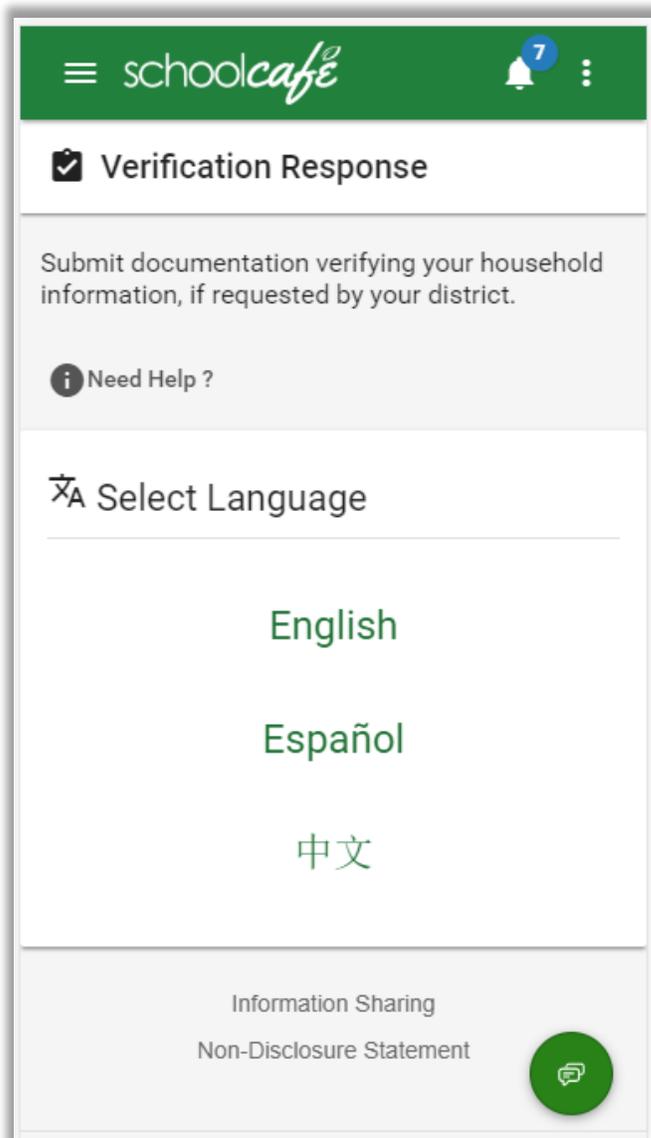
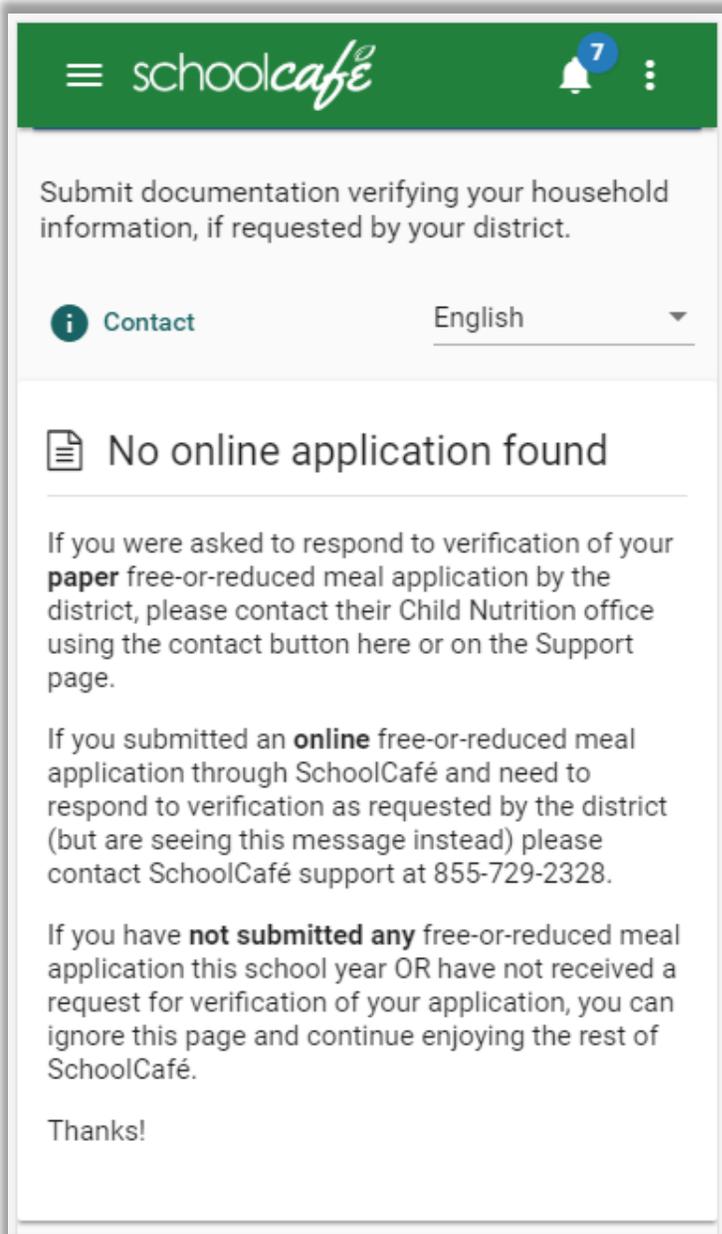


SchoolCafé Verification of Income – Parents Guide

- To begin responding to Verification of Student Eligibility for a district that is using SchoolCafé, open the SchoolCafé mobile app or, if you are not using the app, open your web browser and navigate to <https://www.schoolcafe.com/verification>. You will notice two options on the homepage: one option to sign in with an existing SchoolCafé account, and another option to enter your state and district selection to begin creating a new SchoolCafé account. Choose one of the two options to get started.
- (App users) In the navigation menu, go to Verification Response.
(Web users) After creating a new account or signing in, you will be redirected to the Verification Response screen, where you will be asked to select a language in which to view the response submission form:

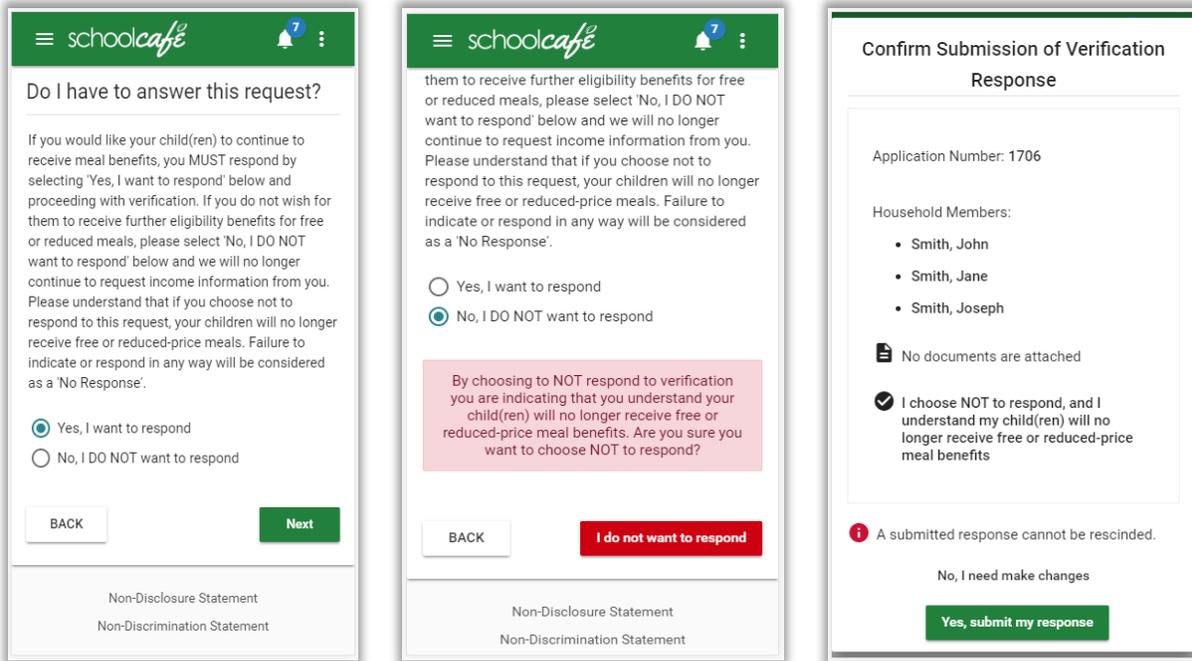


- After selecting a language, the system will check to see whether you have submitted an application through SchoolCafé and if it was selected for Verification. **If you have 1) not submitted an application through SchoolCafé, OR 2) the application you submitted was not selected for Verification**, you will see the screen below. In that case, contact your school district's Child Nutrition office (not SchoolCafé technical support) for help.



- If you have submitted an application that **1.) was submitted through SchoolCafé, AND 2.) was selected for Verification**, and you still see the message above, only in this case should you contact SchoolCafé technical support.

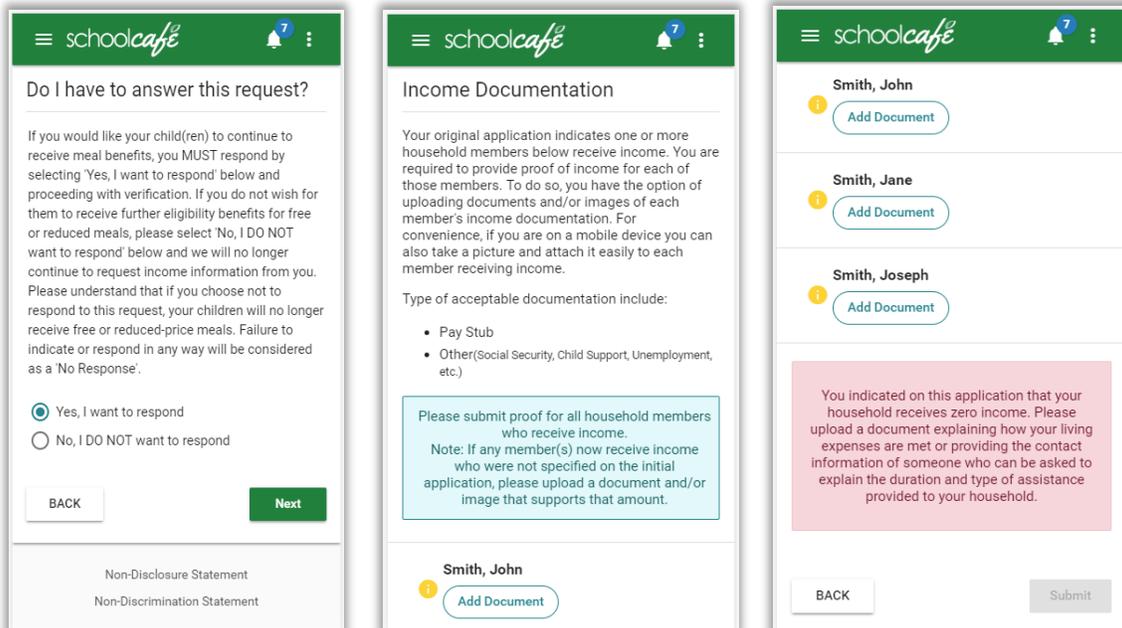
- Once the system has confirmed the match between your account and an application that was selected for Verification, you can choose to either respond, or decline to respond (note: declining will cause the student(s) on the application to lose their meal benefits).



Responding to Verification

To complete verification, you must either choose not to respond, or respond with proof of income.

- No Income** - If you indicated that no one in the household receives income, the system will require you to provide documentation showing how your living expenses are met, or the contact info of someone who can explain the type of financial assistance you receive (and the duration of benefits).



- You can upload proof for anyone in this scenario by clicking any Add Document button on the page.

Please submit proof for all household members who receive income.
 Note: If any member(s) now receive income who were not specified on the initial application, please upload a document and/or image that supports that amount.

Upload proof of income for John Smith

Select document type:

Pay Stub
 Other

[Add Document](#)

Maximum File Size: 5MB
 Allowed: .txt, .csv, .doc, .docx, .pdf, .jpg, .png, .bmp, .msg, .xls, .xlsx

[Cancel](#) [Add Document](#)

Use Of Information Statement Non Discrimination Statement

Please submit proof for all household members who receive income.
 Note: If any member(s) now receive income who

Upload proof of income for John Smith

Select document type:

Pay Stub
 Other

[Replace Document](#)



Maximum File Size: 5MB
 Allowed: .txt, .csv, .doc, .docx, .pdf, .jpg, .png, .bmp, .msg, .xls, .xlsx

[Cancel](#) [Add Document](#)

Use Of Information Statement Non Discrimination Statement



Documents uploaded:

- Smith Jane - Other - 9.12.18 - 15.36- CST.jpg (Other)

Smith, Joseph

[Add Document](#)

Documents uploaded:

- Smith Joseph- Other - 9.12.18 - 15.36- CST.jpg (Other)

You indicated on this application that your household receives zero income. Please upload a document explaining how your living expenses are met or providing the contact information of someone who can be asked to explain the duration and type of assistance provided to your household.

[BACK](#) [Submit](#)

- When proof is required only for certain members –** Most households won't be required to upload proof of income for every household member. You'll notice that those members without any income specified on the application have a green checkmark displaying next to their name to indicate that proof is not required. However, you may still upload documentation for them if it is appropriate or if their financial situation has changed. **NOTE:** Other types of verification, such as PFD proof (Alaska applicants), temporary assistance proof, and Foster household proof, may also be required if they were indicated on your application.

- Pay Stub
- Other (Social Security Child Support Unemployment, etc.)

Please submit proof for all household members who receive income.
 Note: If any member(s) now receive income who were not specified on the initial application, please upload a document and/or image that supports that amount.

AKERS, WILLIAM L
 Income None
[Add Document](#)

Susan Akers
 Income None
[Add Document](#)

Bob Akers
 Proof is required
[Add Document](#)

* Income: M = Monthly, W = Weekly, E = Every 2 Weeks, T = Twice Per Month, Y = Yearly

[Previous](#) [Submit](#)

Please submit proof for all household members who receive income.
 Note: If any member(s) now receive income who were not specified on the initial application, please upload a document and/or image that supports that amount.

AKERS, WILLIAM L
 Income None
[Add Document](#)

Susan Akers
 Income None
[Add Document](#)

Bob Akers
 [Add Document](#)
 Attachment(s) uploaded?
 AgencyEmaildocumentation.mg (Other)

* Income: M = Monthly, W = Weekly, E = Every 2 Weeks, T = Twice Per Month, Y = Yearly

[Previous](#) [Submit](#)

- Once you have uploaded proof of income for all required household members on your application, you can view a confirmation of your submission and then submit. Please note that you cannot withdraw a response once it is submitted without contacting your district personally.

Please submit proof for all household members who receive income.
Note: If any member(s) now receive income who were not specified on the initial application, please upload a document and/or image that supports that

Confirm Submission of Verification Response

Application Number: 1195

Household Members:

- AKERS, WILLIAM L
- Timmy Akers

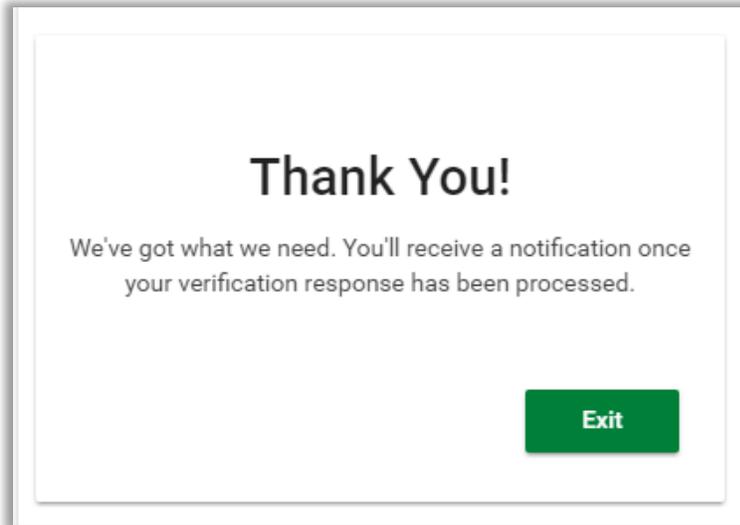
Attachment(s) uploaded?

- AgencyEmaildocumentation.msg (...)

● A submitted response cannot be rescinded.

[No, I need make changes](#)

[Yes, submit my response](#)



After submission, your district will review your response and you will receive a letter on your Eligibility Notifications page regarding your benefits. Or, if more info is needed, they will contact you personally.