



## 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.schoolcafe.com](http://www.schoolcafe.com)

This website translates into Spanish, Chinese, Vietnamese, & Arabic. Use the dropdown tab on the top right to change the language. If you are already a user, please sign in with your username & password. If you do not have an account go to the dropdown box that states "Select your State".

1. Select "PA – Pennsylvania". Then enter "Archdiocese of Philadelphia" as the School District.
2. Select "Go to My District".
3. Select "Create a new account".
4. Select "I'm a Parent" and click "Next".
  - a. Confirm the state & the School District is correct. If it is incorrect, reenter the information, then click "Next".
5. Enter your personal information. (This is the personal Information for YOU, the "Adult Applying." Do not enter any student Information here.)
6. Create a Username, Password, Security Question and Answer. Be sure to record this information elsewhere in case you forgot this information at a later time.
7. Select "I accept the Terms & Conditions" and click "Create My Account".

You will receive an email with a verification code. When you are on your account dashboard you will see a red bar towards the top of the screen that states "In order to set up alert or continue to receive emails, please verify your email address. Click here to verify." Click on "Click here to verify".
8. In the pop-up that appears, enter the 6-digit code that was sent to your email and select "Verify".
  - a. If you did not receive it or need to change the email address that it was sent to, please select the appropriate link.
9. Next, select the "Apply for Benefits" button at the top of your dashboard.
10. Select English or Spanish.
11. Select "Next" after reading the Household Letter.
12. Enter your address on the pop-up that appears that states "Applicant Information". You can also correct any information that is incorrect. Click "Save Applicant Information".
13. Select the check box next to agree to the terms listed and select "Next".
14. Select "Add Student" to enter students that attend a school within the Archdiocese of Philadelphia School District. All household members that do not attend a school with the Archdiocese of Philadelphia School District will be entered later.
15. Enter all information you have available for the student. You do not have to provide the "Student ID".
  - a. Click "Add Student" for every additional student that should be entered. Then click "Next".
16. Select "Yes" if you receive SNAP, TANF or FDPIR, then select the type of assistance you receive. If you do not receive assistance, select "No".
  - a. If 'yes', enter your corresponding case number. When the correct information is entered, select "Next".
17. A pop up will appear stating "Update Applicant Information- Does this member receive income?"
  - a. Enter your income here. Enter all of the household members and their income and frequency if they have one. When all household members have been entered, select next.
18. Review all of the information that you have entered & correct if needed. When all information is correct, select "Next".
19. Enter any of the Optional Information that you wish to enter. After you have done this, select "Next".
  - a. This information is not required and it will not affect your status for free or reduced priced meals.
20. Select "Yes" or "No" if you have an SSN. If "Yes", enter the last four digits.
21. Select the applicant who is submitting the application & click "Sign". Finally select the "Submit My Application" button.

#### Meal Prices 2018-2019

- Lunch- \$2.60
- Breakfast will be provided at no cost to all students.
- Lunches that qualify for the reduced price benefit will be provided to students at no cost.

**Congratulations! You have successfully submitted the application. Download or print a copy of the application & keep the application number on file.** If you need to apply again, select "I need to apply for more students. Start another application."

*If you have problems, please call NDS for assistance (215)895-3470, option 1. If you completed the electronic application successfully, do not send a paper application to your school. NDS will notify you of your status by sending a letter to your school.*

# 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**



**NUTRITIONAL DEVELOPMENT SERVICES**  
Archdiocese of Philadelphia

To get started, visit:  
[www.schoolcafe.com](http://www.schoolcafe.com)