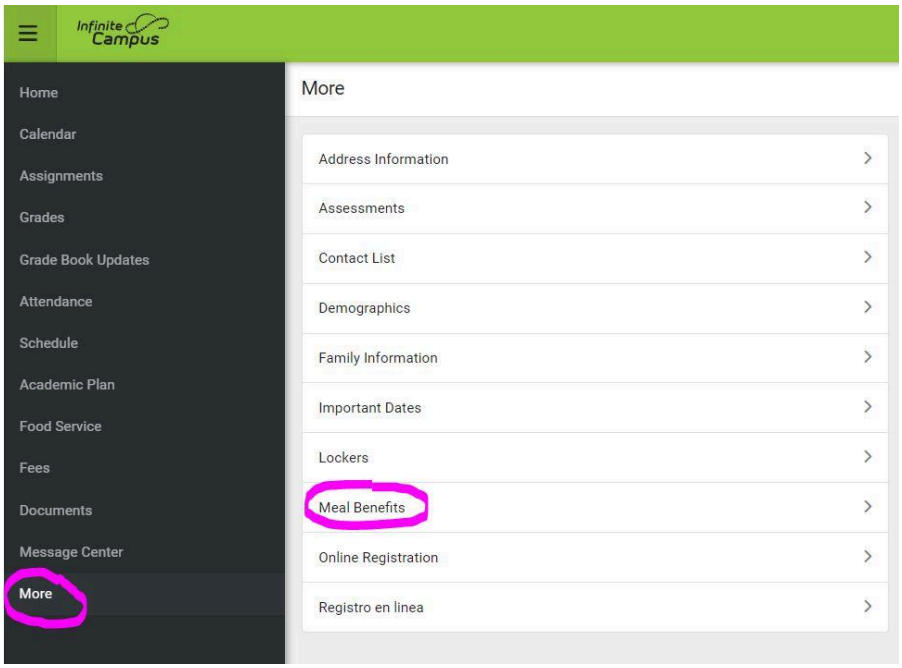
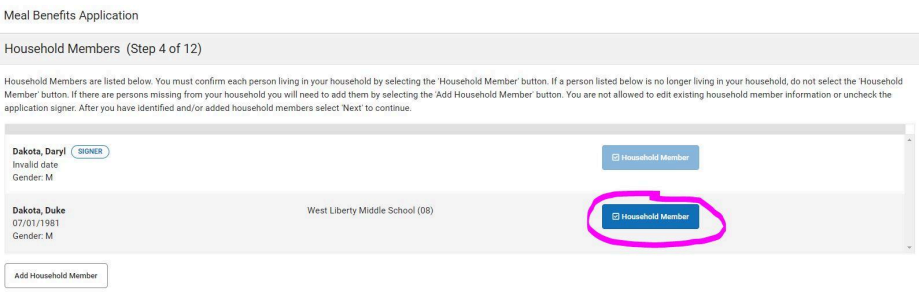
Instructions For Free & Reduced Applications in Infinite Campus Parent Portal

1. **Log into your Infinite Campus Parent Portal:** https://spiritlakeia.infinitecampus.org/campus/portal/parents/spirit_lake.jsp
2. **Select *More* from the Menu** (see picture below)
3. **Select *Meal Benefits*** (see picture below)



4. **Click the *Meal Benefits Application* Button**
5. **Review the Letter to Household and select next**
6. **Review the Instructions and select next**
7. **Assure that the Signer's information is valid and select next**
8. **Select and/or add household members:** Be sure to include everyone who lives in your household on your application and be sure that you have them selected as Household Members. You can add additional household members by selecting the *Add Household Member* button. If someone listed no longer lives in your household, DO NOT select the Household Member checkbox.
   For example in the image below both Daryl and Duke Dakota live in this household, they are both listed and the box is checked for both showing that they are household members.



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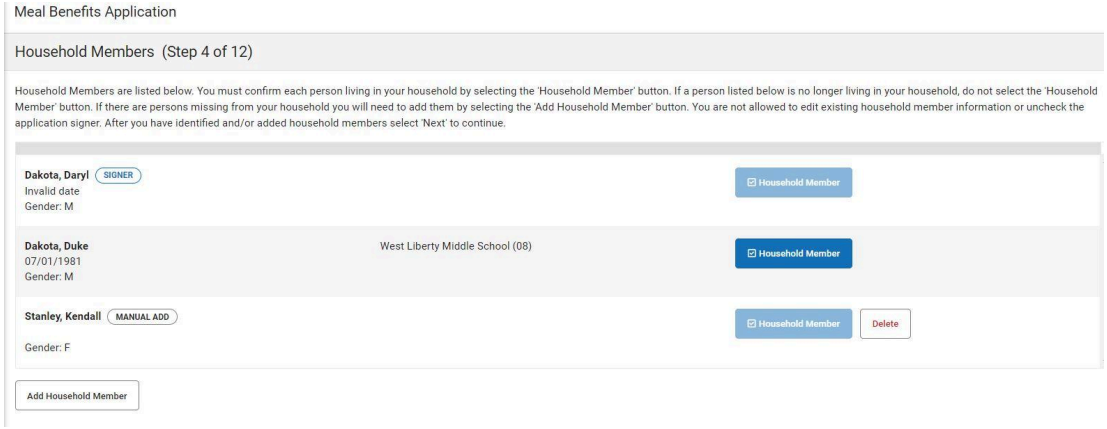
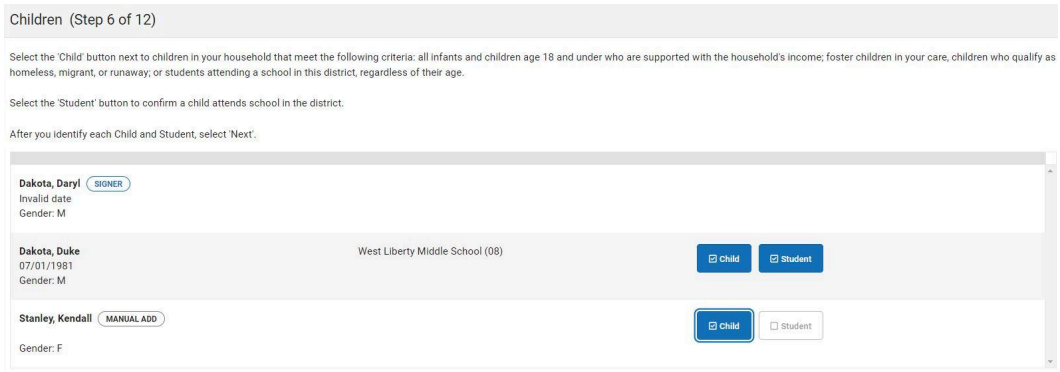
Daryl wants to add another household member as he is currently caring for his sister's child Kendall. Daryl is going to select *Add Household Member* and enter Kendall's information before clicking next.



9. **Answer the question in step 5 and select Next**
10. **In step 6 select which members of the household are children (under the age of 18)** by checking the Child checkbox by their name, if the child is going to attend school in our district select the student checkbox as well. If the person listed is an adult there is no need to check either of the boxes next to their name. For example, in our Dakota family case, Duke is both a child and a student and Kendall who we added to the household is a child but not old enough to attend school.



11. **Answer the question in steps 7 and 8**
12. **On Step 9 enter the income for each person in the household** by selecting the *Add Income* box, and entering the proper information. Please note that you can enter more than one source of income and the amount received through that source for each person. Then select *Update.* If a person listed has no income select the *No Income* checkbox. Please be sure to report ALL income for each person in the household.
13. **On Step 10 review the information entered to be sure it's correct.**
14. **Be sure to answer all of the questions in step 11 and then select Submit at the bottom.**