



Nutritional Development Services
Archdiocese of Philadelphia
222 North 17th Street, Philadelphia, PA 19103
Phone: 215-895-3470 Fax: 215-895-0830

INSTRUCTIONS FOR APPLYING ONLINE

GO TO www.paschoolmeals.com

This website translates into **Spanish** and **Chinese**. Click on the dropdown tab on the top right to change the language.

Click on the Register tab if you need to create an account.

Click on the Sign In tab if you already have an account.

When you get to the School District Section, follow these directions:

- Select **PHILADELPHIA** for county. (Even if you live in a different county.)
- Select **ARCHDIOCESE OF PHILADELPHIA** for School district. This is the organization that sponsors your child's lunch and breakfast program.

Click Apply

Continue to create your user account.

Enter your personal information. (This is the personal information for you, the "Adult Applying." Do not enter any student information here.)

Click Register.

You should see the following: "Congratulations! Your registration was successful!"

After clicking register or log in, the household letter appears. Please read this letter. To find the Income Eligibility Guidelines, scroll down to the end.

When you are ready to start the application process, click the start application tab.

Optional: When you get to the Student ID/SSN part of the application, make sure not to use dashes when entering Social Security Number. If you don't know the student ID, skip this part.

Make sure to select the correct school the student attends from the dropdown.

After carefully filling the information in your application, click "**Submit My Application**"

You should see this message: "Application was successfully verified and signed!"

To finish application, click on "**Submit My Application**"

You should see this message: "You have successfully completed your online application." You will also see an application number. Make sure to write and keep this number for reference.

If you have problems filling out this application online, please call Nutritional Development Services for assistance (215)895-3470, option 1.

If you completed the electronic application successfully, **you should not need to send a paper application** to your school. Nutritional Development Services of the Archdiocese of Philadelphia will notify you of your status by sending a letter to your school.

Meal Prices 2017-18

- Lunch: \$2.50
- Breakfast will be provided at no cost to all students.

Apply Online. Anytime. Anywhere.

Nutritional Development Services has made it faster and easier for parents to apply for free and reduced meals.

This free service enables families to receive program benefits faster than using the paper application. Your application is electronically submitted directly to the child nutrition office for processing.

- ✓ **Submit an application in minutes**
- ✓ **Easy-to-follow steps**
- ✓ **Faster processing**
- ✓ **Safe and secure**



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To get started, visit:

www.paschoolmeals.com