


## Meal Benefits Application Procedures

The **Meal Benefits Application** will open on July 5, 2023. Because HCPS is a district in which all students receive free breakfast and lunch, this application is required to determine eligibility for additional benefits such as waived fees, Christmas for Kids, etc. You only need to complete this application one time for your entire household. ***PLEASE NOTE: In the past parents could choose not to report the household income. Currently there isn't an option to "opt out" for providing the income. If you aren't comfortable providing your income, please do not put in \$0. If you choose not to report their income simply don't fill out the application. If you aren't sure if your family would qualify for these benefits we strongly encourage you to submit an application for your household.***

### 1.) Set up your E-Signature PIN

Log in to Parent Portal; [IC Parent Portal](#), and follow these steps:

- Click on this icon in the upper right corner 
- Select "Settings"
- Select "Account Settings"
- Verify that you have an Account Security Email (If you do not, you need to set this up at this time.)
- Click "ADD" next to E-signature PIN
- Create your unique PIN using the rules below and click the blue "Save" button at the bottom of the screen.

#### Add E-Signature PIN

Your E-Signature PIN must be five (5) characters. Enter a combination of letters, numbers, and special characters (!@#\$%^&\*+?~|=). At least two character types must be used.

E-Signature PIN \*

Confirm E-Signature PIN \*

Enter Campus Password \*

Save

### 2.) Complete the Meal Benefits Application

Please gather your household income information (before deductions) to accurately complete the form. From your Parent Portal account you will follow these steps:

- Select the three lines in the upper left hand corner of the portal.
- Select "More"
- Select "Meal Benefits"
- Follow the prompts through the application. *(There are several screens.)*