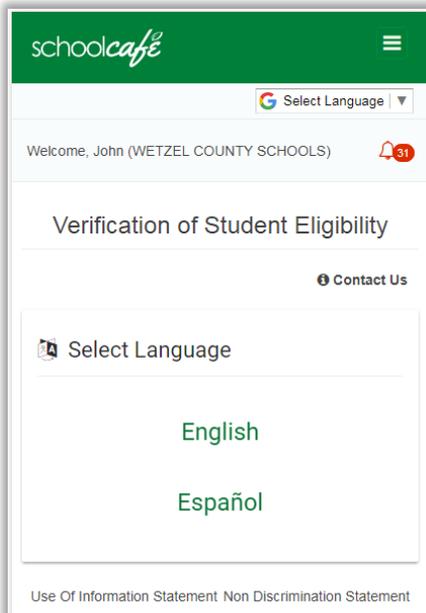


## SchoolCafé Verification of Income – Parents Guide

- To begin responding to Verification of Student Eligibility for a district that is using SchoolCafé, open your web browser and navigate to <https://www.schoolcafe.com/verification>. You'll notice immediately that, instead of three buttons on the homepage, there are only two: one to create a new account (if you do not already have a SchoolCafé account) and one to sign in with an existing SchoolCafé account. Choose one of the options to get started.



- After creating a new account or signing in, you will be redirected to the Verification screen, where you will be asked to select a language in which to view the response submission form:



- After selecting a language, enter the application number of the most recent application you submitted for your students. If you do not have this information handy, you can find it on the *My Applications* screen.

schoolcafé

Select Language

Welcome, John (WETZEL COUNTY SCHOOLS)

31

Verification of Student Eligibility

English Contact Us

Application Number

Enter your application number

Previous Next

Use Of Information Statement Non Discrimination Statement

- If you enter the correct application number and see one of the messages below, you may not be required to verify your income. Or, your response was already received by the district and processed separately. In either case, you can contact your school district to confirm the application details.

schoolcafé

Select Language

Welcome, John (WETZEL COUNTY SCHOOLS)

31

Verification of Student Eligibility

English Contact Us

Application Number

Enter your application number

1101 Check

This application number is invalid

Previous Next

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schoolcafé

Select Language

Welcome, John (WETZEL COUNTY SCHOOLS)

31

Verification of Student Eligibility

English Contact Us

Application Number

Enter your application number

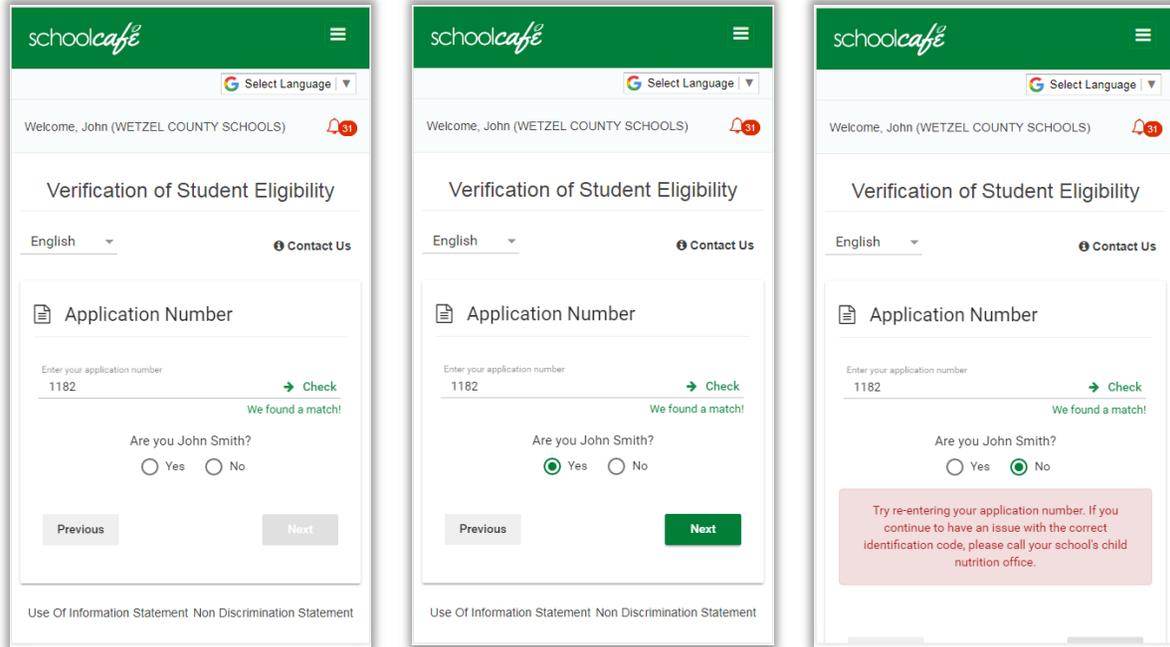
1153 Check

Looks like a verification response has already been submitted for this application. You'll receive a notification regarding the results of your verification when your school district processes the response.

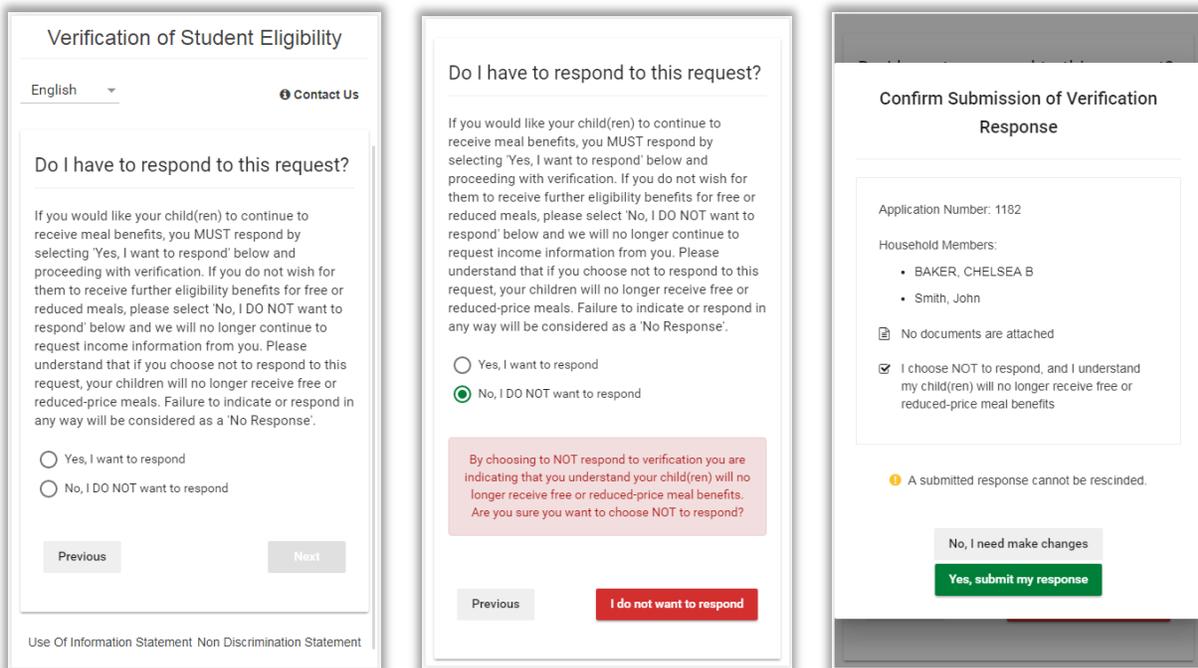
Previous Next

Use Of Information Statement Non Discrimination Statement

- Once you've confirmed your application number, the system will ask you to confirm either 1. Your name, or 2. One of the children on that application is in your household. This is done to confirm a match. If either question is invalid, and you are sure that this is the correct application number, you should contact the child nutrition office for your district.



- Once you've confirmed the match, you can choose to either respond, or decline to respond (note: declining will cause the students on the application to lose their benefits).



## Responding to Verification

To complete verification, you must either choose not to respond, or respond with proof of income.

- **No Income** - If you indicated that no one in the household receives income, the system will require you to upload documentation of how your living expenses are met, or the contact info of someone who can explain the type of financial assistance you receive (as well as the duration of benefits).

Verification of Student Eligibility

English ▼ Contact Us

Do I have to respond to this request?

If you would like your child(ren) to continue to receive meal benefits, you MUST respond by selecting 'Yes, I want to respond' below and proceeding with verification. If you do not wish for them to receive further eligibility benefits for free or reduced meals, please select 'No, I DO NOT want to respond' below and we will no longer continue to request income information from you. Please understand that if you choose not to respond to this request, your children will no longer receive free or reduced-price meals. Failure to indicate or respond in any way will be considered as a 'No Response'.

Yes, I want to respond  
 No, I DO NOT want to respond

Previous Next

Use Of Information Statement Non Discrimination Statement

Income Documentation

Your original application indicates one or more household members below receive income. You are required to provide proof of income for each of those members. To do so, you have the option of uploading documents and/or images of each member's income documentation. For convenience, if you are on a mobile device you can also take a picture and attach it easily to each member receiving income.

Type of acceptable documentation include:

- Pay Stub
- Other (Social Security, Child Support, Unemployment, etc.)

Please submit proof for all household members who receive income.  
 Note: If any member(s) now receive income who were not specified on the initial application, please upload a document and/or image that supports that amount.

**BAKER, CHELSEA B**  
 Income None  
Add Document

**John Smith**  
 Income None  
Add Document

Please submit proof for all household members who receive income.  
 Note: If any member(s) now receive income who were not specified on the initial application, please upload a document and/or image that supports that amount.

**BAKER, CHELSEA B**  
 Income None  
Add Document

**John Smith**  
 Income None  
Add Document

You indicated on this application that your household receives zero income. Please upload a document explaining how your living expenses are met or providing the contact information of someone who can be asked to explain the duration and type of assistance provided to your household.

Previous Submit

Use Of Information Statement Non Discrimination Statement

- You can upload proof for anyone in this scenario by clicking any Add Document button on the page.

Please submit proof for all household members who receive income.  
 Note: If any member(s) now receive income who were not specified on the initial application, please upload a document and/or image that supports that amount.

Upload proof of income for John Smith

Select document type:

Pay Stub  
 Other

Add Document

Maximum File Size: 5MB  
 Allowed: .txt, .csv, .doc, .docx, .pdf, .jpg, .png, .bmp, .msg, .xls, .xlsx

Cancel Add Document

Use Of Information Statement Non Discrimination Statement

Please submit proof for all household members who receive income.  
 Note: If any member(s) now receive income who were not specified on the initial application, please upload a document and/or image that supports that amount.

Upload proof of income for John Smith

Select document type:

Pay Stub  
 Other

Replace Document



Maximum File Size: 5MB  
 Allowed: .txt, .csv, .doc, .docx, .pdf, .jpg, .png, .bmp, .msg, .xls, .xlsx

Cancel Add Document

Use Of Information Statement Non Discrimination Statement

Please submit proof for all household members who receive income.  
 Note: If any member(s) now receive income who were not specified on the initial application, please upload a document and/or image that supports that amount.

**BAKER, CHELSEA B**  
 Income None  
Add Document

**John Smith**  
 Income None  
Add Document

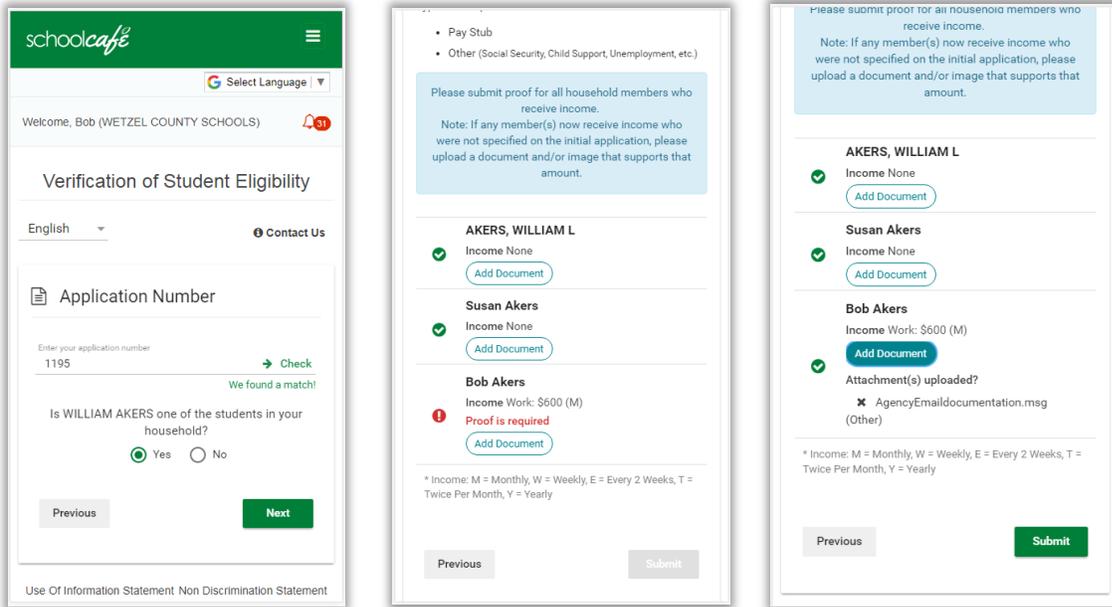
Attachment(s) uploaded?  
 ✖ my-recent-pay-stub.png (Pay Stub)

You indicated on this application that your household receives zero income. Please upload a document explaining how your living expenses are met or providing the contact information of someone who can be asked to explain the duration and type of assistance provided to your household.

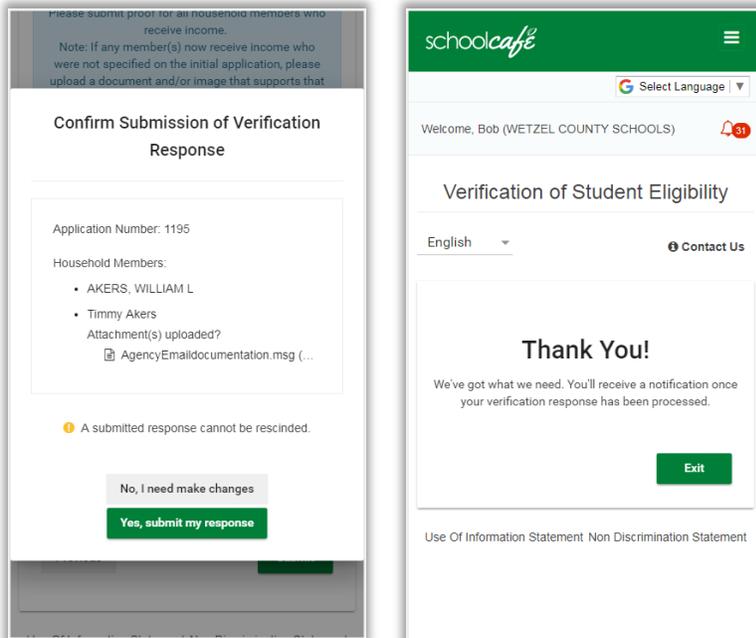
Previous Submit

Use Of Information Statement Non Discrimination Statement

- Income for only certain members** - In most instances, you won't be required to upload proof of income for every household member. You'll notice that those without income this case have a green checkmark displaying next to their name to indicate that proof is not required. However, you may still upload documentation for them if it is appropriate or if their financial situation has changed.



- Once you have uploaded proof of income for all required household members on your application, you can view a confirmation of your submission and then submit. Please note that you cannot withdraw a response once it is submitted without contacting your district personally.



After submission, your district will review your response and you will receive a letter on your Eligibility Notifications page regarding your benefits, or if more info is needed they will contact you personally.