
Start your new application for this school year.	Currently you have no unfinished applications.	Currently you have no Past Applications
<a href="#">Start an Application</a>		

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

### Select the District Your Students Attend...

In order for your application to be submitted correctly, we must identify the school district your students attend.

Select your state first, then your school district.

**State:**

**District:**



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 [Meal Time 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...

 - Step One of Four

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.***


### Add a Student to Your Application...

Simply enter the student's first name and his/her school district assigned ID number below.

First Name:

Student ID:



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:

**Birthdate:**  
 /  /  (mm/dd/yyyy)

**School:**

**Grade:**

**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.

If Lance has no income at all, check the 'No Income' box below.

**Earnings From Work Before Deductions:**  No Income

\$  / -- How Often --

**Welfare, Child Support, Alimony:**

\$  / -- How Often --

**Pensions, Retirement, Social Security:**


\$  / -- How Often --

**All Other Income:**

\$  / -- How Often --



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.

Student's Name	School	Grade	Annual Income	
Lance D Abbott	CLM Valley View School	11	No Income	<input type="button" value="Edit"/>





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...

 - Step Two of Four

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.

Earnings From Work Before Deductions:  No Income  
 \$ 1000 / Once a month  
 Welfare, Child Support, Alimony:  
 \$ / -- How Often --  
 Pensions, Retirement, Social Security:  
 \$ / -- How Often --  
 All Other Income:  
 \$ / -- How Often --



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.

Person's Name	Annual Income	
Jane Abbott	\$12,000.00	<input type="button" value="Edit"/>



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...

 - Step Three of Four

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.


**Signing Adult:**  
Jane Abbott

**Mailing Address:**  **Apt/Ste:**

**City:**  **State:**   **Zip:**

**Phone Number:**  
 -  -




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...

If Betty Sanchez has a Social Security Number, enter the last four digits of it in the space provided below. If Betty **does not** have a social security number, check the 'No Social Security Number' box.

Social Security Number:  
 XXX - XX -    
 - or -  
 No Social Security Number



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

#### Add Optional Race and Ethnicity Information...

Please review the list of items below and check any items applicable to the students on your application. NOTE: 'The Student Racial and Ethnic Group' sections are optional and do not affect eligibility.

##### Student Racial and Ethnic Group (Optional)


Mark one or more racial identities:

- |  |  |
|--|--|
| <input type="checkbox"/> Asian                                     | <input type="checkbox"/> American Indian |
| <input type="checkbox"/> Black or African American                 | <input type="checkbox"/> White           |
| <input type="checkbox"/> Native Hawaiian or Other Pacific Islander | <input type="checkbox"/> Race Other      |


Mark one ethnic identity:

- |   |   |
|---|---|
| <input type="checkbox"/> Hispanic or Latino | <input type="checkbox"/> Not Hispanic or Latino |
|---|---|



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...

 - Step Four of Four

The next page is a summary of all application information you have entered so far. Review the information carefully to confirm it is correct (you will be able to edit it if needed.)

Once the information is correct, the **adult signing this application must enter his/her full name twice** (once in each of the signature boxes.) This will serve as the 'digital signature' for the application.



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.

Confirm and sign your student's "Free and Reduced Price Meals" application for CLM District below:

Children in School				
Student's Name	School	Foster	Birthdate	SNAP/TANF #
Lance D Abbott	CLM Valley View School	No	10/1/1992	

Household Member Income					
Household Member Name	Earnings from work Before deductions	Welfare, Child Support, Alimony	Pensions, retirement, Social Security	All Other income	No Income
Lance D Abbott					No Income
Jane Abbott	\$1,000.00 / Once a month				

**Signature and Household Information**

An adult household member must sign the application. If the Household Member Income section is completed, the adult signing the form must also list his or her Social Security number or mark the "I do not have a Social Security Number" box. (See Privacy Act 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.

**Signing Adult:**  
Jane Abbott

**Social Security Number:**  
XXX-XX-2589


**Mailing Address:**  
123 any street  
Portland, Oregon 97008

**Phone Number:**  
566-445-4554

**I have read and understand the paragraph above.**

**Signature:** (signing adult enters name here)

**Confirm Signature:** (signing adult enters name again here)



**Student Racial and Ethnic Group (Optional)**

Mark one or more racial identities:

Asian  American Indian  Black or African American  
 White  Native Hawaiian or Other Pacific Islander  Race Other

Mark one ethnic identity:

Hispanic or Latino  Not Hispanic or Latino

**Additional Benefits**

Yes, for the specific opportunities checked below, I want the Meal Benefits Office to share my child's name and eligibility status (approved for free or reduced price meal benefits) with the administrator at my child's school to determine my child's eligibility for:

Medical Programs (e.g. eye glasses/dental)  
 Before or After school programs fee waiver/reduction  
 Field trips fee waiver/reduction  
 Instructional materials (e.g. workbooks) fee waiver/reduction  
 Student body card fee waiver/reduction (Middle or High School)

	Student Name	Birthdate	Student ID Number	School
<input type="checkbox"/>	Lance D Abbott	10/2/1992	2170061	CLM Valley View School

Submit Now   Submit Later   Edit   Delete

## 21. Submit your Free and Reduced Price Lunch Application.

**Are you sure you want to submit this application?**

Once this application is submitted to your district you will not be able to edit or 'unsubmit' it. To make changes you will need to submit a new application.

Submit the application?

**Your Free and Reduced Price Meals Application Has Been Submitted**

Your Free and Reduced Price Meals Application and eligibility sharing information are now available to your school district's 'Approval Determining Official.' In most cases your school district will notify you of the Application's status within 10 business days.

[View or Print This Application](#)  
[Submit a New Application](#)  
[MealTime Applications Home](#)  
[MealTime Online Home](#)

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.

Children in School				
Student's Name	School	Foster	Birthdate	SNAP/TAMF #
Lance D Abbott	CLM Valley View School	No	10/1/1992	

Household Member Income					
Household Member Name	Earnings from work before deductions	Welfare, Child Support, Alimony	Pensions, retirement, Social Security	All Other income	No Income
Lance D Abbott					No Income
Jane Abbott	\$1,000.00 / Once a month				

**Signature and Household Information**

An adult household member must sign the application. If the Household Member Income section is completed, the adult signing the form must also list his or her Social Security Number or mark the 'I do not have a Social Security Number' box. (See Privacy Act 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.

<b>Signing Adult:</b> Jane Abbott  <b>Social Security Number:</b> XXX-XX-2589  <b>Mailing Address:</b> 123 any street Portland, Oregon 97008  <b>Phone Number:</b> 546-445-4564	<b>I have read and understand the paragraph above.</b>  <b>Signature:</b> Jane Abbott
--	--

**Student Racial and Ethnic Group**

Mark one or more racial identities:

<input type="checkbox"/> Asian	<input type="checkbox"/> American Indian	<input type="checkbox"/> Black or African American
<input type="checkbox"/> White	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	<input type="checkbox"/> Race Other

Mark one ethnic identity:

<input type="checkbox"/> Hispanic or Latino	<input type="checkbox"/> Not Hispanic or Latino
---	---

## 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**.

This is a list of applications you have submitted in the past.

ID	Submitted	Signing Adult	Students	View Applications
102415	1/8/2010 12:39 PM	Jane Abbott	Lance	<a href="#">View Application</a>

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.

**MealTime Online** [Sign Out](#)

[My MealTime](#) | [Payments](#) | [Profile](#) | [Make Deposit](#) | [FAQ](#)

### Add Student

1. Select a state from the list to view participating school districts.
2. Double click on your school district to view the schools.
3. Click on your student's school.
4. Enter your student's FirstName and Passcode or Student ID (See side margin for more information).

**Student Information**

State: [Select a state] ▼

[Back to Home](#)

**FAQ**

**PassCodes or Student IDs?**

Your school has chosen to use either PassCodes or Student IDs for adding students to your profile. You will be prompted for which number to enter.

**What is a PassCode?**

A PassCode is a unique identifier for each student in the MealTime Online system. An example PassCode looks like this: PHXJ2U26.

**Where do I get my student's PassCode?**

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.

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### Add Student

1. Select a state from the list to view participating school districts.
2. Double click on your school district to view the schools.
3. Click on your student's school.
4. Enter your student's FirstName and Passcode or Student ID (See side margin for more information).

**Student Information**

State: Oregon ▼

Please select the school that your child attends.

- + Abigva School
- + Archbishop Howard School
- Ashland School District
  - Ashland High School
  - Ashland Middle School
  - Bellview Elementary School
  - Helman Elementary School
  - John Muir

**FAQ**

**PassCodes or Student IDs?**

Your school has chosen to use either PassCodes or Student IDs for adding students to your profile. You will be prompted for which number to enter.

**What is a PassCode?**

A PassCode is a unique identifier for each student in the MealTime Online system. An example PassCode looks like this: PHXJ2U26.

**Where do I get my student's PassCode?**

PassCode Notification letters are sent home with each student at participating schools. If you have lost or have not received your student's PassCode, please contact your school administrator.

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.**

**MealTime Online** Sign Out

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### Add Student

1. Select a state from the list to view participating school districts.
2. Double click on your school district to view the schools.
3. Click on your student's school.
4. Enter your student's FirstName and Passcode or Student ID (See side margin for more information).

**Student Information**

State: Oregon

School: Ashland High School

First Name:

Student Id:

[Back to Home](#)

**FAQ**

**PassCodes or Student IDs?**  
Your school has chosen to use either PassCodes or Student IDs for adding students to your profile. You will be prompted for which number to enter.

**What is a PassCode?**  
A PassCode is a unique identifier for each student in the MealTime Online system. An example PassCode looks like this: PHXJ2U26.

**Where do I get my student's PassCode?**  
PassCode Notification letters are sent home with each student at participating schools. If you have lost or have not received your student's PassCode, please contact your school administrator.

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.

**MealTime Online** Sign Out

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### Add Student

1. Select a state from the list to view participating school districts.
2. Double click on your school district to view the schools.
3. Click on your student's school.
4. Enter your student's FirstName and Passcode or Student ID (See side margin for more information).

Sam added to your profile

**Student Information**

State: Oregon

School: High School

First Name:

Student Id:

[Back to Home](#)

**FAQ**

**PassCodes or Student IDs?**  
Your school has chosen to use either PassCodes or Student IDs for adding students to your profile. You will be prompted for which number to enter.

**What is a PassCode?**  
A PassCode is a unique identifier for each student in the MealTime Online system. An example PassCode looks like this: PHXJ2U26.

**Where do I get my student's PassCode?**  
PassCode Notification letters are sent home with each student at participating schools. If you have lost or have not received your student's PassCode, please contact your school administrator.

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

**MealTime Online** Sign Out

[My MealTime](#) | [Payments](#) | [Profile](#) | [Make Deposit](#) | [FAQ](#)

**Welcome**

Welcome to MealTime Online Payments, a convenient way to deposit funds electronically. Use this web page to make deposits into your student's cafeteria account or to pay other fees. You may also view the spending history and account balance of each of your students.

**Students in Household**

To begin using MealTime Online, you first need to add your students to your profile! Start by clicking the "Add New Student" link below.

Name	Location	Balance			
Sam	High School	\$44.70	<a href="#">Make Deposit</a>	<a href="#">View Details</a>	<a href="#">Remove</a>

[Add New Student](#)

**View Online Deposits**  
Want to see the last deposit made? Click this link to see all Online Deposits.  
[View Online Deposits](#)

**Student Changing Schools**  
Is your student changing schools? When the School District moves...  
[Click here to learn more](#)

## How to make a deposit

1. Click on Make Deposit

**Make Deposit**

MealTime Online Payments offers a flexible way to make deposits into your student's accounts. You can deposit into his/her MealTime Cafeteria Account or any other accounts the School District has made available to you. There may be a small processing fee to use this service.

To make a MealTime Cafeteria Account deposit, enter the deposit amount below and click **Add Deposit**. To make a deposit into an additional School District Account, when available, click on the link for the appropriate account.

As you add deposits, they will be listed in the **Current Deposits** section. Your deposit total must be at least \$25.00. After completing your deposit entries, click **Continue to Billing** to preview and verify your deposit details before completing the deposit process.

**Current Deposits**

Your deposit list is currently empty.

[Continue to Billing](#)

**MealTime Cafeteria Accounts**

Enter a deposit amount to increase the student's MealTime account balance. Online deposits will be reflected in your student's account after the district's scheduled transfer process. Please contact your school district to learn more about their specific transfer schedule.

Name	Balance	Amount
Sam	\$44.70	\$ <input type="text"/>

[Add Deposit](#)

**FAQ**

**How do I view the additional accounts?**  
Click on the account name to make a deposit or view sub accounts (when available).

**Why isn't my student listed anymore?**  
Click the 'Payments' link above to make sure the student is in the correct school. If not, remove and re-add them in the correct school to fix the problem.

**What is the fee for using this service?**  
Enter your deposit amount and click the "Add Deposit" button. The service fee will be displayed under the list of your Current Deposits.

**How can I make deposits to other school accounts?**  
You can only make deposits into accounts that your student's school has provided to MealTime Online. To request additional accounts, please contact your local school administrator.

top of the page, or

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.

**MealTime Online** Sign Out

My MealTime | Payments | Profile | Make Deposit | FAQ

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**Billing Information**

Please enter your billing information. check the box to agree to the Terms Of Use, then click 'Deposit Funds Now' button to complete your transaction. Your credit card information will not be saved on our servers.

**Card Billing Information**

Address

City

State

Zip code

Phone (numbers only) (855)

**Card Information**

First name

Last name

Credit card type

Card number (numbers only)

Expiration date [Month]  [Year]

Card security Last 3 Digits on signature panel

[what's this?](#)

Your credit card will be charged \$26.22

**NOTE:** Your deposit may take up to two days to post to your student's school account.

I agree to the [Terms Of Use](#)

Do not click this button more than once!  
Please Be Patient. This Could Take Several Minutes.

**FAQ**

**Why is my card security number required?**  
This number is required to ensure you have your credit card on hand. This number is the last 3 digits printed on the back of your card above your signature.

**Is my credit card information kept secure?**  
Your billing information does not get saved anywhere on our servers. It is sent straight to the credit card processing service using a secure 128-bit SSL connection.

**What if my name differs on my credit card?**  
Please type your information exactly as it appears on your credit card.

**Which credit cards do you support?**  
We support Discover, Visa, and Mastercard.

**Will I get an email confirmation about my deposit?**  
Yes, an email confirmation will be sent to the email address in your profile.

**I want to change the deposit amount**  
Click Edit next to the deposit that you wish to change and enter the correct amount. Then click Continue to Billing to re-enter your billing information. To remove an item from the Current Deposits list, click Remove next to the item. Or click Cancel to go back to the Make Deposit page and change your deposit amount.

Norton SECURED

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