



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

## INSTRUCTIONS FOR APPLYING ONLINE

GO TO [www.paschoolmeals.com](http://www.paschoolmeals.com)

Click on the register tab on the upper right corner of the screen.

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

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

- Select **PENNSYLVANIA** for state.
- 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 program.

Continue to create your user account.

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.

# 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.paschoolmeals.com](http://www.paschoolmeals.com)**