

Instructions for Completing an Online Free/Reduced Meal Application

Parents can go to <https://mealapp.spps.org> (site is secure)

(Can use either Internet Explorer or Mozilla Firefox)

Begin by reading the EULA and then checking the box "I have the above and agree".

Click Start

Read through Introduction page, then click Continue

Add any St. Paul Public School students in your household by completing

First name

Last name

Birthdate

IF any student income received, enter the amount received each month

IF a foster child (only 1 per application), check the box

IF you have MFIP (TANF) or food stamp (SNAP) case number, enter the number in the box provided

After all students in the household have been added, click Next Task

Enter each non-St. Paul Public School student and adults in the household separately, with income information for each. Check "This household member does not have income" if no income.

When all household members and their income have been entered, click Next Task

Enter a current phone number

Enter total number of household members (the number of students entered and the number of non-SPPS household members added together)

Enter adult SSN or "I do not have an SSN"

Check the boxes if you do NOT wish to share the eligibility information for qualification for MN Care and Medical Assistance

Click Next Task

Enter the adult first name and last name.

Enter the code letters and numbers that are displayed.

Click "Submit my Application". That's it! You will receive a letter with the eligibility determination from the information submitted. Make sure the school has the most up to date address information.

Questions?? (651) 603-4953 or 523-6331