

# Online Meal Application Instructions



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Contact us today for additional information.

[support@titank12.com](mailto:support@titank12.com)

844-467-4700, Option 2

[www.titank12.com](http://www.titank12.com)  
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[Custom text area for districts to add additional information such as district contact info]

**\*\*Please delete this text box if you do not intend to use it**

## Completing an Online Application

1. Go to [family.titank12.com](http://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).*  
**[Common examples below, please customize this area based on your district's state and program and delete this section in yellow.]**
  - **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.