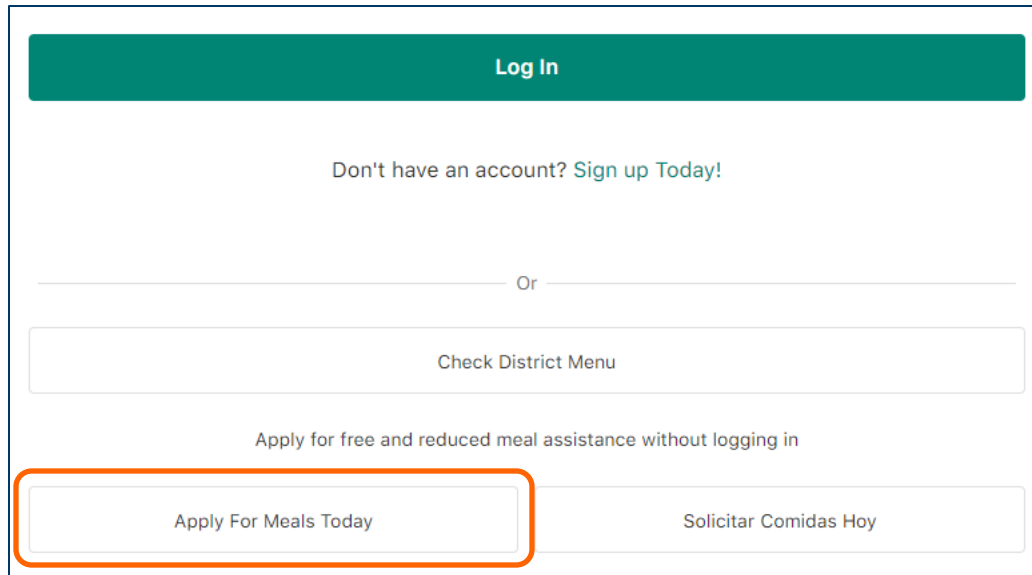


How to complete an Online Meal Application in Titan

1. If you do not have a Titan Family Portal account set up, go to family.titank12.com and click on **Apply For Meals Today**.
Please note: you do not need to setup an account to complete an application.



Log In

Don't have an account? [Sign up Today!](#)

Or

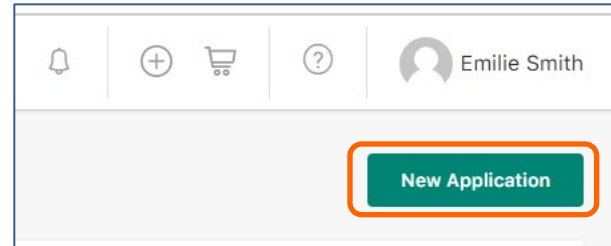
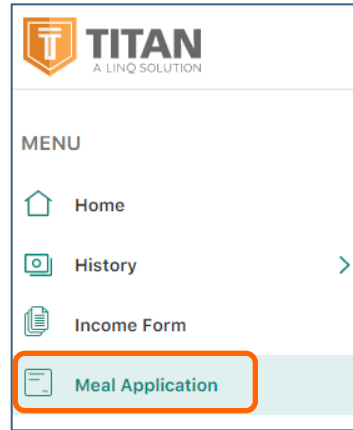
Check District Menu

Apply for free and reduced meal assistance without logging in

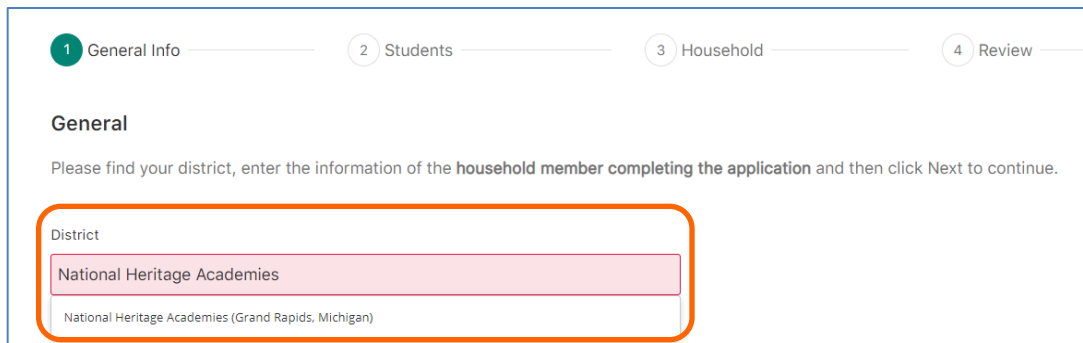
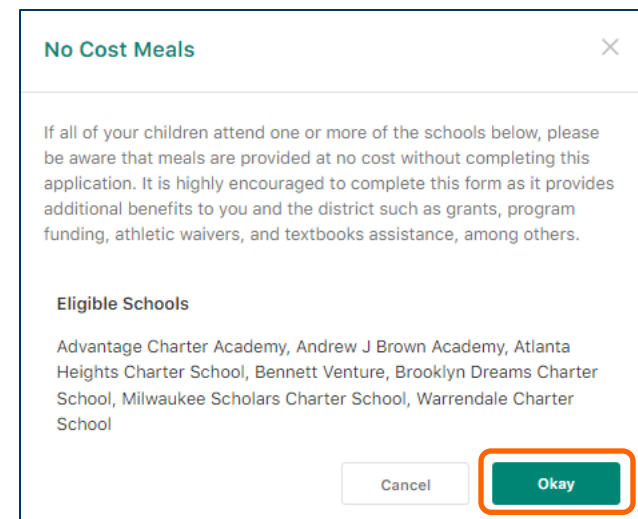
Apply For Meals Today

Solicitar Comidas Hoy

2. If you do have a Titan Family Portal Account, log in and ensure your student(s) are linked to your account. Then click **Meal Application** on the left-hand menu and select **New Application**.



3. Select your **District** – all NHA schools are [National Heritage Academies \(Grand Rapids, MI\)](#). This will take you to the Letter to Household. Click **Okay**. *If you are signed into your Titan Family Portal account and select **Meal Application** from there, the district will auto populate.*

A screenshot of the 'General Info' step in the meal application process. The top navigation bar shows four steps: '1 General Info', '2 Students', '3 Household', and '4 Review'. The 'General' section contains the instruction: 'Please find your district, enter the information of the household member completing the application and then click Next to continue.' Below this is a 'District' dropdown menu with 'National Heritage Academies' selected and highlighted with an orange border. Below the dropdown, the text 'National Heritage Academies (Grand Rapids, Michigan)' is visible.A screenshot of the 'No Cost Meals' dialog box. The title is 'No Cost Meals' with a close button (X) in the top right corner. The main text reads: 'If all of your children attend one or more of the schools below, please be aware that meals are provided at no cost without completing this application. It is highly encouraged to complete this form as it provides additional benefits to you and the district such as grants, program funding, athletic waivers, and textbooks assistance, among others.' Below this is a section titled 'Eligible Schools' with a list of schools: 'Advantage Charter Academy, Andrew J Brown Academy, Atlanta Heights Charter School, Bennett Venture, Brooklyn Dreams Charter School, Milwaukee Scholars Charter School, Warrendale Charter School'. At the bottom right, there are two buttons: 'Cancel' and 'Okay', with the 'Okay' button highlighted with an orange border.

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

Zip

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 Step 5)*. Click **Next**.

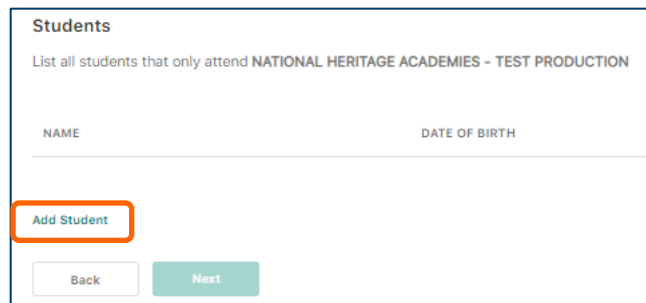
- TANF – Temporary Assistance for Needy Families
- SNAP – Supplemental Nutrition Assistance Programs
- FDPIR – Food distribution program for households on Indian reservations operated under part 253 of this title.

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

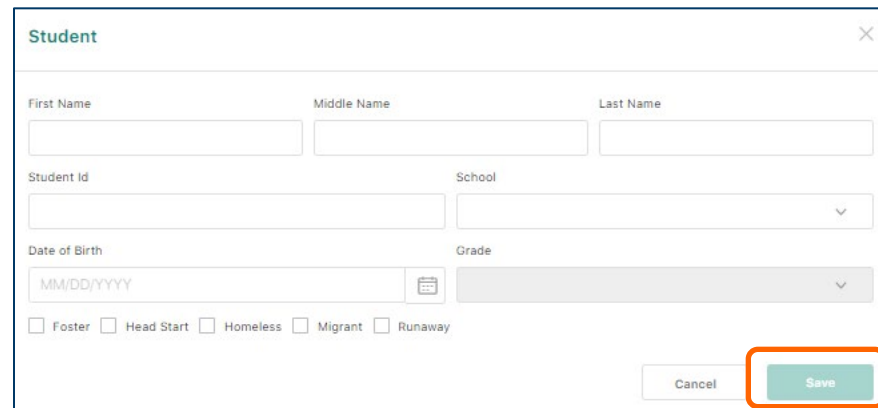
Assistance Program

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**. *If there are other students that attend this school district, please repeat the steps above to add them to the application.*

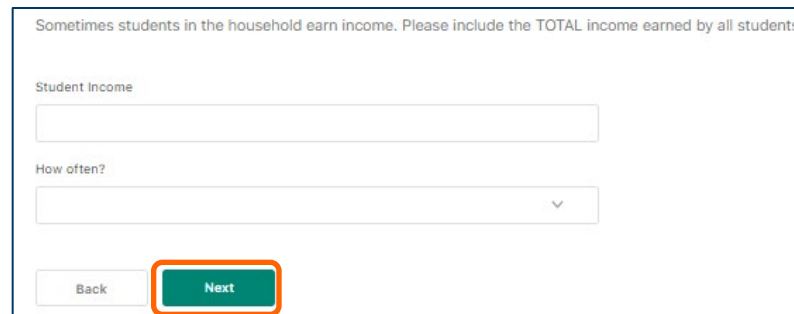


The 'Students' window displays a list of students for 'NATIONAL HERITAGE ACADEMIES - TEST PRODUCTION'. The list has columns for 'NAME' and 'DATE OF BIRTH'. At the bottom, there is a green 'Add Student' button, a grey 'Back' button, and a green 'Next' button.



The 'Student' form includes fields for 'First Name', 'Middle Name', and 'Last Name'. It also has fields for 'Student Id' and 'School' (a dropdown menu). The 'Date of Birth' field is labeled 'MM/DD/YYYY' and includes a calendar icon. The 'Grade' field is a dropdown menu. At the bottom, there are checkboxes for 'Foster', 'Head Start', 'Homeless', 'Migrant', and 'Runaway'. There are 'Cancel' and 'Save' buttons at the bottom right.

7. Enter the TOTAL income earned by all students, if applicable. Click **Next**.



The 'Student Income' form asks for 'Student Income' and 'How often?'. It includes a text input field for the income amount and a dropdown menu for the frequency. At the bottom, there are 'Back' and 'Next' buttons.

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

Household Members
List all Household Members not listed on the Students tab (including yourself) even if they do not receive income

Total number of household members, including students

Total Household Members

9. Click **Add Household Member**. Enter **First and Last Name and Income** for this person then click **Save**. Repeat this step for each household member. Click **Next**.

Add Household Member

Back **Next**

Household Member

First Name Last Name

Report total income (before taxes) for each source in whole dollars only. If no income is received from any source leave the fields blank, you are certifying (promising) that there is no income to report.

	Wage	How often?
Work	<input type="text"/>	<input type="text"/>
Welfare, Child Support, Alimony	<input type="text"/>	<input type="text"/>
Pension, Retirement, Other	<input type="text"/>	<input type="text"/>
Unemployment	<input type="text"/>	<input type="text"/>

Cancel **Save**

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.

Demographics

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 child's eligibility for free or reduced price meals. If racial/ethnic background is not reported, a visual identification of the child's race and ethnicity will be made.

Ethnicity

Race

12. Enter your name in the Signed By section, click **I agree to the Terms of Use**. 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.

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
 I agree to the Terms of Use

Last 4 digits of SSN
 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, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

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.



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