

## **PAYMENT INSTRUCTIONS FOR THE ORCAS ISLAND SCHOOL DISTRICT WEB STORE**

Visit our website at <http://www.orcasislandschools.org>

Click “Skyward Login” on the right side under Quick Links

Login to Skyward Family Access by using parent (not student) login ID and password  
Use the drop down area to locate “Family/Student Access”  
If you do not have your ID contact the school office

Click “Food Service” on left

Locate Lunch Menu - Make Payment – Click update payment amount

Pay with vendor

Create a new account or login into current account

### **ONLINE FREE & REDUCED APPLICATION**

Login to Skyward

Select Food Service from the Family Access General information tree on the left side of the screen

Click the Application tab

Click add an application

Review the Letter to Households and check the box “I have read the Letter to Households and would like to continue the application”.

Review the Federal Income Chart and click next

Review the Privacy Act and click next

Review the Non-Discrimination Statement and click next

## **Filling out the Household Application for Free and Reduced-Price Meals**

Each section of the application requires you to enter your personal information regarding household members and income. The district only needs **one** application per household so information entered should reflect all members of your household. For more help, see the instructions that appear at the top of each page.

Complete Part 1: Legal Name of Student and questions, then click next

Complete Part 2: Gross Income, then click next

Application Validation window will display, verify that the information is correct and select yes to continue.

Part 3: Total household members living in your household must be entered. This number should include students, non-students and all adults. Click next

Part 4: Signature

Select the text "Click to Sign" enter your name in the print name box  
Enter your address and telephone information

Do one of the following:

- a) In the SSN box, enter the last four digits of the Social Security Number for the person signing the application
- b) Click the box "I do not have a Social Security Number"

Part 5: Ethnicity & Race – this section is optional. Click next

Part 6: Other Benefits

Allows you to share your free or reduced meal status with other programs within the school or district.  
Click next

Review and Submit your online application