

# Online Meal Application Instructions



**TITAN**  
A LINQ SOLUTION

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Contact us today for additional information.

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## 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).*
  - **SNAP - Supplemental Nutrition Assistance Programs**
    - Your SNAP case number is a 9-digit number starting with "00" do not include the "A" at the beginning of the number. The case number can be found at the bottom of your SNAP benefits letter. If you do not have your award letter contact DHS to get your case number. The LISA Academy Child Nutrition Office cannot get your SNAP case number from DHS.
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.