

eFORMAT Parent Portal

Electronic Free or Reduced Meal Application Tracking

To create a parent or emancipated student user account for access to eFORMAT, click the “New User Registration” link on the site’s webpage. The “Password Recovery” link allows the user to reset their password.

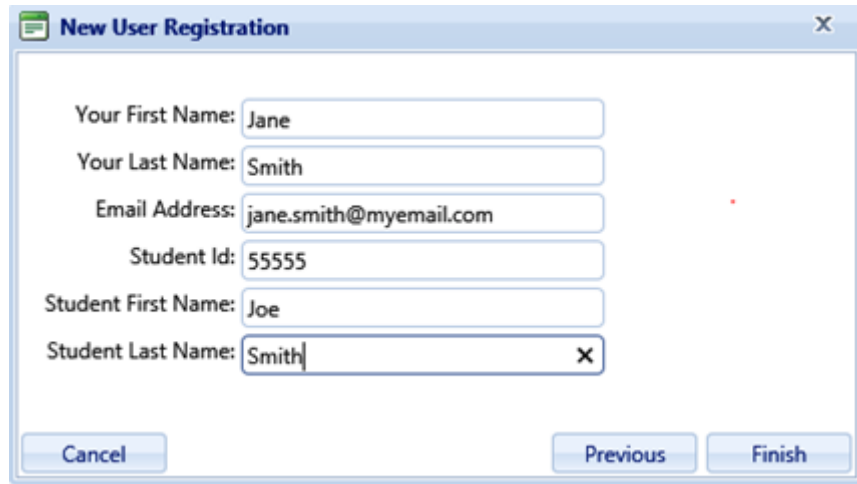
The screenshot shows the DBS School District eFORMAT Parent Portal login page. At the top, there is a header with the SDMS logo (Student Data Management System) on the left, the text "DBS School District" in the center, and a "POWERED BY DBS" logo on the right. Below the header is a navigation bar with "Home" and "Help" links. The main content area features a central image of three children looking at a laptop. To the left of the image are logos for "PayForIt.net" and "PaySchools Online Payment Processing System". To the right is the "QSP4 eFORMAT" logo. Below the image, there are input fields for "User Name:" and "Password:", followed by a "Log In" button. A red box highlights two links: "New User Registration" and "Password Recovery".

New User Registration

Clicking the “New User Registration” link brings up a screen that allows the user to select whether they are a Student or a Parent. A student user account should only be created by an emancipated child.

The screenshot shows a "New User Registration" dialog box. The title bar says "New User Registration". The main text reads: "In order to create a log in you will need to provide your name and your child's first and last name and student id exactly as it is stored in SDMS. Please contact the school if you are unsure about his information." Below this text, there is a label "I am a:" followed by a dropdown menu. The dropdown menu is open, showing three options: "-Select-", "Student", and "Parent". At the bottom of the dialog box, there are two buttons: "Cancel" on the left and "Next" on the right.

The next screen allows the user to enter their demographic information. The user must enter their student's Patron ID, first name, and last name exactly as it is recorded in the Student Information System to successfully create a login account.

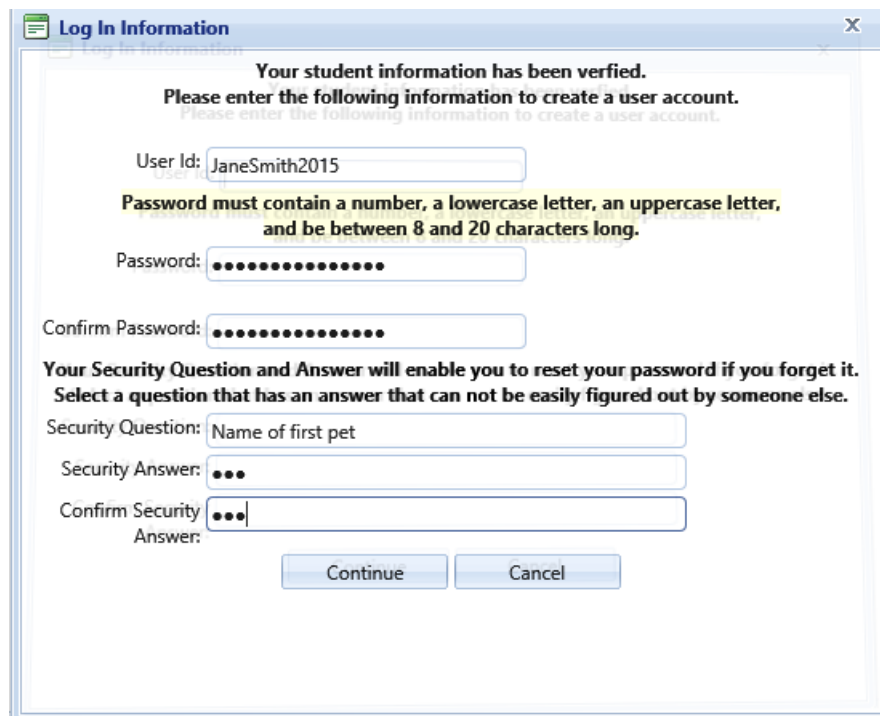


A screenshot of a "New User Registration" dialog box. It contains several text input fields for user information. The fields are labeled: "Your First Name:" with the value "Jane", "Your Last Name:" with the value "Smith", "Email Address:" with the value "jane.smith@myemail.com", "Student Id:" with the value "55555", "Student First Name:" with the value "Joe", and "Student Last Name:" with the value "Smith". There is a small red asterisk to the right of the email field. At the bottom, there are three buttons: "Cancel", "Previous", and "Finish".

Your First Name:	Jane
Your Last Name:	Smith
Email Address:	jane.smith@myemail.com
Student Id:	55555
Student First Name:	Joe
Student Last Name:	Smith

Buttons: Cancel, Previous, Finish

When completed, clicking "Finish" brings up the screen where the user will enter their login ID, password, and create a Security Question to verify the user's identity when a password reset is requested. Note that the password must conform to the security requirements specified.



A screenshot of a "Log In Information" dialog box. It displays a message: "Your student information has been verified. Please enter the following information to create a user account." Below this, there are input fields for "User Id:" (containing "JaneSmith2015"), "Password:" (masked with dots), and "Confirm Password:" (masked with dots). A bold instruction states: "Password must contain a number, a lowercase letter, an uppercase letter, and be between 8 and 20 characters long." Below the password fields, another instruction reads: "Your Security Question and Answer will enable you to reset your password if you forget it. Select a question that has an answer that can not be easily figured out by someone else." This is followed by input fields for "Security Question:" (containing "Name of first pet"), "Security Answer:" (masked with dots), and "Confirm Security Answer:" (masked with dots). At the bottom, there are two buttons: "Continue" and "Cancel".

Your student information has been verified.
Please enter the following information to create a user account.

User Id: JaneSmith2015

Password must contain a number, a lowercase letter, an uppercase letter, and be between 8 and 20 characters long.

Password:

Confirm Password:

Your Security Question and Answer will enable you to reset your password if you forget it. Select a question that has an answer that can not be easily figured out by someone else.

Security Question: Name of first pet

Security Answer: ...

Confirm Security Answer: ...

Buttons: Continue, Cancel

When complete, click “Continue” to be redirected back to the site’s login screen.

The screenshot shows the login page for the DBS School District Student Data Management System. The page features the SDMS logo on the top left, the DBS logo on the top right, and a navigation bar with 'Home' and 'Help' links. The main heading is 'Welcome to Your Student Data Management System'. Below this, there are logos for 'PayForIt.net', 'PaySchools Online Payment Processing System', and 'QSP4 eFORMAT'. In the center, there is a photograph of three children looking at a laptop. Below the photo, there is a login form with fields for 'User Name' (containing 'JaneSmith2015') and 'Password' (masked with dots). To the right of the password field are links for 'New User Registration' and 'Password Recovery'. A 'Log In' button is positioned below the password field.

SDMS Student Data Management System

DBS School District

Home Help

Welcome to Your Student Data Management System

PayForIt.net

PaySchools Online Payment Processing System

QSP4 eFORMAT

User Name: JaneSmith2015 [New User Registration](#)

Password: [Password Recovery](#)

Log In

Related Students

The Portal home page lists all students related to the parent in SDMS. The child specified as part of the enrollment process will be listed. To add additional family members, click “Add Student” to search for other family members. If the user registered as a student, the option to add additional members is not available.

The screenshot shows the home page of the SDMS Parent and Student Portal. The page features the SDMS logo on the top left, the DBS logo on the top right, and a navigation bar with 'Home', 'Help', and 'Logout' links. The main heading is 'Welcome to the SDMS Parent and Student Portal'. Below this, there is a table titled 'Related Students' with columns for 'Student Id', 'Last Name', 'First Name', 'Middle Name', 'Grade', 'Birth Date', and 'School'. The table contains one row with the following data: Student Id: 55555, Last Name: Smith, First Name: Joe, Middle Name: (empty), Grade: PK, Birth Date: 1/14/2011, School: DBS Preschool. Below the table, there is a button labeled 'Add Student' which is highlighted with a red box. Below the button, there is a section titled 'Press button or logo below to enter application' with two buttons: 'Contact Info' and 'FORMAT'. At the bottom, there is a note: 'Please be sure you have all of your students added prior to clicking on FORMAT'.

SDMS Student Data Management System

DBS School District

User: Jane Smith

Home Help Logout

Welcome to the SDMS Parent and Student Portal

Student Id	Last Name	First Name	Middle Name	Grade	Birth Date	School	
55555	Smith	Joe		PK	1/14/2011	DBS Preschool	X

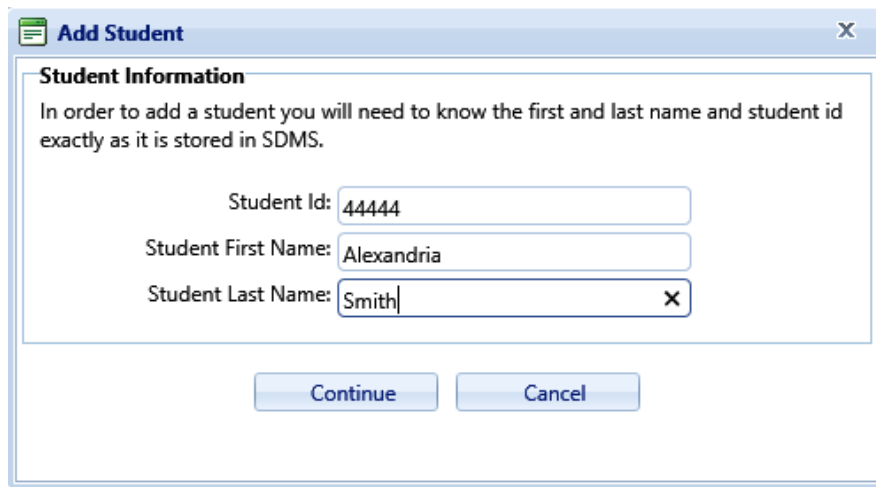
Add Student

Press button or logo below to enter application

Contact Info FORMAT

Please be sure you have all of your students added prior to clicking on FORMAT

In the pop-up screen, enter the student's Patron ID, first name, and last name.



Add Student

Student Information

In order to add a student you will need to know the first and last name and student id exactly as it is stored in SDMS.

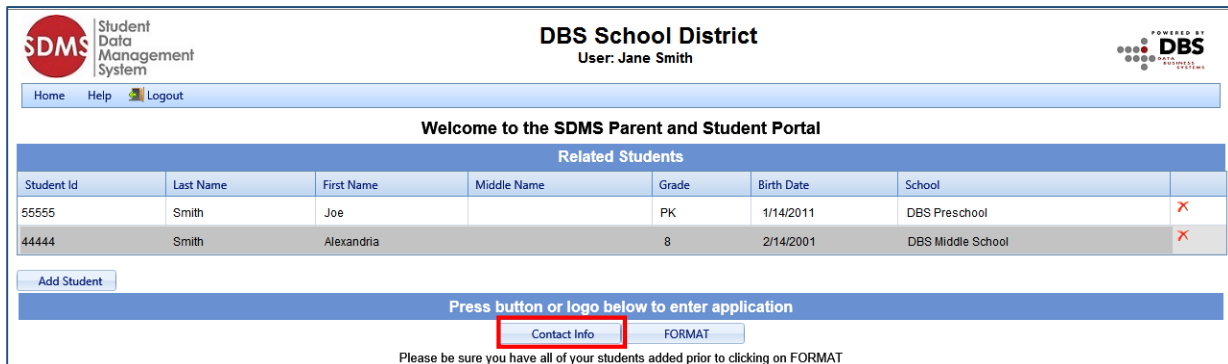
Student Id: 44444

Student First Name: Alexandria

Student Last Name: Smith

Continue Cancel

The newly added student will now appear in the grid. Click on “Contact Info” to verify/update information.



SDMS Student Data Management System

DBS School District
User: Jane Smith

Home Help Logout

Welcome to the SDMS Parent and Student Portal

Related Students

Student Id	Last Name	First Name	Middle Name	Grade	Birth Date	School	
55555	Smith	Joe		PK	1/14/2011	DBS Preschool	X
44444	Smith	Alexandria		8	2/14/2001	DBS Middle School	X

Add Student

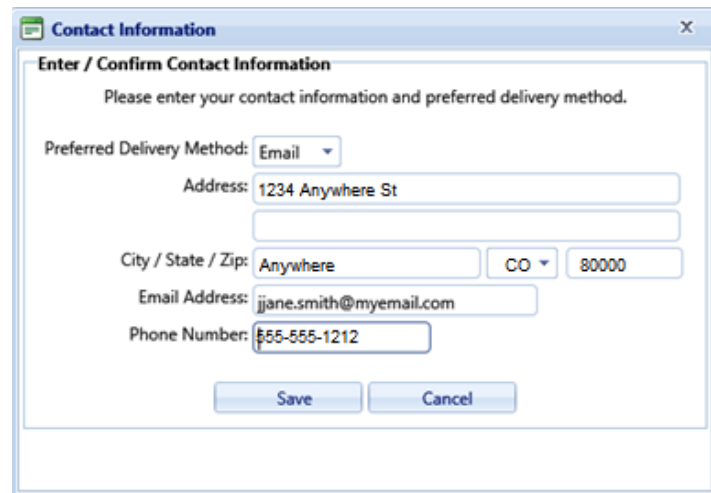
Press button or logo below to enter application

Contact Info FORMAT

Please be sure you have all of your students added prior to clicking on FORMAT

Contact Information

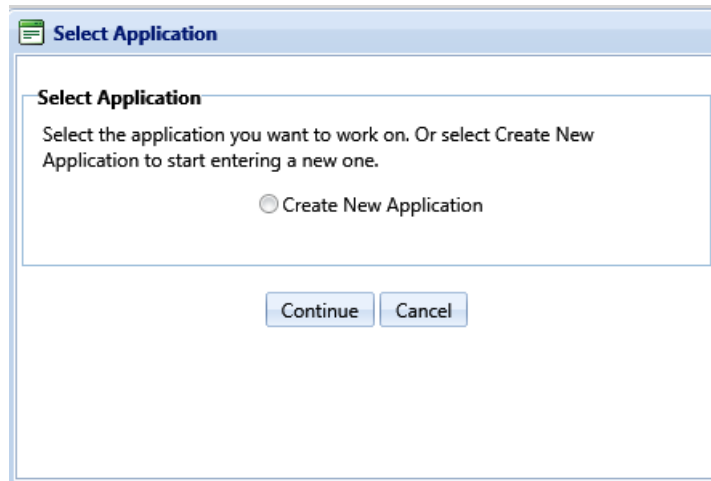
The user is required to enter or update contact information prior to completing an application. The address information is required. Email is required if the Preferred Delivery Method is Email. The phone number is optional.



A screenshot of a Windows-style dialog box titled "Contact Information". The dialog has a close button (X) in the top right corner. Inside, the title "Enter / Confirm Contact Information" is followed by the instruction "Please enter your contact information and preferred delivery method." Below this, there are several input fields: "Preferred Delivery Method:" with a dropdown menu showing "Email"; "Address:" with a text box containing "1234 Anywhere St"; "City / State / Zip:" with a text box containing "Anywhere", a dropdown menu showing "CO", and a text box containing "80000"; "Email Address:" with a text box containing "jjane.smith@myemail.com"; and "Phone Number:" with a text box containing "555-555-1212". At the bottom of the dialog are two buttons: "Save" and "Cancel".

Entering a New Application

When the Contact Information has been saved, the user can now click on the "FORMAT" button to enter a new application or edit an existing application. The user will be prompted to verify/update their Contact Information if not previously updated. Clicking "Save" will bring up the first FORMAT screen. In the example, there are no existing applications so a new application will be entered.



A screenshot of a Windows-style dialog box titled "Select Application". The dialog has a close button (X) in the top right corner. Inside, the title "Select Application" is followed by the instruction "Select the application you want to work on. Or select Create New Application to start entering a new one." Below this, there is a radio button labeled "Create New Application". At the bottom of the dialog are two buttons: "Continue" and "Cancel".

On the Students screen, all patrons who are part of the family are listed. Checking the box next to the name will add them to the new application the user is creating. If the user does not select a patron here, they will need to edit the application later to add the patron.

The screenshot shows a window titled "New Application" with a sidebar on the left containing two tabs: "Students" (highlighted in orange) and "Members". The main content area has a header that reads: "The following students are listed as part of the family. Check those that you want to add to the application." Below this is a paragraph: "If you are completing an application for other students that are not directly certified you can add the direct certified students as a family member to the application so they are included in your family size." There are two entries, each with a checked checkbox: "Joe Smith" and "Alexandria Smith". At the bottom right, there are "Cancel" and "Next" buttons.

On the Members screen, the parent creating the application is included on the application by default. Additional guardians or members of the family that were included on prior applications will be listed on this screen. In the example, Jane Smith is the only guardian.

The screenshot shows the same "New Application" window, but with the "Members" tab selected in the sidebar. The main content area has a header that reads: "The following people are guardians or are on the previous application as members of the family. Check those that you want to add to the application." Below this is a single entry with a checked checkbox: "Jane Smith (You must be a member on the application.)". At the bottom right, there are "Cancel", "Previous", and "Next" buttons.

The next screen contains required information for the student. The assistance type, any special situation, foster child status, Head Start/Even Start status, and income are entered here. All fields must have a response in order to proceed to the next screen.

The screenshot shows the 'New Application' window. On the left, a list of names includes Joe Smith (highlighted in orange), Alexandria Smith, and Jane Smith. The main form area contains the following fields:

- First Name: Joe
- Last Name: Smith
- Assistance Type: SNAP (dropdown menu)
- Case #: 1234567 (text box with a clear button)
- Special Situation: None of These (dropdown menu)
- Foster Child: Yes (radio), No (radio, selected)
- Head Start/Even Start: Yes (radio), No (radio, selected)
- Earns Income: Yes (radio), No (radio, selected)

At the bottom, there are 'Cancel' and 'Next' buttons.

The guardian entry screen contains required information for the guardian. To enter income, click “Yes” by “Earnings Income”. The user must enter the amounts and frequency for at least one income category and specify a frequency. The frequency selections are weekly, every two weeks, twice monthly, monthly and annual if the option is selected.

The screenshot shows the 'New Application' window for a guardian. On the left, the list of names includes Joe Smith, Alexandria Smith, and Jane Smith (highlighted in orange). The main form area contains the following fields:

- First Name: Alexandria
- Last Name: Smith
- Assistance Type: Please Make a Selection (dropdown menu)
- Earns Income: Yes (radio, selected), No (radio)
- Income From Work: 100.00 (text box), Weekly (dropdown menu)
- Welfare/Child Support/Alimony: 100.00 (text box), Monthly (dropdown menu)
- Pension, Retirement, SSI, VA, SS: (text box), Select Income Frequency (dropdown menu)
- Other Income: (text box), Select Income Frequency (dropdown menu)

At the bottom, there are 'Cancel', 'Previous', and 'Finish' buttons.

After clicking “Finish”, the screen displays the required statements associated with the application process.

FORMAT - Free and Reduced Application Processing	
This application is not signed.	
Statements	<p>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, 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 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. The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish). Persons with disabilities who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). USDA is an equal opportunity provider and employer.</p> <p>Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly. "In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer." The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department.</p>
Instructions	
Students	
Members	
Sign Application	
<div>Continue</div>	

The Instructions screen contains detailed information on how to correctly report benefits and income, along with a detailed definition of each benefit/income type. This information is contained in the application in window with a scroll bar. All details have been listed from that window.

FORMAT - Free and Reduced Application Processing	
This application is not signed.	
Statements	INSTRUCTIONS FOR APPLYING
Instructions	Please read this in it's entirety before proceeding
Students	A HOUSEHOLD MEMBER IS ANY CHILD OR ADULT LIVING WITH YOU.
Members	IF ANY HOUSEHOLD MEMBER RECEIVES BENEFITS FROM SNAP, TANF, OR FDPIR, AND THAT FAMILY MEMBER IS A STUDENT FOLLOW THESE INSTRUCTIONS:
Sign Application	<ol style="list-style-type: none">1. Go to Students: Make sure the student(s) receiving benefits from an Assistance Program have their case numbers entered and all students in the family are listed.2. Go to Household Members: If not already listed, add the household member who will be electronically signing the application. You do not need to enter income information.3. Go to Sign Application: Sign the form. The last four digits of a Social Security Number are not necessary, you can select No SSN. Contact information is optional but recommended if we need to contact you.
	IF ANY HOUSEHOLD MEMBER RECEIVES BENEFITS FROM SNAP, TANF, OR FDPIR, AND THAT FAMILY MEMBER IS NOT A STUDENT FOLLOW THESE INSTRUCTIONS:
	<ol style="list-style-type: none">1. Go to Students: Make sure all students in the family are listed. You do not need to enter income information for students.2. Go to Household Members: If not listed, add the family member who is receiving the benefits and add them including their case number.3. If not already listed, add the household member who will be electronically signing the application. You do not need to enter income information.4. Go to Sign Application: Sign the form. The last four digits of a Social Security Number are not necessary you can select No SSN. Contact information is optional but recommended if we need to contact you.
	IF NO ONE IN YOUR HOUSEHOLD GETS SNAP, TANF, OR FDPIR BENEFITS AND IF ALL CHILDREN IN THE HOUSEHOLD ARE HOMELESS, A MIGRANT OR RUNAWAY, OR ATTEND A HEAD START OR EVEN START PROGRAM FOLLOW THESE INSTRUCTIONS:
	<ol style="list-style-type: none">1. Go to Students: Make sure all students in the family are listed. Indicate which of the above situation applies to each student. You do not need to enter income information.2. Go to Household Members: Add the household member who will be electronically signing the application. You do not need to enter income information.
	<ol style="list-style-type: none">3. Go to Sign Application: Sign the form. The last four digits of a Social Security Number are not necessary you can select No SSN. Contact information is optional but recommended if we need to contact you.4. Contact the school liason for further assistance.
	IF NO ONE IN YOUR HOUSEHOLD GETS SNAP, TANF, OR FDPIR BENEFITS AND IF ANY, BUT NOT ALL, OF THE CHILDREN IN YOUR HOUSEHOLD ARE HOMELESS, A MIGRANT OR RUNAWAY, OR ATTEND A HEAD START OR EVEN START PROGRAM FOLLOW THESE INSTRUCTIONS:
	<ol style="list-style-type: none">1. Go to Students: Make sure all students in the family are listed. Indicate which of the above situation applies to the student. If the child earns a steady income enter that information.2. Go to Household Members: Enter all household members that are not students. Enter any steady income received for each household member.3. Go to Sign Application: Sign the form. The last four digits of a Social Security Number are not necessary you can select No SSN. Contact information is optional but recommended if we need to contact you.
	IF NO ONE IN YOUR HOUSEHOLD GETS SNAP, TANF, OR FDPIR BENEFITS AND IF NO CHILD IS HOMELESS, A MIGRANT OR RUNAWAY, OR ATTEND A HEAD START OR EVEN START PROGRAM AND ALL CHILDREN ARE FOSTER CHILDREN FOLLOW THESE INSTRUCTIONS:
	<ol style="list-style-type: none">1. Go to Students: Make sure all students in the family are listed. Indicate that they are foster children.2. Go to Household Members: Add the household member who will be electronically signing the application. You do not need to enter income information.3. Go to Sign Application: Sign the form. The last four digits of a Social Security Number are not necessary you can select No SSN. Contact information is optional but recommended if we need to contact you.
	IF NO ONE IN YOUR HOUSEHOLD GETS SNAP, TANF, OR FDPIR BENEFITS AND IF NO CHILD IS HOMELESS, A MIGRANT OR RUNAWAY, OR ATTEND A HEAD START OR EVEN START PROGRAM AND IF ANY, BUT NOT ALL CHILDREN ARE FOSTER CHILDREN FOLLOW THESE INSTRUCTIONS:

1. Go to Students: Make sure all students in the family are listed. Indicate which student(s) is a foster child. If the student earns a steady income enter that information.
2. Go to Household Members: Enter all household members that are not students. Enter any steady income received for each family member.
3. Go to Sign Application: Sign the form and list the last four digits of their Social Security Number or mark No SSN if you do not have one. Contact information is optional but recommended if we need to contact you.

ALL OTHER HOUSEHOLDS, INCLUDING WIC HOUSEHOLDS, FOLLOW THESE INSTRUCTIONS:

1. Go to Students: Make sure all students in the family are listed. If the child earns a steady income enter that information.
2. Go to Household Members: Enter all household members that are not students. Enter any steady income received for each family member.
3. Go to Sign Application: Sign the form and list the last four digits of their Social Security Number or mark No SSN if you do not have one. Contact information is optional but recommended if we need to contact you.

DEFINITIONS OF INCOME

Income Of A Child

- Only include income if it is from a steady source. Occasional babysitting or odd jobs should not be included.

Income From Work

- Wages, salaries, tips, commissions
- Net income from self-owned business and farms
- Strike benefits, unemployment compensation, and worker's compensation

Welfare, Child Support, Alimony

- Public assistance payments/welfare benefits (e.g., TANF, General Assistance, General Relief)
- Alimony or child support payments
- Note: Benefits under SNAP and FDPIR are not counted as income.

Pension, Retirement, SSI, VA, Social Security

- Pensions, retirement income, veterans' benefits
- Social security
- Supplemental security income
- Disability benefits

Other Income

- Net rental income, annuities, net royalties
- Interest; dividend income
- Cash withdrawn from savings; income from estates, trusts and/or investments
- Regular contributions from persons not living in the household
- Any other money that may be available to pay for the child(ren)'s meals

[Previous](#) [Continue](#)

The Students screen lists the students that will be included in the current application. On this screen, clicking the Pencil icon will allow the user to edit the student's information.

Statements

Instructions

Students

Members

Sign Application

FORMAT - Free and Reduced Application Processing

This application is not signed.

Verify all students that are part of the family and attend the school district you are applying to are listed below and all the information about them is correct.

Id	Name	Grade	School	Categorical?	Income?	Foster/HeadStart?	Other Source?
44444	Smith, Alexandria	8	DBS Middle School	Yes	No	No	No
55555	Smith, Joe	PK	DBS Preschool	No	No	No	No

[Previous](#)
[Continue](#)

In the Edit screen, the user must click “Update” before clicking “Continue” to save any updated information.

FORMAT - Free and Reduced Application Processing

This application is not signed.

Verify all **students that are part of the family and attend the school district you are applying to** are listed below and all the information about them is correct.

Id	Name	Grade	School	Categorical?	Income?	Foster/HeadStart?	Other Source?
44444	Smith, Alexandria	8	DBS Middle School	Yes	No	No	No

First Name: Alexandria Last Name: Smith

Assistance Type:

Special Situation:

Foster Child: ☐ Yes ☒ No

Head Start/Even Start: ☐ Yes ☒ No

Earns Income: ☐ Yes ☒ No

Update **Cancel**

Previous **Continue**

The Member screen allows for editing member information and adding additional members.

FORMAT - Free and Reduced Application Processing

This application is not signed.

Verify all household members **that are not students in the school district you are applying to** are listed below and all the information about them is correct. Be sure to include the person who will be signing the application.

+ Add Application Member

Name	Earnings	Welfare...	Pension...	Other	Categorical?
Smith, Jane	100.00 Weekly	100.00 Monthly	None	None	None

Previous **Continue**

Once all students and guardians have been added to the application, it is ready to be electronically signed. The logged in user will be selected as the signer. The user must enter the last four digits of their Social Security number or click the checkbox “No SSN/Not Applicable”.

The user can choose which language they prefer, English or Spanish. This will cause any correspondence regarding this application to be generated in the chosen preferred language, when available.

The user must enter the password they specified when they registered for their account. This confirms them as the electronic signer of the application. Clicking “Sign Application” completes the process.

The screenshot shows a web application titled "FORMAT - Free and Reduced Application Processing". On the left is a vertical navigation menu with links for "Statements", "Instructions", "Students", "Members", and "Sign Application" (which is highlighted with an orange arrow). The main content area has a red warning message: "This application is not signed." Below this is a prompt: "Please select the Signer for the application. You MUST click Sign to complete your application." The form includes several fields: a "Signer" dropdown menu showing "Jane Smith", a "Last 4 of SSN" field with a masked input "***-**-****" and a checked checkbox for "No SSN/Not Applicable", a "Date Signed" field with the date "7/23/2015", and a "Preferred Language" dropdown menu set to "English". At the top right is a "Return To Patron View" button. At the bottom right are "Previous" and "Sign Application" buttons.

FORMAT - Free and Reduced Application Processing		Return To Patron View
This application is not signed.		
Please select the Signer for the application. You MUST click Sign to complete your application.		
Statements	Signer: Jane Smith	
Instructions	Last 4 of SSN: ***-**-**** <input checked="" type="checkbox"/> No SSN/Not Applicable	
Students	Date Signed: 7/23/2015	
Members	Preferred Language: English	
Sign Application		
		Previous Sign Application

Disclosure Choices

Once the application has been electronically signed, the user is prompted to make Disclosure Choices if they have been defined in the system. The user can select the program they would like to disclose meal status information to by checking the Opt-In box next to the program. The user can Opt-In to all programs by checking the box next to the Opt-In header. The user can also use the selected choices for all remaining students on the application by checking the box indicated in red below.

Disclosure Choices

The information you give on the Confidential Application for Free or Reduced Price Meal is only used to determine your student(s) eligibility for Free or Reduced Price meals. The information may also be used to determine your student(s) eligibility to receive benefits for other programs. For the following programs we must have your permission to share your information.

Completing this form will not change whether your student(s) get free or reduced meals.

Completing this waiver is NOT A REQUIREMENT for participation in any school nutrition program.

Please indicate the programs you would like to share information with by selecting the check box by the program. If you wish to share with all programs you and check the box labeled Opt In.

Student Name: Alexandria Smith

☒ Check this box if you would like to use these choices for the remaining students on the application

Name	Description	<input checked="" type="checkbox"/> Opt In
Activity Fees	Activity Fees	<input checked="" type="checkbox"/>
AP Exams	AP Exams	<input checked="" type="checkbox"/>
Athletics	Athletics	<input checked="" type="checkbox"/>

Save

The Confirmation screen shows the application was successfully signed along with the date and timestamp of the signature. At this point, the application is complete and the user can download the Disclosure Letter by clicking “Download Disclosure” and/or the Determination Letter by clicking the “Download Determination” link.

FORMAT - Free and Reduced Application Processing

Application Signed: 7/21/2015 At 02:57 PM

Your application is now complete. Thank you for using the online application system.

[Download Disclosure](#)

[Download Determination](#)

The user will be prompted to open or save the letter.

Do you want to open or save **Determination.pdf** (978 KB) from cbsmiddleschool.com?

Open Save Cancel

This is an example of the Disclosure Letter that will be generated for the user's records.

7/21/2015

Jane Smith
1234 Anywhere St
Anywhere, CO 80000

Your disclosure options are listed below. You can change your choices at any time by contacting:

Mary Walker, Administrator
1234 First St
Anywhere, CO 80000
mary.walker@dbsschooldistrict.org

Student Id	Name	School
44444	Alexandria Smith	DBS Middle School
Opt In Opt Out	2016 DBS School District (Bus transportation fee, Band, Drama)	
55555	Joe Smith	DBS Preschool
Opt In Opt Out	2016 DBS School District (Bus transportation fee)	

This is an example of the Determination Letter that will be generated for the user's records.

7/21/2015

Jane Smith
1234 Anywhere St.
Anywhere, CO 80000

PLEASE KEEP THIS LETTER FOR YOUR RECORDS. If a duplicate letter is required, one may be provided for a fee of \$3.00 and must be picked up at the Nutrition Office at 10850 E. Woodman Rd., Falcon, Co 80831. An emailed copy can be sent at no charge. Students approved for reduced price meals in grades Pre-school to fifth will receive lunch at no charge for the 2014-2015 school year. Students approved for reduced price meals in grades 6-12 will be charged \$.40 for lunch. All students approved for reduced price meals will receive free breakfast, where breakfast is served, for the 2015-2016 school year.

If you do NOT want your child(ren) to receive Free meals or have questions, please contact James Dobbs at 555-555-3333

If you have any questions about this decision, please call: Carol Walker

If your application was denied, you may reapply for benefits at any time during the school year. If you are not eligible now, but have a decrease in income, an increase in household size, or qualify for food stamps, you may complete another application at that time.

Name	Benefit Level	Reason
Alexandria Smith (44444) - (DBS Middle School)	Free	Income Within Limits
Joe Smith (55555) - (DBS Preschool)	Free	Income Within Limits

If you still do not agree with the decision, and would like to appeal, you may discuss it with a school official, Mrs. Jones, at 555-555-2121

Sincerely,

Carol Walker
DBS School District
5432 E. School St.
Anywhere, CO 80000
555-555-2222

*Categorical - Someone in the family is receiving federal or state assistance

**Other Source - The child is foster, homeless, migrant, runaway or part of a Head Start program.

Non-Discrimination Statement:

This explains what to do if you believe you have been treated unfairly. "In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

Persons with disabilities who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). USDA is an equal opportunity provider and employer.

Clicking the “Home” button on the menu will return the user back to the original screen.

The screenshot shows the SDMS Parent and Student Portal. At the top left is the SDMS logo (Student Data Management System). To its right, it says "DBS School District" and "User: Jane Smith". On the far right is a "POWERED BY DBS" logo. Below the header is a navigation bar with "Home", "Help", and "Logout" buttons. The "Home" button is highlighted with a red box. Below the navigation bar is a welcome message: "Welcome to the SDMS Parent and Student Portal". Underneath is a table titled "Related Students".

Student Id	Last Name	First Name	Middle Name	Grade	Birth Date	School	
55555	Smith	Joe		PK	1/14/2011	DBS Preschool	✗
44444	Smith	Alexandria		8	2/14/2001	DBS Middle School	✗

Below the table is an "Add Student" button. Underneath that is a blue bar with the text "Press button or logo below to enter application". Below this bar are two buttons: "Contact Info" and "FORMAT". At the bottom, there is a note: "Please be sure you have all of your students added prior to clicking on FORMAT".

Clicking the FORMAT button will allow the user to create a new application or view the signed application.

The screenshot shows a "Select Application" dialog box. It has a title bar with a green icon and the text "Select Application". Inside the dialog, there is a section titled "Select Application" with the following text: "Select the application you want to work on. Or select Create New Application to start entering a new one." Below this text are two radio buttons: "Application Signed On: 7/23/2015 10:32:00 AM" and "Create New Application". At the bottom of the dialog are two buttons: "Continue" and "Cancel".

When a signed application is chosen, the application's information screen is displayed. This screen shows the students included on the application, the determination status, and member income information. By clicking on the links in the upper right corner of the screen, the user can print the application, determination letter, or disclosure letter. At a later date, the user may choose to decline benefits based on this application. Clicking the "Decline Benefits" button will cause this application to be disregarded when determining the student's meal status.

Current Application Information

Application Id: 4079
Status:

Entered By: Jane Smith
Signed By:
Last 4 SSN:

[Print Application](#)
[Print Determination](#)

Students										
Student Id	Name	Status	Reason	Income	Welfare Inc	Pension Inc	Other Inc	Other Source	Assistance Type	Case Number
44444	Smith, Alexandria	F	Income	None	None	None	None	None	None	None
55555	Smith, Joe	F	Income	None	None	None	None	None	None	None

Members						
Name	Income	Welfare Inc	Pension Inc	Other Inc	Assistance Type	Case Number
Smith, Jane	\$100.00 Weekly	\$100.00 Monthly	None	None	None	None

[Decline Benefits](#)
[Cancel](#)

The user can click "Logout" to end the session.

SDMS Student Data Management System

DBS School District
User: Jane Smith

[Home](#)
[Help](#)
[Logout](#)

Welcome to the SDMS Parent and Student Portal

Related Students						
Student Id	Last Name	First Name	Middle Name	Grade	Birth Date	School
55555	Smith	Joe		PK	1/14/2011	DBS Preschool
44444	Smith	Alexandria		8	2/14/2001	DBS Middle School

[Add Student](#)

Press button or logo below to enter application

[Contact Info](#)
[FORMAT](#)

Please be sure you have all of your students added prior to clicking on FORMAT

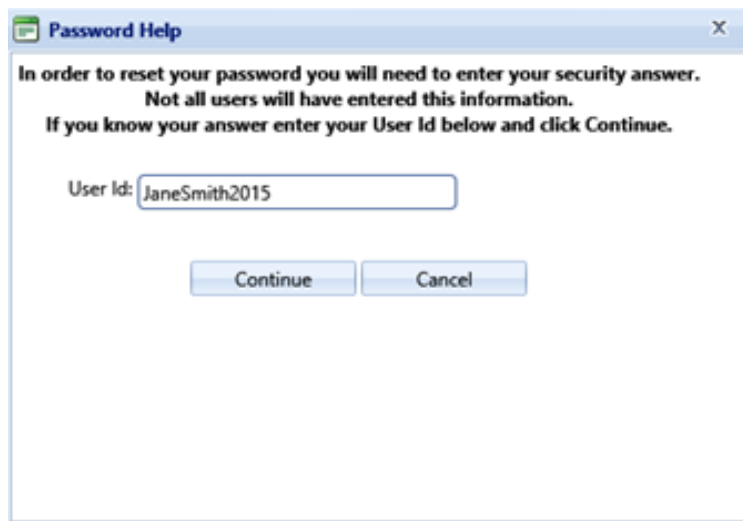
Password Recovery

If the user has forgotten their password, they can click “Password Recovery” from the main login screen to start the reset process.



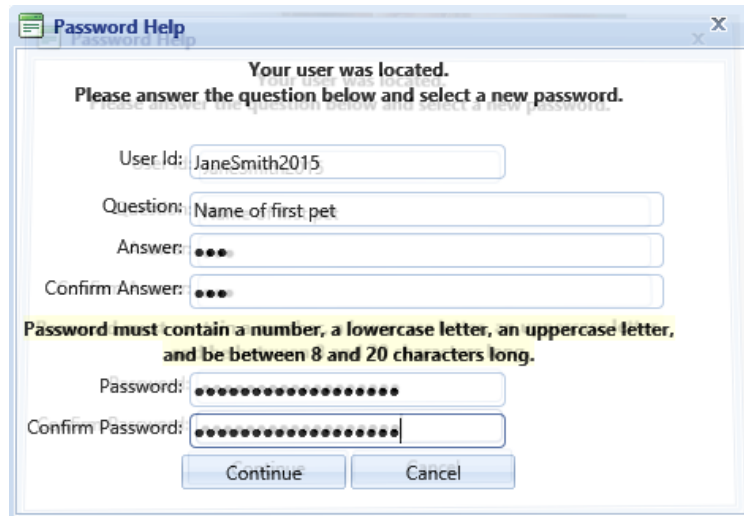
The screenshot shows the login interface for the DBS School District Student Data Management System. At the top left is the SDMS logo (Student Data Management System). At the top center is the text "DBS School District". At the top right is a logo for "POWERED BY DBS". Below the top bar is a navigation bar with "Home" and "Help" links. The main content area has a header "Welcome to Your Student Data Management System" above a central image of children looking at a laptop. To the left of the image are logos for "PayForIt.net" and "PaySchools Online Payment Processing System". To the right is a logo for "QSP4 eFORMAT". Below the image are input fields for "User Name:" and "Password:". To the right of these fields are two links: "New User Registration" and "Password Recovery", with the latter highlighted by a red rectangle. A "Log In" button is located below the password field.

The user is prompted to enter their user ID.



The screenshot shows a "Password Help" dialog box. The text inside reads: "In order to reset your password you will need to enter your security answer. Not all users will have entered this information. If you know your answer enter your User Id below and click Continue." Below this text is a text input field labeled "User Id:" containing the text "JaneSmith2015". At the bottom of the dialog are two buttons: "Continue" and "Cancel".

Once the user name is confirmed, the next screen prompts the user to enter the answer to the security question they entered when first creating the account and a new password is entered.



A screenshot of a 'Password Help' dialog box. The title bar says 'Password Help'. The main text reads: 'Your user was located. Please answer the question below and select a new password.' Below this, there are four input fields: 'User Id:' with the text 'JaneSmith2015', 'Question:' with the text 'Name of first pet', 'Answer:' with three dots, and 'Confirm Answer:' with three dots. Below these fields, a bold instruction states: 'Password must contain a number, a lowercase letter, an uppercase letter, and be between 8 and 20 characters long.' This is followed by two more input fields: 'Password:' and 'Confirm Password:', both filled with dots. At the bottom, there are two buttons: 'Continue' and 'Cancel'.

If the information entered is correct, clicking “Continue” redirects the user back to the site’s login page. The user can now enter their newly set password to login.



A screenshot of the DBS School District login page. The header includes the SDMS (Student Data Management System) logo on the left, the text 'DBS School District' in the center, and the DBS logo on the right. Below the header is a navigation bar with 'Home' and 'Help' links. The main content area features a welcome message 'Welcome to Your Student Data Management System' above a photo of children looking at a laptop. To the left of the photo are logos for 'PayForIt.net' and 'PaySchools Online Payment Processing System'. To the right is the 'QSP4 eFORMAT' logo. Below the photo, there are input fields for 'User Name:' (containing 'JaneSmith2015') and 'Password:'. To the right of the 'User Name' field is a link for 'New User Registration', and to the right of the 'Password' field is a link for 'Password Recovery'. A 'Log In' button is positioned below the password field.