# How to complete an Online Meal Application in Titan

1. If you do not have a LINQ Connect account set up, go to **linqconnect.com** and click on **START MEAL APPLICATION**.
Please note: you do not need to setup an account to complete an application.

2. If you do have a LINQ Connect account, log in and ensure your student(s) are linked to your account. Then click **Hamburger menu** on the upper left, then select **Meal Application**. You can also select another language from here. Lastly, select **NEW APPLICATION**.
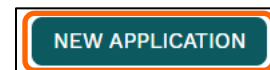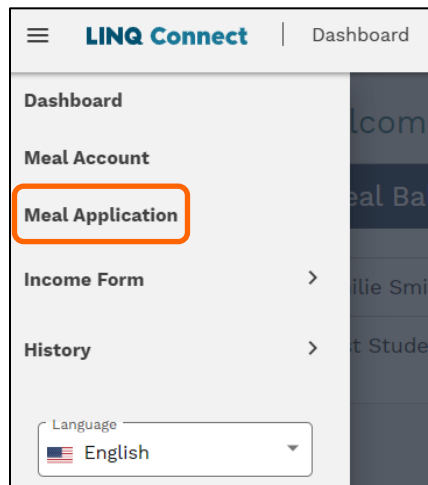
3. Select your **District** – **all NHA schools are <u>National Heritage Academies (Grand Rapids, MI)</u>**. This will take you to the Letter to Household. Click **OKAY**. *If you are signed into your LINQ Connect account and select **Meal Application** from there, the district will auto populate.*

1 General Info

General Information

Please find your district, enter the information of the household member completing the application then click Next to continue.

District *

National Heritage Academies

National Heritage Academies (Grand Rapids, Michigan)

4. Enter the following information for your household: **Address, City, State, Zip Code, Phone Number** and **Email Address**.

Household street address (optional)

Address

Country

United States

City

State/Province

Michigan

Postal Code

Daytime Phone Number And Email Address (optional)

Phone

Email

5. If you participate in one of the following Assistance programs, please select the program and enter the **Case Number**. *(If you qualify for such program, you DO NOT need to complete the assistance program information).* Click **NEXT**.
   - Food Distribution Program on Indian Reservations (FDPIR)
   - Supplemental Nutrition Assistance Programs (SNAP)
   - Temporary Assistance for Needy Families (TANF)

Do any Household Members (including you) currently participate in an assistance program?
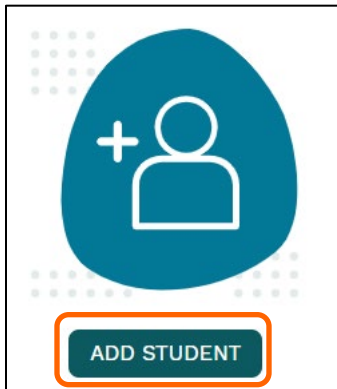
Assistance Program

Food Distribution Program on Indian... (FDPIR)

Supplemental Nutrition Assistance Program (SNAP)

Temporary Assistance for Needy Families (TANF)

NEXT

6. Click **ADD STUDENT**. This will open a window to enter student information. Enter as much of the following information as possible including **First/Middle/Last Name, Student ID, School and Date of Birth**. Click **SAVE & CLOSE**. *If there are other students that attend this school district, please repeat the steps above to add them to the application*.

- Your students ID number can be found on the Home page of the NHA Parent Portal.

7. Enter the TOTAL income earned by all infants, children, and students up to and including grade 12, if applicable. Click **Next**.

8. Enter the total number of people in your household, including students.

9. Click **ADD HOUSEHOLD MEMBER**. Enter **First and Last Name and Income** for this person then click **SAVE & ADD NEW**. each household member. If there are no additional household members, click **SAVE & CLOSE** Click **NEXT**.
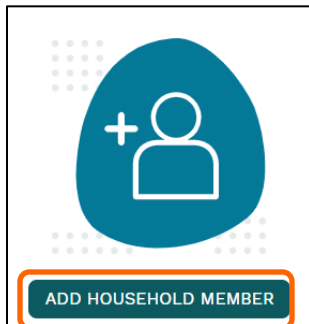
10. Please review the application to ensure all of your information is correct before you submit. Once you have reviewed it, click **NEXT**.

11. When signing and submitting the application, you may select your ethnicity and race if you choose to.

12. **Enter your name** in the Signed By section and **enter the last 4 digits of your SSN** or **Click No SSN**. Click SUBMIT. You will receive an email confirming the application was submitted. Save the Reference Code for your records.

General Info — Students — Household Members — Review — **5** Submit

Sign & Submit
Please review the entered information before continuing to submit the application

Demographics
We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced price meals.

Ethnicity ▾	Race ▾

Enter the name of the household member completing the application.

"I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."

Signed By *	Last 4 digits of SSN
Emilie Smith	

☑ No SSN

The **Richard B. Russell National School Lunch Act** requires the information on this application. You do not have to give the information, but if you do not submit all needed information, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the primary wage earner or other adult household member who signs the application. The social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We may share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

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, audiotape, 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, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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: (202) 690-7442; or

3. email: program.intake@usda.gov.

This institution is an equal opportunity provider.

BACK   SUBMIT

Meal Application FAQ

1. **How will I find out the status of my free/reduced meal application?**
   The district will notify you within 10 school days, by letter. If you have not received a notice, please contact the school district's child nutrition department directly at **Lunch@nhaschools.com or 877-642-6325**.

2. **When should I contact the Child Nutrition Department of my child's school district?**
   Contact **lunch@nhaschools.com or 877-642-6325**:
   - If you would like a refund
   - To transfer funds from one child to another
   - To share balances with other children
   - You have a question about your child's meal service or activity on their account
   - Would like to restrict your child from purchasing certain items
   - If you would like to know the status of your free/reduced meal application
   - If you receive a call regarding your meal application needing to confirm information submitted

Additional instructions available for your reference:
Managing Funds Instructions
Titan Family Portal Instructions