Online Meal Application Instructions

Completing an Online Application

1. Go to **family.titank12.com** and click on **Apply Today**. Please note: you do not need to set up an account to complete an application.

2. Select your **State** and **District**, and click **Next**. This will take you to the Letter to Household. Click **Next**.

3. Enter the following information: **Address, City, State, Zip Code, Phone Number,** and **Email Address.**

4. If you participate in one of the following Assistance programs, please select the program and enter the **Case Number**. *(If you qualify for such program, you DO NOT need to complete Step 5).*

   - **TANF** - Temporary Assistance for Needy Families
   - **SNAP** - Supplemental Nutrition Assistance Programs
   - **FDPIR** - Food distribution program for households on Indian reservations operated under part 253 of this title.

5. Click **New Student**. This will open a window to enter student information. Enter as much of the following information as possible including **First/Middle/Last Name, Student ID, School,** and **Date of Birth**. Click **Save**. *If there are other students that attend this school district, please repeat the steps above to add them to application then click* **Next**.

6. Enter the total number of people in your household, including students.

7. Click **New Household Member**. Enter **First and Last Name** and **Income** for this person then click **Save**. Repeat this step for each house member.

8. Please review the application to ensure all of your information is correct before you submit. Once you have reviewed it, click **Next**.

9. When signing and submitting the application, you may select your ethnicity/race if you choose to. **Enter your name** in the Signed By section, click **I agree to the Terms of Use**. Enter the last 4 digits of your SSN or Click No SSN.

10. Click **Submit Application**. You will receive an email confirming the application was submitted.